



Edu-Lettings

School Facility Hire

Safe Recruitment Policy

The EDU-LETTINGS LTD UK Safe Recruitment Policy applies to both voluntary and paid staff. All staff and volunteers for any role in the EDU-LETTINGS LTD UK organisation should go through a role appropriate vetting process prior to their appointment to appropriately establish their suitability to work in circumstances linked with children or adults at risk.

GUIDELINES ON THE RECRUITMENT AND SELECTION OF PAID STAFF AND VOLUNTEERS WORKING WITH CHILDREN

These guidelines relate to EDU-LETTINGS LTD UK in the consideration and guidance on the recruitment of volunteers and paid staff. In the recruitment of such, the wellbeing of all children should be paramount. EDU-LETTINGS LTD UK is committed to providing a safe environment for children managed by our organisation and the requirements of the recruitment process outlined below will ensure best practice is implemented to protect children whenever a volunteer / staff member is appointed.

It is only through sound recruitment practice that those who are less suitable can be screened out. This guidance is aimed at assisting those who are recruiting individuals who would work in circumstances linked with children and vulnerable adults.

ROLE PROFILE

The relevant person(s) in the organisation should draw up a “role profile” or job description to identify the main responsibilities of the job that is being recruited for. They will need to clearly identify the skills and experience required to fulfil the role and draw up a person specification. A recruitment process must also be developed to ensure every applicant is treated in a fair and consistent manner.

APPLICATION FORM

EDU-LETTINGS LTD UK should develop and use an application form to collect the information required for the post in question. The form should be developed by more than one individual and should include verification of the applicant's identity. [Applicants should be advised that online searches may also be completed as part of the recruitment process.](#)

MEETING AND INTERVIEWING THE APPLICANT

It is important that all applicants are interviewed, and that the information obtained on the application form is explored appropriately. Questions asked of the applicant should be prepared in advance and it is important that each applicant could discuss their experiences and qualifications for the role. They should also be asked for examples of how they would manage some hypothetical child safeguarding situations such as a child not being collected after a sport session and what they would do in that circumstance.

IN ASSESSING THE APPLICANT'S SUITABILITY, YOU SHOULD

- Consider their relevant qualifications and experience.
- Consider their previous experience (if any) of working with children / adults at risk, inside or outside of one of our environments.
- Consider their attitudes and commitment to safeguarding.
- Ask them if they have ever been refused work that involved having contact with children / adults at risk.
- Ask them if there is anything else that the organisation should know that could affect their suitability to work with children / adults at risk.
- Conduct appropriate online searches relevant to determine any indicators which may affect applicants professionalism to work with children / adults at risk.

REFERENCES

At least two references should be obtained even if the person is known to the organisation. References should be from a senior person with appropriate authority, and not from a person who is related to the applicant.

One of the references should be from the applicant's current employer and, if possible, one reference from an organisation or club which they have been involved with.

If the applicant has not previously been involved with an organisation or club of any kind, then the applicant should be asked to provide a reference from someone who knows them personally, who has some knowledge of their attitude to children's wellbeing and safeguarding. Both references should contain a statement to illustrate that the referee is aware of the post the applicant is applying for. All references should be followed up by contacting the referee prior to any offer of appointment being made.

THE DISCLOSURE AND BARRING SERVICE (DBS) PROCESS

The DSO is responsible for co-ordinating the DBS checks for EDU-LETTINGS LTD UK as part of the safe recruitment procedure, subject to the role applied for. Guidance on what checks are necessary is indicated on <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

For those working in a school, not in a teaching role, but facilitating, including contact with children, applicants can still request and provide a 'Basic DBS check'. Other roles, including working around children for more than 3 days in any 30-day period, would attract an 'Enhanced Check with a Children's Barred List Check'.

Applicants should be advised that EDU-LETTINGS LTD UK, where appropriate, will share relevant information from the DBS certificate (including expiry dates etc) with venues legitimately requiring such.

RECRUITMENT DECISIONS

EDU-LETTINGS LTD UK will consider all the information they have about an applicant at each stage of the recruitment process. The information to consider will include:

- The application form.
- The interview.
- All qualifications seen and confirmed.
- The references including the follow up prior to recruitment.
- The outcome of the DBS check.

The decision can then be made either to appoint the applicant and agree a start date or to reject the application. All new staff/volunteers must abide by the Safeguarding Policy.

POST-RECRUITMENT

It is important that once a new role has been filled, follow up action is taken. This includes:

- The expectations, role and responsibilities of the post should be clarified and put in writing to the recruit.
- The recruit should be formally made aware of and be asked to sign up to and abide by the Safeguarding Policy.
- Any other training needs should be established, and a plan made to meet those needs within an appropriate timescale.
- It is suggested that a period of mentoring, supervision and observation or monitoring should be put into place to support the recruit.

DOCUMENT ISSUE AND CONTROL

A copy of this policy document is available to all staff at the office and at each workplace. Upon each revision to the policy, a revised copy will be distributed, and it is the responsibility of the Directors to communicate the implications and requirements of the policy to staff under their supervision and/or control.

POLICY REVIEW RECORD

REVISION STATUS	DATE	REVIEW SUMMARY
1	1/7/2020	Initial issue
2	1/10/21	Annual review – no changes
3	22/11/22	Review – Sign off from KO Safeguarding
4	16/10/23	Annual review – DBS Sharing Introduced / Online – Social media checks installed into recruitment flow -- Sign off from KO Safeguarding
5	30/10/24	Installation of ID Checks on induction / Enhancement to checks on those living in other regions.



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