



Safer Recruitment Policy

Reviewed September 2025 by Lucy Heffer Office Manager & Data Protection Officer

Next Review September 2026

Introduction

This policy applies to all 1-2 Achieve staff including; tutors, education support workers, area managers and office staff. Management is committed to delivering education to young people who are in need of educational, social and emotional support by employing, individuals who will make a positive contribution within the team, using out the box thinking

Our mission: Is to provide high quality education and deliver the best possible outcomes for children and young people.

A motivated and committed workforce with appropriate knowledge, skills, experience and ability to succeed is critical to our outstanding education delivery.

1-2 Achieve aims to be the local education employer of choice, with a happy, healthy, and high performing workforce. The provision provides strong moral leadership and good governance in tackling the social, economic, technological and environmental challenges facing the world.

The purpose of the Safer Recruitment and Selection Policy is to ensure that safe, equitable and transparent. recruitment and selection processes are observed at all times, and that we appoint the best person for the role.

1-2 Achieve, Delegation outlines the delegated responsibility and levels of authority for dealing with recruitment matters. Safer recruitment and selection procedures comply with current education and employment. legislations and ACAS guidance, including guidance on ensuring the safety and welfare of children and young people. Those responsible for each stage of the recruitment process will be expected to demonstrate at all times a professional approach by dealing honestly, efficiently and fairly with all candidates.

1-2 Achieve has a statutory duty to maintain the safety and welfare of children and young people and will implement safeguarding procedures and arrangements throughout the recruitment process. Advice on recruitment should always be sought from the management team.

Equality, Diversity and Inclusion

The Company is committed to the principle of equal opportunity in employment.

The terms equality, inclusion and diversity are at the heart of this policy. Equality means ensuring everyone has the same opportunities to fulfil their potential free from discrimination. Inclusion means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution. Diversity means the celebration of individual differences amongst the workforce. We will actively support diversity and inclusion and ensure that all our employees are valued and treated with dignity and respect. We want to encourage everyone in our business to reach their potential.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All job applicants, employees and workers, including agency workers, are covered by this policy and it applies to all areas of employment including recruitment, selection, training, career development, and promotion. These areas are monitored, and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Company as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers and supervisors, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Company.

Management will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant, employee, or worker receiving less favourable treatment because of a protected characteristic within the Equality Act 2010 which are race, including colour, nationality, ethnic or national origin and caste; religion or belief; disability; sex; sexual orientation; pregnancy or maternity; gender reassignment; marriage or civil partnership; and age. In accordance with our overarching equal treatment ethos, we will also ensure that no one is treated less favourably on account of their trade union membership or non-membership, or on the basis of being a part-time worker or fixed-term employee. The Company's objective is to ensure that individuals are selected, promoted, and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.

Recruitment and selection processes will be robust and transparent with clear audit trails.

Disability Confident

As a Disability Confident Employer 1-2 Achieve is committed to ensuring our recruitment processes are inclusive and accessible and we support our employees with disabilities with reasonable adjustments in their workplace. 1-2 Achieve will offer an interview to disabled candidates who meet the selection criteria set by the company.

Safer Recruitment

All appointing bodies within the company are committed to the highest standards with regard to child protection and will take all necessary steps to ensure all information is checked to determine a

person is safe to work with children. The company's safeguarding culture will be emphasised through the job description, person specification and advertising, to deter unsuitable applicants. Every interview will include questions on safeguarding and will explore any gaps in an applicant's job history. All applications will be made through the company's standard application forms, which require a complete employment history and that all gaps are accounted for. A curriculum vitae (CV) should only be accepted alongside a full application form and is not sufficient on its own to support safer recruitment. The management team Contact will ensure that all the necessary pre-employment checks are carried out.

Management of Recruitment Procedures

1-2 Achieve Scheme of Delegation sets out the responsibility for managing recruitment procedures and the delegated responsibility for appointing employees across the company. All appointment panels must contain at least one member who has undertaken Safer Recruitment Training; The Panel will consist of both the area managers and or office manger or education support workers.

The managing director and finance director may support on the panel from time to time.

