

Safer Recruitment Policy for Headway Tutors

- Last Updated October 2020

1. Introduction

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

2. Identification of Recruiters

Headway Tutors will maintain a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

3. Inviting Applicants

3.1 Advertisements for posts, whether in newspapers, journals or on-line, will include the statement:

“The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check.”

3.2 Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- Headway Tutors’ child protection policy;
- Headway Tutors’ recruitment policy (this document);
- the selection procedure for the post;
- an application form or link to an online form.

3.3 All prospective applicants must complete, in full, an application form or online profile.

4. Shortlisting and References

4.1 Short-listing of candidates will be against the person specification for the post

4.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

4.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

4.4 Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

4.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

4.6 Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post.

4.7 Contractors are entitled to see and receive, if requested, copies of their references.

5. The Selection Process

5.1 Selection techniques will be determined by the nature and duties of the contract, but all vacancies will require an interview of short-listed candidates.

5.2 Interviews will always be face-to-face where permitted or via visual electronic link. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

5.3 Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS check;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

6. Contracting Checks

6.1 All successful applicants are required:

- to provide proof of identity
- to provide or complete a DBS application through Headway Tutors' chosen provider and receive satisfactory clearance
- have a satisfactory certificate of good conduct relating to time spent living outside of the UK, where applicable
- to provide actual certificates of professional qualifications, as deemed appropriate by the company
- to be deemed mentally and physically fit to perform the role
- to provide proof of their right to work in the United Kingdom

6.2 Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status.

All applicants invited to attend an interview will be required to show or send their identification documentation such as passport, birth certificate, driving licence etc. as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification required for the position and claimed in their application form.

6.3 Fitness to undertake the role

A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role.

6.4 Individuals who have lived or worked outside the UK

When appointing a UK citizen who has lived overseas or a non UK citizen, a Certificate of Good Conduct must be obtained (where possible) from the embassy of the country the applicant has specified they have spent a significant period of time in. This must happen where the applicant has lived or worked (including studying) in a foreign country for a period of 6 months within the last 5 years.

There are a number of exemptions to this:

- If the applicant is currently contracted by Headway Tutors and has already provided the certificate, which can be used for future appointments providing that there is no break in service.
- Applicants that have spent time overseas as part of Her Majesty Service i.e. Army, Navy, Airforce.
- Applicants that are seeking asylum will be unable to provide such documentation, as contacting the embassy may jeopardise their safety.

If an applicant is unable to provide a Certificate of Good Conduct, evidence must be presented to show that an attempt to obtain a copy has been made.

Any costs incurred for obtaining a Certificate of Good Conduct must be met by the individual and will not be reimbursed.

If an applicant is unable to obtain a Certificate of Good Conduct then a

Risk Assessment Form must be completed and signed off. All other pre-contracting checks must be completed.

6.5 Childcare Disqualification Declaration

Where relevant, all applicants must complete a self-declaration form provided by Headway Tutors in relation to the Childcare Disqualification Regulations 2009. This is to cover circumstances where the individual has a conviction that may result in them being barred from working with children or someone living at the same residential address is barred from working with children. Where a positive declaration is made a waiver must be applied for from Ofsted, and be satisfactorily granted, before the applicant may commence work.

7. Offer of appointment

The appointment of all new contractors is subject to the receipt of a satisfactory DBS Certificate, references, prohibition checks, childcare disqualification checks and waivers, copies of qualification and proof of identity.

8. Induction

- 8.1** Headway Tutors recognises that safer recruitment and selection is not just about the start of the contract period, but should be part of a larger policy framework for all contractors. Headway Tutors will therefore provide ongoing training and support for all contractors if needed.

Regular meetings will be held during the first 3 months of work between the new contractor and the appropriate manager(s).