



## Learning Partnership West CIC

### Safer Recruitment Policy

Version 2, April 2017

#### Definitions

“LPW”	Shall mean Learning Partnership West CIC, including LPW Independent School
“Colleagues” “We”	Any person employed by LPW and paid through our payroll in the UK, volunteers, students, board members and school governors
“Line Manager”	A manager that conducts any of the meetings outlined in this policy.

#### 1. Purpose

The aim of the Safer Recruitment Policy is to ensure LPW attracts and selects the best applicants for our jobs and volunteer roles, whilst deterring or identifying people that might be unsuited to working with children and young people, in line with NSPCC Safer Recruitment. LPW aims to recruit the best people for our jobs, and will undertake recruitment in a transparent and consistent way. Recruitment is based on prior experience, behaviours and aptitude for the job.

#### 2. Scope

This policy applies to all Colleagues of LPW. Recruitment is undertaken within the framework of UK legislation to ensure candidates have a satisfactory experience and safeguarding is at the forefront of our decision-making process when recruiting.

#### 3. Responsibilities

LPW is committed to applying its Equal Opportunities policy at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.

It is LPW's policy that line managers are responsible for recruitment, with support from the human resources department. Before embarking on the process of recruitment, the line manager must ensure that there is an up-to-date role profile for the post. The role profile will describe the duties, responsibilities, level of seniority associated with the post, the type of qualifications, training, knowledge, experience, skills, aptitudes and competencies required for effective performance of the job. A line manager who wishes to recruit a new person for their department must first obtain approval completing a signed recruitment authorisation form.

The HR department will post all vacancies internally and will post vacancies externally, if necessary. Existing Colleagues are encouraged to apply for vacant posts if they have the appropriate qualifications, experience and skills.

Where the job is to be advertised, the proposed advertisement must be submitted to the line manager for approval. Line managers should also consider, and discuss with the HR department, whether or



not it is appropriate to post the vacancy with an approved employment agency because of the potential cost implications to the business.

LPW aims at all times to recruit the person who is most suited to the particular job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job.

Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability.

#### **4. Application Forms**

For all roles LPW uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role. In addition all applicants are required to account for any gaps or discrepancies in employment history.

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at LPW. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies.

#### **5. Selection**

Line managers conducting recruitment interviews and assessments will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview and assessments will focus on the needs of the job and skills needed to perform it effectively. Wherever practicable, the same panel will see all the applicants for the vacant position. At least one member of any interviewing panel will have undertaken safer recruitment training. Safer recruitment training will be offered to all colleagues likely to be involved in interviewing. A record of every recruitment interview and assessment must be made and passed to the HR department to be retained for a suitable period of time as described in LPW's Data and Document Retention Policy. On no account will any job offer be made during or at the end of an assessment.

It is LPW's practice to ask the successful candidate's consent for two written references and to ask for documentary proof of qualifications and right to work in the UK. Any offer of employment will be conditional on these being satisfactory. Any unsatisfactory reference will be investigated and could lead to offer of employment being withdrawn. References will be received in full before employment commences. LPW does not accept open references, testimonials or references from relatives or friends and will ask the referee what their relationship is with the individual.



## **6. Disclosure and Barring Service Certificate**

All Colleagues working for LPW are required to have an enhanced DBS Certificate. A DBS Certificate must be viewed before the commencement of employment of all new Colleagues. All Colleagues are placed on the DBS quarterly update service.

The HR department is responsible for rechecking Colleagues' DBS Certificates every three years if they are not part of the DBS quarterly update service.

All Colleagues have an obligation to inform the HR department of any cautions or convictions that may arise between these checks taking place.

## **7. Dealing with convictions**

LPW operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- The nature, seriousness and relevance of the offence;
- How long ago the offence occurred;
- One-off or history of offences;
- Changes in circumstances;
- Decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the HR Department, line manager of the individual in question and an Executive Director. A decision will be made following this meeting.

## **8. Single Centralised Register for the LPW Independent School**

In addition to the various Colleague records kept on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with the DfES requirements. This is kept up-to-date and retained by the HR Department. The Single Centralised Register will contain details of the following:

- All Colleagues who are employed to work at the Independent School;
- All Colleagues who are employed as supply staff to the Independent School whether employed directly or through an agency;
- All of those who have been chosen by the Independent School to work in regular contact with children. This will cover volunteers, governors, peripatetic staff and people brought into the Independent School to provide additional teaching or instruction for pupils but who are not Colleagues e.g. sports coaches etc.

A designated School Governor will be responsible for auditing the Single Centralised Register and reporting his/her findings to the full Governing Body once a year. The findings will be added to minutes for recording purposes.

## **9. Future Developments**

This policy is kept in line with best practice and current employment legislation and may change from time to time as case law and legislation changes.



**Review**

This policy is reviewed annually by the Board

**Last review date: April 2017**

**Next review date: April 2018**