

SAFER RECRUITMENT & SELECTION POLICY

1 – Policy Overview

1.1 – Policy Statement

Projecting Success is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. As part of this commitment, the organisation has established this Recruitment and Selection Policy to ensure that all individuals who are employed, or work on behalf of the organisation, are suitable to do so in accordance with “Keeping Children Safe in Education 2022”. [Keeping children safe in education 2022 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Projecting Success aims to ensure that recruitment and selection are conducted in a fair, consistent, and transparent manner, and that all recruitment and selection decisions are made based on merit and job-related criteria. The organisation is committed to providing equal opportunities to all job applicants, regardless of their age, gender, race, ethnicity, religion, sexual orientation, or disability.

1.2 – Policy Scope

This policy applies to all individuals who are employed or work on behalf of Projecting Success, including employees, volunteers, and contractors.

2 - Safer Recruitment and Selection Procedures

2.1 - Job Analysis and Job Description

Before initiating the recruitment process, Projecting Success will undertake a job analysis to identify the essential duties, responsibilities, and qualifications required for the role. This analysis will inform the creation of a job description, which will be used to advertise the vacancy.

2.2 - Advertising

All job vacancies will be advertised on the Projecting Success website, as well as on relevant job boards and publications. The advertisement will include information about the role, the essential criteria for the role, and the application process.

2.3 - Application Process

Applicants will be required to submit a completed application form and CV. The application form will contain questions about the applicant's eligibility to work, relevant qualifications and experience, and references.

2.4 - References

In order to support and make informed decisions Projecting Success will:

- Not accept open references.
- Not rely on applicants to obtain their references.
- Ensure that a reference is obtained from the current employer by a person with appropriate authority.
- Obtain relevant verification from the last employer should the candidate currently be unemployed.
- If not currently working with children obtain a reference from the last relevant employer.
- Ensure that any information is verified with the person providing the reference.
- Ensure that electronic references are legitimate.
- Ensure that any content which is vague or insufficient is clarified with the referee.
- Ensure that the reference is checked against the application form and any anomalies are investigated with the candidate.
- Ensure that the reason for leaving their most recent employer is established.
- Ensure that all checks are completed and any concerns resolved before appointment confirmed.
- Ensure that all references will be logged against a Reference Checklist and any discrepancy will be reported to the Director of HR, Learning and Development.

2.5 - Shortlisting

All applications will be assessed against the essential criteria outlined in the job description. A shortlist of candidates will be created based on the criteria.

2.6 - Due Diligence

Online searches will be conducted to obtain publicly available information as part of due diligence on shortlisted candidates, in line with Data Protection and UK GDPR.

2.7 - Interviewing and Assessment

Candidates may be screened in an initial phase by a member of the team who has completed Safer Recruitment Training if applicant numbers are high. All shortlisted candidates will be invited for an interview. If pre-screening has not taken place the interview panel will consist of at least two individuals, one of whom will have completed Safer Recruitment training. All interviews will be conducted in a fair and consistent manner, and all candidates will be asked the same questions. The interview panel will also undertake an assessment of the candidate's suitability for the role, based on the job-related criteria.

2.8 - Offer of Employment

If a candidate is successful in the interview and assessment, Projecting Success will make a conditional offer of employment. The offer will be conditional on the candidate completing satisfactory background checks; including an enhanced Disclosure and Barring Service (DBS) check, and providing two satisfactory references which specifically cover Safeguarding and Child Protection concerns, right to work checks will be completed via TrustID, a Self-Declaration form will be requested and copies of relevant professional qualifications will be obtained.

2.9 - Disclosure & Barring Processes

All candidates will be advised that their recruitment is subject to a satisfactory enhanced DBS check.

Successful candidates not engaging in regulated activity will require an enhanced check, but do not require a barred list check. The check will be carried out using the uCheck portal. The enhanced DBS check gives details of any previous convictions or cautions, we do review these as in certain cases, e.g., timescales, spent convictions and seriousness of the conviction will risk assess the individual to see suitability to work for us.

We ensure our partners undergo the same checking requirements, which is monitored during regular stakeholder meetings.

Re-checks on staff will be completed every 3 years. All checks are undertaken at Projecting Success and coordinated by our L&D Team, using the uCheck portal. On re-check staff will be encouraged to subscribe to the [DBS Update Service - GOV.UK \(www.gov.uk\)](https://www.gov.uk/dbupdate).

2.10 - Concerns Raised

If during the recruitment process any concerns are raised, decisions on whether to continue with or revoke an employment offer will be made on a case by case basis and a risk assessment will be carried by HR and the Senior Leadership Team. Risks will be determined against a “High/Medium/Low” matrix against factors such as financial, safeguarding and reputational, and final decisions will be made by the Senior Leadership Team.

2.11 - Induction

All new employees will receive an induction that includes information about the organisation's policies and procedures, including this Recruitment and Selection Policy.

2.12 - Records

Projecting Success will keep accurate and up-to-date records of all recruitment and selection decisions, including applications, shortlisting decisions, interview notes, and reference checks.

2.13 - Training

Senior staff will receive training in the application of this Policy to ensure that they are aware of its contents and provisions.

2.14 - Monitoring

We will maintain and review monitoring data for the workforce, in order to monitor the progress of this Policy. Monitoring may involve:

- The collection and classification of equality data of applicants and current employees;
- Recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.
- The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this Policy. Consideration will be given, if necessary, to adjusting this Policy to develop a more diverse workforce.
- New checks will be made every 3 years for existing staff members.

- All employees will be encouraged to register to the GOV DBS Update Service so that DBS checks can be monitored on an annual basis.

2.15 - Equal Opportunities: Discrimination

Throughout the whole recruitment process, it is vital to avoid discrimination as this can give rise to a claim for unlimited damages before an employment tribunal. Under employment law an employer must not discriminate based on the 9 protected characteristics that can be found in the Equality Act 2010. These are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation. All candidates will be referred to the [Equality and Diversity Policy](#).


Projecting Success will not discriminate either directly or indirectly, on the grounds of politics, official trade union activity or any grounds that are not justifiable at any stage of the recruitment and selection process or during employment.

Projecting Success will not discriminate on grounds of disability and will treat all candidates fairly based on their competency to complete the job role. All candidates will be referred to the [Reasonable Adjustments & Special Considerations Policy](#).

Projecting Success will not discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. All candidates will be referred to the [Recruitment of Ex-Offenders Policy](#).

3 - Conclusion

Projecting Success is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and ensuring that all individuals who work on behalf of the organisation are suitable to do so. This Safer Recruitment and Selection Policy will be reviewed and updated annually, or as necessary, to ensure that it remains fit for purpose and complies with relevant legislation and guidance.

Version History				
Date	Version	Details of Change	Revision By	QA
24/03/2023	5	<ul style="list-style-type: none"> - Improved Layout and Section Titles - Added Policy Links to Section 2.15 - Added Version Control 	Sam Barnfield	
16/02/2023	4	<ul style="list-style-type: none"> - Added 2.8: Due Diligence - Updated Section 2.8 - Added 2.9 - Disclosure & Barring Processes - Added 2.10: Concerns Raised - Updated Section 2.15 	Sam Barnfield	