

# **Safer Recruitment Policy For**

## **Visionary Individual Pathways Ltd**

**Created: September 2021**  
**Last Update: September 2024**

### **Equality Statement**

**VIP will:**

- Promote equality of opportunity for all.



# VIP Education

Visionary Individual Pathways

- Eliminate discrimination that is unlawful under the Equality Act.
- Promote positive attitudes towards disabled people.
- Promote fundamental British values

## 1. Introduction

- 1.1 This policy has been developed to embed safer recruitment practices and procedures throughout VIP Ltd and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people that we may work with. This policy complies with guidance outlined in Keeping Children Safe in Education 2024
- 1.2 This policy reinforces the expected conduct outlined in the Whistle Blowing Policy with which all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents.
- 1.3 This policy is an essential element in creating and maintaining a safe and supportive environment for all children & young people, staff and others within VIP. It aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:
- attracting the best possible candidates/volunteers to vacancies
  - deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
  - identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people
- 1.4 VIP Ltd is committed to using procedures that deal effectively with those adults who fail to comply with the company's safeguarding and child protection procedures and practices.
- 1.5 As an employer we will refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary investigation, is dismissed or resigns because of misconduct towards a child or young person and we may refer any concerns we have before the completion of this process.

## 2. Roles and Responsibilities

Director will:

- ensure the company has effective policies and procedures in place for the safe and fair





recruitment and selection of staff and volunteers in accordance with Department for Education Guidance and Legal Requirements

- monitor the company's compliance with them
- ensure that appropriate staff have completed safer recruitment training
- ensure that all appropriate checks have been carried out on staff and volunteers
- promote the safety and well-being of children and young people at every stage of this process

### 3. Inviting Applications

3.1 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement:

VIP is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory "Disclosure and Barring Service Enhanced check".

Advertisements for posts should also make clear that staff will be expected to promote fundamental British values.

3.2. All applicants will receive a pack containing the following when applying for a post:

- A statement of the company's commitment to ensuring the safety and well-being of children and young people.
- Job description and person specification
- The company's Safeguarding Policy
- The company's Safer Recruitment Policy
- The selection procedure for the post
- The company whistleblowing policy
- An application form

3.3 Prospective applicants must complete, in full, and return a signed application form.

3.4. Candidates submitting an application form, completed online, will be asked to sign the form if called for interview.



3.5 A curriculum vitae will not be accepted in place of a completed application form.

## 4. Recruitment Panel

4.1 At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment.

## 5. Shortlisting and References

5.1 Candidates will be short listed against the person specification for the post.

5.2 Two references, one of which must be from the applicant's current/most recent employer where possible, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure.

5.3 References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges. Where possible references will be requested in advance of interview.

5.4 All appointments are subject to satisfactory references, vetting procedures and Enhanced DBS clearance.

## 6. Invitation to Invitation

6.1 Candidates called to interview will receive:

- A letter confirming the interview and any other selection techniques
- Details of the interview day including details of the panel members
- Further copy of the person specification
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview
- Be asked to provide proof of identity

## 7. The Selection Process

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



7.2 Interviews will always be face-to-face and may include additional interview techniques such as observation or exercises.

7.3 Candidates will be asked to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Declare any information that is likely to appear on the DBS disclosure
- Demonstrate their ability to safeguard and protect the welfare of children and young people and their ability and willingness to promote fundamental British values

## 8. Employment Checks

8.1 An offer of appointment will be conditional, and all successful candidates will be required to:

- Provide proof of identity
- Complete an enhanced DBS application and receive satisfactory clearance
- Provide proof of professional status
- Provide actual certificates of qualifications
- Provide proof of eligibility to live and work in the UK
- Overseas police check for any individual who within the last five years has lived or worked outside the United Kingdom, whether they are a British citizen or not

8.2 All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

8.3 Employment will commence subject to all checks and procedures being satisfactorily completed.

## 9. Induction



# VIP Education

## Visionary Individual Pathways

- 9.1 All staff and volunteers who are new to VIP will receive information on the company's safeguarding policy and procedures and guidance on safe working practices which would include guidance on acceptable conduct/behaviour. These expectations will form part of new staff members' induction training.
- 9.2 All successful candidates will undergo a period of induction and will:
  - Meet regularly with our Director or appointed Person.
  - Attend appropriate training including Safeguarding Training

## 10. Casual Staff

VIP will require that all necessary checks and DBS requirements have been completed for casual staff.