As vacancies arise, the recruitment assistant or their appointed representative will consider whether a replacement is required or whether internal re-structuring may be more appropriate. The decision will consider the existing staffing structure, curriculum and organisational needs and budgetary situation. Under the principles set out in the Scheme of Delegation, any restructuring exercise must be consulted and agreed with 1-2 Achieve management and Bright HR. Recruitment procedures will be supported by the Bright HR Team and the Directors of 1-2 Achieve. What to do when a vacancy arises In all cases, before an advert is placed, approval must be sought from 1-2 Achieve management Team to recruit vacancies within the agreed company staffing structure, to create new roles and replace existing roles, including; responsibility allowances. Approval must be sort for both permanent and temporary roles, including any roles suitable to be advertised internally with in the company.

Advertising a Vacancy

The Directors of the company, or their delegated representative will determine how and where a post will be advertised according to circumstances prevailing at the time. All external vacancies will be advertised on the indeed website. When advertising a vacancy, the agreed company advert template must be used, detailing the following (where appropriate):

- Job Title
- Term time only vacancies
- Hours of work
- Location of the vacancy
- Anticipated interview date
- Statement about the company's commitment to safeguarding and promoting the welfare of children and young people an expression of interest, usually in the form of a letter of application. Internal references must also be provided and taken up.

Shortlisting

The management or their delegated representative should establish who will be involved in the recruitment process. To ensure consistency, the panel members should be involved throughout the shortlisting and interview process. There is a statutory requirement that at least one of the panel members has completed Safer Recruitment Training, which must be updated every three years. Shortlisting should not begin until after the closing date (unless specified within the advert) and should be completed by at least two members of the selection process. Selection will be based only

against the agreed criteria. within the person specification, using information contained within the application. The directors must ensure the selections are justified and that records are made and retained for at least 6 months. The decision made must then be communicated promptly to successful candidates to invite for interview. The recommended timescale from the date of invites received to interview date is 5 working days. Candidates will be notified that references will be requested at this stage and that failure to provide referees will mean they could be withdrawn from the interview process. Candidates also need to be informed of the requirement to conduct online searches to confirm their suitability to work with children. The invitation to interview could be made via email or letter and should include the itinerary and location of the interview, instructions for pre-interview tasks, maps and parking arrangements, how to confirm acceptance and how to request any reasonable adjustments that may be required. Applicants must also be advised to bring identification with them that confirms their right to work in the UK.

Interviews

The interview process will normally be conducted as follows:

- candidates are welcomed by the area managers, or their appointed representative and are given an introduction to the company.
- a curriculum, department, key stage leader, support staff team leader or other internal management lead may present an introduction to the faculty or team and may arrange for a tour of the place of work.
- Other selection activities will be dependent upon the nature of the post being filled, e.g., desk-top exercise, panel interviews, these activities should be linked closely to the Job Description and Person Specification.
- the candidate's suitability to work with children must be explored at interview asking openended questions, holding probing discussions relating to the outcome of any online searches as well as questions which explore the candidate's attitude towards child protection.
- employees will be recruited on the knowledge, experience and skills needed for the job and their potential contribution to the company.
- at the conclusion of the interview the panel will establish whether each person remains a firm candidate and ensure that candidates know the arrangements for communicating the decision. References should be provided to the panel before interviews take place, allowing the panel to scrutinise and seek clarification from the referee or the candidate during interview. Area Managers will assess the candidates' performance against the criteria within the job specification at the end of the interview. Interview notes must be taken by each panel member. An accurate record of the selection decision must be kept, and any selection system used must be justifiable.

Making an Offer of Appointment -The appointment and agreement process will be as follows:

- when agreement to appoint is reached, the chosen candidate will be offered the post by email or phone call, and by no later than 5 working days after interview. A verbal agreement is binding on all parties. The person advising the successful candidate must make it clear that the offer is subject to agreed timescales, start dates and satisfactory pre-employment checks.
- an offer email will be sent by the office manager confirming the terms and conditions of the offer of appointment, including the start date, the salary, and that the offer is subject to satisfactory pre-employment checks being completed. Subject to the company receiving written acceptance and completion of the required onboarding forms, the employment contract will be issued within 14 days. The offer email will also include safeguarding documents, the link to complete a DBS check, and other onboarding documents as appropriate.
- a contract letter will be sent by the Office manager and Bright HR team, accompanying the employment contract. Unsuccessful candidates should be advised no later than 3 working days after the successful candidate has accepted the post. Feedback should always be offered to unsuccessful interviewees and provided if requested in a timely manner. The outcome of

the interview will be published as appropriate as soon as possible after all candidates have been contacted. For internal interviews, every effort will be made to ensure that the outcome is communicated to short-listed candidates before publication of the outcome. A debriefing opportunity and discussion will be offered to unsuccessful internal candidates within one week.

