



## Safer Recruitment

Our organisation is committed to safe recruitment in line with the relevant legislation and guidance from government, Ofsted and the Charity Commission for recruiting all staff, paid or unpaid. We do this by:

- advertising vacancies with a clear commitment required to safeguarding
- assigning all posts detailed job descriptions
- obtaining full personal details via an application form (not CVs) with particular relevance to previous work with children, young people and adults at risk
- when a candidate is selected for interview the relevant criminal declaration form will be sent for completion as set out by the Rehabilitation of Offenders Act 1974, as amended
- always taking up two written references, one from the most recent employer or education establishment
- undertaking all interviews face to face, based on the job description
- ensuring at least one person on each interview panel will have undertaken Safer Recruitment training, in line with **Ofsted**, **DfE** and Charity Commission safe recruitment guidelines.
- having sound procedures and recording for interviewing to ensure we are satisfied, and can evidence that the applicant is appropriate and suitable

Any appointment will only be confirmed subject to:

- a satisfactory ID and criminal records check at the appropriate level, including Certificate of Good Conduct for foreign nationals and the [International Child Protection Certificate \(ICPC\)](#) for anyone who has lived in the UK and also travelled overseas
- a follow up of written references by telephone if relevant to the vacant post
- a check of essential qualifications
- confirmation of the Right to Work in the UK for employed personnel
- fitness to work as relevant