Realise Education

SAFER RECRUITMENT POLICY

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Realise Education

1. Safer Recruitment Policy Statement

Realise Ed Ltd is committed to creating a culture that safeguards and promotes the welfare of children. In order to achieve this culture, we adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment.

2. Scope of the policy

This policy applies to anyone engaged by Realise Ed Ltd including our directors, staff, contractors and any work placement/volunteers.

All prospective applicants will be supplied with copies of the Safeguarding policy, Allegation Policy, Child Protection Policy, Whistleblowing policy and Code of Conduct.

3. Roles and responsibilities

Realise Ed Ltd will:

- Prevent people who pose a risk of harm from working with children by having effective policies and procedures in place for the recruitment of staff and volunteers in accordance with the DfE guidance, Keeping Children Safe in Education 2023 and any guidance or code of practice published by the Disclosure and Barring Services (DBS);

- Ensure that it meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

4. Recruitment and Selection Process

All those involved with the recruitment and employment of staff to work with children will be trained to a recognised standard in safer recruitment.

Realise Ed Ltd ensures at least one person who conducts an interview has completed training in safer recruitment.

5. Advertisements

When defining the role (whether through the job, role description and person specification) Realise Ed Ltd will have regard to Section 193 of Keeping Children Safe in Education (KCSIE 2023) and include:

- *the skills, abilities, experience, attitude, and behaviours required for the post; and*

- *the safeguarding requirements, i.e., to what extent will the role involve contact with children and will they be engaging in regulated activity relevant to children.*

All adverts will also include:

- Realise Ed Ltd's *commitment to safeguarding and promoting the welfare of children and make clear that safeguarding checks will be undertaken;*
- *the safeguarding responsibilities of the post as per the job description and personal specification; and*
- *whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.*

6. Application forms

All roles advertised by Realise Ed Ltd will include (in the application form or elsewhere) the following statement:

"Realise Ed Ltd is committed to safeguarding children and young people. All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children."

Realise Ed Ltd will also ensure that all prospective applicants provide the following:

- personal details, current and former names, current address and national insurance number;
- details of their present (or last) employment and reason for leaving;
- full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment;
- qualifications, the awarding body and date of award;
- details of referees/references; and
- a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification

Realise Ed Ltd does not accept curriculum vitae in place of application forms.

7. Shortlisting

In order to ensure that candidates have the opportunity to share relevant information and allow for this to be discussed at interview stage before the DBS certificate is received, all shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

Realise Ed Ltd will ensure the following:

- that at least two people carry out the shortlisting exercise.
- that reasons are given for any inconsistencies and for gaps in employment and reasons given for them; and
- All potential concerns are explored.

8. Employment history and references

All offers of employment made by Realise Ed Ltd will be subject to the receipt of a minimum of two written professional references, this will include from the most recent assignments.

Realise Ed Ltd follows strict standards and therefore will:

- not accept open references e.g. to whom it may concern;
- not rely on applicants to obtain their references;
- ensure any references from the candidate's current employer have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations);
- obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed;
- secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then secure a reference from their current employer;
- ensure electronic references originate from a legitimate source;
- contact referees to clarify content where information is vague or insufficient information is provided; and
- compare the information on the application form with that in the reference and take up any discrepancies with the candidate.

9. Employment selection

Realise Ed Ltd uses a range of selection techniques to identify the most suitable person for posts. All interview questions will include:

- finding out what attracted the candidate to the post being applied for and their motivation for working with children;
- exploring their skills and asking for examples of experience of working with children which are relevant to the role; and
- probing any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this.

All information considered in decision making will be clearly recorded along with decisions made.

10. Pre-appointment vetting checks

Realise Ed Ltd completes all the following legal pre-employment checks when appointing an individual to engage in regulated activity in relation to children:

- Identity check (including being aware of any name changes);
- An overseas police check (if relevant);
- Enhanced DBS check via the applicant (including children's barred list information);
- Verification of medical fitness;
- Verification of the candidate's right to work in the UK; and
- Verification of professional qualifications via the Teaching Regulation Agency (TRA) Employer Access Service.
- Section 128 checks, if relevant. See paragraphs 253 to 256, KCSIE 2023.