

THE APOLLO EDUCATION PROJECT LIMITED

The Apollo Education Project: Safer Recruitment Policy

Policies at The Apollo Education Project are written in accordance with the five outcomes contained within Every Child Matters:

- 🕒 Being healthy.
- 🕒 Staying safe.
- 🕒 Enjoying and achieving.
- 🕒 Making a positive contribution.
- 🕒 Achieving economic wellbeing.

A. Introduction

The Apollo Education Project emphasises the importance of safeguarding the children in our care and this policy should be read in conjunction with the Project's Safeguarding and Child Protection Policy. Our safeguarding responsibilities inform our practices throughout the recruitment and selection process. We have given careful consideration and attention to the guidance provided by the Department for Education (DfE hereafter) in Keeping Children Safe in Education (DfE July 2016) (KCSIE hereafter) issued July 2016. In order to help safeguard and promote the welfare of all pupils, the Project is committed to a thorough and consistent Safer Recruitment Policy.

B. Aims, Purpose and Scope

This policy is designed to facilitate good recruitment and selection practice and ensure the Project meets all legal requirements and best practice towards the safeguarding of children in the Project.

This policy covers the recruitment and selection process from the planning and advertising of vacancies through to appointment and induction. It is intended as a guide for all staff involved in the recruitment and selection process and follows best practice guidance from the Chartered Institute of Personnel and Development (CIPD) and KCSIE. We aim to conduct all recruitment and selection of staff in a professional, timely and responsive manner.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant then they are required to declare this as soon as they are aware of the individual's application.

C. Roles and Responsibilities

The Director of the Project has the responsibility to ensure that effective policies and procedures are in place for recruitment of all staff and volunteers.

The Director involved in recruitment has the responsibility

1. to ensure that the Project operates safe recruitment procedures and makes sure all appropriate checks are carried out
2. to monitor contractors' and agencies compliance with our policy and legislative requirements
3. to promote the welfare of children and young people at every stage of the procedure.

The Director of the Project has the responsibility to lead and manage all recruitment and make final decisions on appointments. A record of staff trained in Safer Recruitment is kept by the Director and Personal Assistant.

D. Recruitment and Selection Procedure

1. Vacancy, Job Description and Person Specification

Once a vacancy is identified a Job Description and Person Specification are written or reviewed and updated as necessary. The ideal start date is identified and the recruitment timetable is planned out as far as is practicably possible, working backwards from this date.

2. Advertising

Vacancies at the Project are advertised in a variety of media: the local and national press and online. We also use recruitment agencies as appropriate for each vacancy. All advertisements we publish state: "The Project" is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check." Where we use employment agencies we obtain written confirmation from them that they have carried out all the appropriate checks on staff supplied and that those are satisfactory.

Safeguarding and Child Protection Policy and our Policy on the Recruitment of Ex-Offenders is available upon request. We also state here that successful applicants will be subject to a Disclosure and Barring Service Enhanced check, previously known as a Criminal Records Bureau (CRB) check, where we are legally entitled to do so.

When candidates contact us for application packs their attention is specifically brought to our Safeguarding and Child Protection Policy at this, their first contact with the Project.

3. Interviews / Selection Days

All candidates are asked to bring with them proof of their identity, right to work in the UK and their qualifications. Only original documents are accepted and photocopies of these are taken and retained by the Project. All documentation is required to be in accordance with the Immigration, Asylum and Nationality Act 2006 and the DBS Code of Practice Regulations. Such documents for subsequently unsuccessful applicants will be destroyed at the end of the recruitment process.

Applicants for teaching roles are invited to attend a selection day. For other roles we hold interviews and tours of the Project. Teaching interviews are held by the Director, less formal meetings are held with key members of the relevant department or team throughout the day. The teaching candidates are also given a tour of the Project with selected pupils; are asked to teach a class whilst being observed.

All formal Interviews cover the applicant's suitability for the role and suitability to work with children, exploring any gaps or anomalies in the application form and ensuring safeguarding criteria are met. At least one member of the interviewing panel will have had safer recruitment training.

Interview notes are collated, along with feedback from other teachers and colleagues who have met the candidate. The Director decides on the successful applicant.

The successful applicant is contacted by the Director by telephone and unsuccessful applicants are advised by email. Any unsuccessful applicant who requests feedback will be given verbal feedback.

4. Offer of Appointment

A Conditional Offer of Appointment is made in writing to the successful candidate: the offer is made subject to:

1. Production of proof of eligibility to work in the UK
2. Receipt of at least two references satisfactory to the Project (if these have not already been received).

3. Verification of identity and qualifications.
4. A Barred list check.
5. A satisfactory DBS Certificate at the enhanced level.
6. Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmation as the Project may require in accordance with the statutory guidance.
7. A satisfactory check of relevant regulatory body sanctions, for example Prohibition Orders (for both teaching and management roles) as imposed by the Department of Education.
8. A probationary period of 3 months.
9. Medical fitness for the role and duties.

All of the above are listed in a checklist on the candidate's Personal File, held in the Project and verified by dated signature as each is completed. Once all requirements have been met the Director will advise the start dates agreed.

7. Starting Employment

Upon starting employment, as part of the Induction process, each employee is given Child Protection Training by the Director. In so doing we are meeting our obligations as an employer, reinforcing our commitment to ensuring that the Project is safeguarding children and employees alike.

8. Record Keeping – the Central Register.

All required employee information is recorded and the original kept on the employee's Personal File. The information on these sheets is collated onto the Project's Central Register – a record of recruitment and vetting checks. Details are kept on all employees who are employed to work at the Project, and all who are employed as supply staff to the Project, whether employed directly or through an agency.

To be reviewed: October 2017