Pre-employment Checks Any offer of employment made to a successful candidate, including one who has lived or worked abroad, must be conditional on satisfactory completion of the necessary preemployment checks. When appointing new staff members, the company with Bright HR must:

- Verify a candidate's identity. Please refer to the ID checking guidance issued by 1-2 Achieve All candidates must also produce their birth certificate as part of the preemployment check.
- Obtain a certificate for an enhanced DBS check which will include a barred list check for all who will be engaging in regulated activity.
- Verify the candidates physical and mental fitness to ensure that the candidate is medically suitable for the proposed job and to advise, where necessary, on any reasonable adjustments to their work or workplace. This is done using a health questionnaire, which will be sent during the onboarding process.
- Verify the candidates right to work in the UK. If there is any uncertainty about whether a person needs permission to work in the UK, please check and follow the guidance on GOV.uk, or consult with the Trust Central HR Team.
- If the candidate has lived or worked outside the UK in the previous 5 years, to make further checks in line with Company guidance.
- Verify professional qualifications as required.
- Ensure all required checks are completed and entered onto the Single Central Record before the candidates start date.
- During the recruitment process, candidates will be asked to confirm that they understand providing false information in an application is a serious matter, which could result in summary dismissal if the applicant has been selected, and that failure to disclose information or providing false information in relation to criminal records is an offence, which could lead to prosecution
- Candidates will also be advised that once the DBS application has been verified and submitted for processing, a decision to withdraw from the offer of employment will result in being charged for the DBS check at the rate applicable at the date of the policy.
- The decision to allow any individual to start work in regulated activity before the outcome of a DBS check, is the responsibility of the directors. All other checks including a separate barred list check must have been completed to support the approval of a Risk Assessment by the Director. The individual must be appropriately risk assessed and supervised until the DBS check has been completed.

Rehabilitation of Offenders

- Applicants will only be asked to declare convictions and cautions that are not protected under the amendments of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020).
- The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.
- Standard and Enhanced DBS certificates will include details of convictions and cautions (excluding youth cautions, reprimands and warnings) recorded on the PNC. A 'specified offence' is one which is on the list of specified offences agreed by Parliament which will always be disclosed on a Standard or Enhanced DBS certificate, regardless of how long ago it was given. This includes where a specified offence receives a caution (but not youth cautions, reprimands or warnings).
- As a result of the 2020 amendment, Interview questions regarding the disclosure of offenses should now be:
 - Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?
 - Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974

(Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? In all cases where criminal convictions are disclosed, advice should be sought from Bright HR team. Record Keeping and Data Protection All who are involved in the recruitment process must comply with the Data Protection Act 1998 for job applicants. Therefore, appropriate security measures should be taken to prevent unauthorized or unlawful processing, disclosure, destruction, loss or alteration of information. The application process should advise a candidate that their application will be kept on file for a certain period of time and that it will not be disclosed to any third parties without their consent.

Employment

Following the receipt of; two references, Enhanced DBS, evidence of right to work in the UK, proof of address, driving license, License status, MOT, Proof of insurance, passport, national insurance, proof of qualifications, the candidate would then be inducted focusing on company policies, handbooks and safeguarding. The employee would conduct a minimum of six hours of shadowing at least two different members of staff. During the induction period the employee must receive two supervisions and two observations- this is to ensure that company policies are followed and the 1-2 Achieve paperwork is of acceptable standard.

All employees will complete a safeguarding course; this would be a TES educare course and the next available Cambridgeshire County Council safeguarding and prevent course and a first aid course prior to having access to young people's information and lone working.

Once induction is signed off by the Area Manager, the probation period lasts for six months, and the employee will continue to be monitored, and managed to their paperwork and performance via observations, Supervisions and ADHOCK supervisions.