



RECRUITMENT AND SELECTION POLICY TO ENSURE ACCORDANCE WITH DFE'S SAFER RECRUITING GUIDANCE

Wize Up is committed to safeguarding and promoting the welfare of children and young people. To ensure this, our recruitment and selection policy is in accordance with both local and national guidance.

STAGES OF THE RECRUITMENT PROCESS

1 Decision to Recruit

All interview panels will understand their role and will include staff who have been trained and possibly young people. The job description will include a reference to the responsibility for safeguarding and promoting the welfare of children, and the person specification will include suitability to work with children.

2 Advertising the Post

The advertisement will include a reference to safeguarding and promoting the welfare of children and young people.

3 Application Process

Application forms will be used to enable all potential applicants to provide a common set of core data as follows:

Current and former names, date of birth, proof of current address, NI number and evidence of eligibility to work in the UK · Full details of qualifications relevant to the position applied for including awarding body and date of award.

- Teachers will need to provide proof of relevant TRA registration
- Full history in chronological order showing employment, study, voluntary work, with explanations for any periods not covered, and reasons for leaving employment.

- Details of referees – one of whom must be current or most recent employer. For an employee not currently working with children, but who has done so in the past it is important that the past employer should also be contacted
- A statement from the applicant of their personal qualities and experience, which they believe, meets the person specification.

There will be a statement explaining that the post is exempt from the Rehabilitation of Offenders Act 1974, requiring a signed statement that the individual is not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body, and either has no sanctions, cautions or bind-overs, or has attached details of their record in a sealed envelope marked confidential. The application form advises that all shortlisted candidates will have a list 99 check carried out to ensure they are not barred from working with children. There will also be an explanation of the DBS checking requirements.

Where an applicant has lived/worker outside of the UK for a period of more than 3 months in the last 10 years, then additional safer recruitment checks will be carried out, equivalent to a DBS, statement of good conduct from the police or embassy or character references along with overseas employment references.

Applications will be carefully scrutinised upon receipt in order to identify any anomalies or areas of concern, which need to be followed up at interview. This will include any gaps in service or mid-career moves from permanent to supply or temporary work.

4 Taking up references for shortlisted candidates

References will be contacted for all shortlisted candidates, including the most recent, using the proforma reference request forms. All references received by Wize Up must be signed or countersigned by the headteacher if the last employment was in a school. These will be scrutinised to identify any gaps or contradictions, which will then be explored at interview.

5 The Interview

All applicants will be sent an invite to interview letter detailing the selection activities, directions, documents required and Wize Up's commitment to the safeguarding of children and young people.

These will be on a face to face basis with a presentation element relevant to the post (i.e. teachers), and the same panel will see all the candidates for a post and carry out some straightforward pre employment checks such as verification of the applicant's identity, right to work in this country (a national insurance number does not automatically indicate this right) and relevant academic and vocational qualifications from original documentation. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified so far in order to satisfy themselves that the chosen applicant can

meet the safeguarding criteria identified above, by confirming that the applicant attributes a high regard to child protection.

Consideration including discussion with the candidate will also need to be given to any information regarding previous records of cautions or convictions including information provided in a sealed envelope. Discussion will also take place regarding any significant periods of sickness absence. All answers will be scored according to pre-set requirements for in relation to the personal specification and job description to confirm if the answer is believed to have been fully, partly or not met. This judgement is made by all on the interview panel.

6 Pre Employment

In addition to the checks already detailed Wize Up will ensure that a DBS Enhanced check with barred list information is applied for, for all newly appointed members of staff, volunteers and any other adults, who will be undertaking a regulated activity. This will return information relating to an individual's suitability to work with children including whether they are on the barred list. It is a criminal offence for an organisation to engage someone in regulated activity who it knows, or has reason to believe, has been barred from that activity. Regulated activity in school and colleges. In schools and colleges, 'regulated activity' is defined as:

- Being responsible, on a regular basis, (means on more than three days in any period of 30 days) in any setting for the care or supervision of children.
- Working in a school or college, on a regular basis, at times when children are on school or college premises (where the person's work requires interaction with children, whether the work is paid (unless they are a supervised volunteer), or whether the person is directly employed or employed by a contractor).
- Coming into contact, on a regular basis, with children under 18 years of age in a college.
- Relevant personal care, or health care provided by, or provided under the supervision of, a health care professional (regardless of how often this occurs).

For individuals who have lived/worked outside of the UK, additional checks will be required which include but are not limited to, police checks/certificate of conduct (including further checks deemed appropriate so that relevant events occurring outside of the UK can be considered) to establish suitability to work at Wize Up having regard to any guidance issued by the Secretary of State. Teachers may be able to provide proof of their past conduct as a teacher, issued by the professional regulating authority in the country in which they worked. Where available, such evidence can be considered alongside other information obtained through other pre-appointment checks to help assess their suitability.

For teachers Wize Up will verify successful completion of the statutory induction period. Wize Up reserves the right to conduct online searches as part of due diligence checks on shortlisted candidates. These together with the collection of all necessary references will be completed if possible before staff start work unless there are very exceptional circumstances. Any offer made to a candidate will be conditional on all the pre-employment checks being completed satisfactorily. Until such a time, individuals will not have unsupervised contact with young people.

Induction

All members of staff will be given an induction programme which will clearly identify Wize Up policies and procedures, including child protection, and make clear the expectations and codes of conduct which will govern how staff carry out their roles. This will give the opportunity to provide discussion of any relevant issues. The programme will ensure that all new staff are aware of the following policies and procedures and how to access them:

- Safeguarding and welfare e.g. child protection, anti-bullying, race equality policy, physical intervention.
- Discipline and grievance, capability and whistleblowing.
- In addition, all staff will be made aware of the channels for raising any concerns.

7 Ongoing Employment

Wize Up recognises that safer recruitment and selection is not just about the start of employment but should be part of a larger policy framework for all staff. We will therefore provide ongoing training and support for all staff, as identified through performance management and in particular the child protection policy.

We will also provide a range of opportunities where concerns can be raised, in order that staff feel that Wize Up culture embraces safeguarding and communicates a clear framework to employees, parents and pupils. We will monitor issues as they arise, and using such strategies as exit interviews will seek to continually improve Wize Up environment, for the benefit of both staff and young people.

Other policies, which relate to this policy, include the Anti-Bullying, Behaviour, Attendance, Child Protection, Physical Intervention, Race and equality policy, DBS and Staff Code of Conduct.

Review Cycle: 2 years

Date for review: September 2024