



Safer Recruitment Policy

Job Descriptions

Kew Learning will predominantly recruit from within our professional network. Job descriptions clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job.

Application Form

Every applicant will be required to complete an application form.

References

Two references from will be required for every applicant. References are from applicants' current/last employer and have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect of any disciplinary investigations). **(KCSIE 2023)**

Interviews

There will always be a face-to-face interview for short-listed applicants. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the recruiter to explore any anomalies or gaps that have been identified in order to satisfy themselves that the chosen applicant is a suitable applicant and can meet the demands and expectations of our services and safeguarding criteria.

Any information in regard to past disciplinary action or allegations, cautions or convictions, will be discussed and considered in the circumstance of the individual case during the interview process.

All staff involved in staff recruitment will have received Level 2 Safeguarding training and the Designated Safeguarding Lead (DSL) will have received level 3 safeguarding training. All applicants who are subsequently appointed are required to show evidence of their identity, right to work & address. Original documents will only be accepted and photocopies will be taken.

Offer of Appointment and New Employee Process

The appointment of all new employees is subject to the receipt of a satisfactory Enhanced DBS Certificate, references, and copies of qualifications and proof of identity.

Enhanced DBS (Disclosure and Barring Service) Certificate

It is our policy to undertake an Enhanced DBS check (including children's barred list information, for those who will be engaging in regulated activity with children) on all employees on appointment and every three years after. All members of a homestay household aged 16 and over will be required to undertake Enhanced DBS checks.

Accommodation Checks

Kew Learning will carry out accommodation checks with homestays and All members of a homestay household aged 16 and over will be required to undertake Enhanced DBS checks.

The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to children. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at Kew Learning.

Proof of identity, Right to Work in the UK

All applicants will be required to show identification such as a birth certificate, a passport, national insurance number, driving licence, utility bills etc. as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.

Recruitment of Host Families / Ex-offenders Recruitment in a Homestay

No host families will be used if any of the members of the household have:

- any convictions involving
- violence within the last 10 years
- crimes of a sexual nature
- any offence involving a child
- had a child removed from their care by order of a court
- had their parental rights removed
- had an order made against them refusing or cancelling registration under the Nurseries and Child Minders Registration Act 1948

Any other convictions not fitting the above criteria, will be reviewed by a Kew Learning partner on a case-by-case basis.