



EmpowerEd

Unlocking potential, building futures

Safer Recruitment Policy

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Designated Safeguarding Person (DSP): Chris Vasquez

Policy Creator: Beth Mills

Reviewed by: Paige Beaney

EmpowerEd Safer Recruitment Policy

Policy Aims

At EmpowerEd, our highest priority is to safeguard and promote the welfare of children and young people. We recognize that effective safer recruitment practices are essential to achieving this commitment.

We are dedicated to:

- **Recruiting High-Quality Staff:** Ensuring all staff share our commitment to safeguarding and have the skills and experience necessary to support the welfare of children and young people.
- **Compliance with Legislation:** Adhering to all relevant legislation and statutory guidance, including the latest updates from **Keeping Children Safe in Education** (September 2024).
- **Advocating Best Practices:** Going beyond compliance to adopt best practices in safeguarding and recruitment.
- **Partnerships for a Safer Workforce:** Collaborating with schools and relevant organisations to foster a safer workforce.
- **Robust Recruitment Procedures:** Implementing procedures designed to deter unsuitable individuals from applying. Applications will be rejected if they do not meet outlined requirements.

Advertising

The pre-employment checks that applicants will undergo are clearly outlined throughout the online application process, ensuring transparency.

Recruitment Process

Applicants must complete a full profile and submit the following documents:

- Valid DBS certificate (this can be obtained through EmpowerEd if not already held).
- Proof of right to work in the UK.
- Proof of address.
- Details of any spent and unspent convictions.
- Information regarding any sanctions imposed by a regulatory body.
- Photographic identification.
- Proof of qualifications.

During the application process, individuals will be informed that providing false information is an offence, potentially leading to application rejection or a reversal of a successful application.

Validation

Our designated safeguarding team will thoroughly evaluate each application, including:

- **DBS Validation:** Confirming the applicant's DBS status. If the applicant is subscribed to the DBS update service, we will check via the online portal to ensure they have an Enhanced DBS with a children's barred list check. If not, a new application will be initiated.
- **CV Analysis:** Scrutinising the applicant's CV for any potential indicators of unsuitability, such as:
 - Frequent or unexplained job changes.
 - Unexplained employment gaps.
 - Referees from unusual positions.
- **Document Validation:** Ensuring uploaded documents comply with **Keeping Children Safe in Education** (September 2024). If documents do not meet requirements, applicants will be instructed to re-upload compliant documents.
- **Identity Checks:** Utilising a database for compiling pre-employment checks.
- **Online Searches:** Conducting online searches of applicants as part of the pre-employment vetting process. This may include reviewing social media profiles and public online information to identify any potential safeguarding concerns. The results of these searches will be documented and considered as part of the overall assessment of the applicant.

References

Written professional and character references will be requested directly from two independent referees provided by the applicant. We will follow up one reference with a telephone call to ensure consistency and accuracy. Open references or those "to whom it may concern" will not be accepted.

For applicants with experience working with children, we will ask their current or most recent employer about any substantiated safeguarding allegations or disciplinary procedures that employers are legally permitted to disclose.

Overseas Checks

For overseas applicants or staff who have lived or worked outside the UK, we will conduct additional checks, including obtaining certificates of good conduct from relevant embassies or police forces, in line with **Keeping Children Safe in Education** guidelines.

Interviews

After completing the analysis, validation, and scrutiny of the application form and supporting information, an interview will be conducted. Interviewers will have received training on conducting safeguarding-focused interviews, which will include questions designed to explore:

- The applicant's values and attitudes toward children.
- Their ability to support EmpowerEd's safeguarding agenda.
- Any gaps in their employment history and reasons for leaving previous positions.
- Any concerns or discrepancies identified in the information provided or references.
- Opportunities to disclose any additional information not included in the application process.
- Clarification on information arising from the DBS check.

Approval or Rejection

Upon satisfactory completion of the analysis, scrutiny, and risk evaluation without any concerns or anomalies, the application will be approved. This approval will be recorded in our database, and only then will tutors be placed in their positions. If there are any unexplained anomalies or causes for concern, the application will be rejected. Applicants will be informed of their application status via email.

Start of Employment and Induction

All pre-employment checks must be completed before an individual is approved by EmpowerEd. Once approved, tutors are required to confirm that they have read the following documents before being placed with young learners:

- EmpowerEd's Induction Pack and Code of Conduct (Health & Safety, Fire Safety).
- EmpowerEd's Safeguarding Policy.
- EmpowerEd's Company Policy and Signed Declaration.
- **Working Together to Safeguard Children (2018).**
- **Keeping Children Safe in Education (September 2024).**
- **Keeping Children Safe during Community Activities, After-School Clubs, and Tuition (2020).**

Tutors will be actively encouraged to register with the DBS update service. Initial checks will be performed manually, with plans to automate this process soon, allowing for daily checks. If a new disclosure is added, it will be flagged for review before the tutor is placed with young learners, thus mitigating the risk of inappropriate contact with children.

Responding to Allegations Against Tutors

If an allegation is made against a tutor, EmpowerEd will follow the statutory procedures outlined in **Keeping Children Safe in Education (September 2024)**. The centre manager or safeguarding lead will first assess whether the allegation meets the threshold for Local Authority Designated Officer (LADO) intervention.

If the threshold is met, EmpowerEd will contact the LADO, and the safeguarding lead will participate in any allegations meetings to ensure agreed actions are implemented. If a tutor is removed from working in regulated activity (or would have been removed had they not left), a referral must be made to the Disclosure and Barring Service.

If it is determined that the threshold for LADO intervention has not been met, arrangements will be made for the centre manager to meet and resolve the case without delay, with HR support present.

For more information, please refer to our **Whistleblowing Policy**.

Monitoring

This policy and related procedures will be reviewed annually or in response to:

- Changes in legislation and/or government guidance.
- Requirements from the Department for Education or Local Safeguarding Children Boards.
- Significant changes or events.