



Safer Recruitment Policy (updated October 2023)

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1. Statement of intent

ICDIL believes that it is vital that measures to safeguard young people are applied thoroughly whenever someone is recruited to work or volunteer within its settings and that it is crucial that everyone involved with the company is aware of safeguarding protocols and the need to adopt ways of working and appropriate practice to safeguarding students. Equally, it is vital that everyone is able to raise concerns about what seems to be poor or unsafe practice by colleagues and that all concerns raised, and allegations made are taken seriously.

2. About our policies

2.1. Our policies have been developed to comply with all relevant legislation and associated guidance. Policies will be updated periodically as necessary.

2.2. Our policies are inter-related and are intended to be read, understood and used collectively.

2.3. All members of the team are expected to be familiar with and abide by our policies.

2.4. The Office Administrator is responsible for ensuring volunteers and visitors are familiar with any policies which are relevant to their involvement and for taking reasonable steps to ensure compliance.



2.5. By accepting and maintaining a placement at an ICDIL setting, parents agree to support the ethos and policies. Parents can access these documents via the website, or by emailing the Office Administrator.

2.6. The Hub Coordinator is responsible for ensuring policies are implemented fairly, effectively, and consistently in each setting.

2.7. The Hub Coordinator is responsible for identifying any training needs in relation to our policies. The Office Administrator is responsible for arranging the required training. All team members are expected to engage in continuous learning and ongoing training appropriate to their roles.

2.8. The Senior Leadership Team (SLT) includes the CEO/Founder, Pastoral Lead, Hub Coordinator, Deputy Head(s) and any member of staff to whom responsibility is temporarily delegated.

2.9. All references to parents within our policies should be interpreted to include parent carers.

3. Planning

It is important to allow sufficient time for careful planning for team appointments, including but not limited to advertising, shortlisting, reference checks, identity checks, qualification checks, interviewing, DBS and Barred list checking, Section 128 checks and ensuring all procedures are carried out, particularly regarding safeguarding.

4. Advertising

4.1. Any advertisement will make it clear that ICDIL Ltd is committed to safeguarding and the welfare of students and include the school's safeguarding statement. It will give full details of the post, its grade and salary.

4.2. Any advertisements and application forms will include an Equality and Diversity statement.

5. Information Pack

5.1. Candidates will be given information about ICDIL Ltd, along with an up-to-date Job Description and Person Specification (if appropriate), again including the school's safeguarding statement.

5.2. All job and role descriptions will include a safeguarding responsibility.

5.3. All person specifications will include 'the ability to work in a way that promotes the safety and wellbeing of young people'.

5.4. Reference will be made to the fact that the identity and qualifications of the successful candidate will need to be verified, the Barred List and DBS checks will be carried out prior to their appointment. Prohibition checks will also be carried out for teaching staff.

5.5. Candidates will be sent an application form which they will be asked to complete and return ICDIL by a given date.

5.6. A copy of the reference request form is included in this pack to deter any unsuitable applicants.

6. Short listing – Prior to Full Interview (if applicable)



6.1. All applications will be checked by a trained member of the recruitment panel to ensure that they are fully and properly completed, including declaration of convictions. Incomplete applications will not be accepted.

6.2. A check of candidates' social media presence is completed.

6.3. The panel will also consider any additional experience or skills that the candidate has highlighted in their application.

6.4. The shortlisting decision (if appropriate) for each candidate will include:

6.5.1. The criteria contained in the Person Specification

6.5.2. Confirmation that the referees listed are suitable, including at least one referee from the candidate's last employer and at least one referee who will be able to comment on the candidate's suitability for the role, and covering the last 5 years of employment.

6.5.3. Notes of anything which the panel wish to follow up at interview, including anything which raises questions about the candidate's attitude.

6.6. An email or letter will be sent to applicants who are not invited to full interview.

7. References

7.1. ICDIL HR will identify any gaps in employment history. Any anomalies, discrepancies or gaps in employment will be resolved before any employment offer is made. This will include considering concerns about frequent moves, time spent overseas, a move from paid to unpaid work etc.

7.2. It is essential to take up references for short listed candidates prior to interview. The references must cover the previous 5 years of employment and one of the references must be from the most recent employer.

7.3. Where a candidate who has previously worked with children has not done so in the last 5 years, ICDIL Ltd will require a reference from their most recent relevant employer in addition to their most recent employer.

7.4. References must be written in relation to a specific position applied for and not open "To whom it may concern".

7.5. Requests for references will include a copy of the job description and person specification for the role applied for. They will also include a declaration that the information provided is true and complete, and consent for ICDIL Ltd to keep the referee's details and contact them if more information is needed.

7.6. References will not be accepted unless they include:

7.6.1. Details of any disciplinary offences in relation to working with children.

7.6.2. The outcome of any enquiry into their conduct, allegations, or disciplinary proceedings.

7.6.3. Details of any outstanding, ongoing, or incomplete investigations.

7.7. Where a candidate has had multiple short-term employments, ICDIL may request additional references to cover the previous 5 years of employment.

7.8. An offer of an employment contract will be conditional on receipt of two satisfactory references and a DBS check.



8. Interview

8.1. Full interviews will ordinarily be undertaken by a minimum of three people; it is a statutory requirement that at least one of the interviewers should have completed the Safer Recruitment Training. In the event of a logistical difficulty resulting in only two members of the interview panel being available, the interview will be recorded and viewed by a third person subsequently.

8.2. The applicant's identity and right to work in the UK will be checked using the relevant documents.

8.3. The applicant may be asked for further information about convictions, cautions or bind overs that they have disclosed on their application form. This will be done in a discreet and confidential way.

8.4. Where an applicant has not signed their application form, they will be asked to do so before any interview commences.

8.5. If the successful applicant is a member of the DBS update service, it is essential that the re-check and identity checks are recorded on the school's Single Central Record including photo ID (passport/driving licence) and address ID (e.g. utility bill).

8.6. It is only possible for the new employee to commence work when all relevant checks have been cleared.

8.7. The interview should explore issues with regards to Safeguarding including:

8.7.1. Motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with students and young people.

8.7.2. Emotional resilience in working with students with complex needs.

8.8. For team members working with students, the interview process will include an observation and/or sessions with groups of students. The following measures are put in place to ensure the safety and welfare of these students:

8.8.1. Young people on the 'panel' are fully informed about the process and their consent to participate is obtained in advance.

8.8.2. Young people are never left unattended with a candidate. Their interactions are always supported by familiar adults.

8.8.3. Young People are supported to leave the interview or withdraw themselves from the panel at any point they wish.

8.8.4. ICDIL team members will step in if they believe that the actions of a candidate are causing or will cause distress to any student, or otherwise.

8.9. The formal interview will include appropriate involvement from at least one member of the Senior Leadership Team and may, if appropriate, involve the CEO/Founder.

9. Offer of Appointment

9.1. The Barred List Check is undertaken prior to appointment and an enhanced DBS is requested, regardless of the level of contact with students; any offer of employment must be conditional upon these checks being satisfactorily completed.



9.2. All candidates will be required to enrol in the update service, with the related fee payable by ICDIL.

9.3. A prohibition check will be carried out for teaching and management posts, prior to employment.

9.4. A written offer of appointment will always be sent to the successful candidate.

9.5. Letters or emails will also be sent to interviewed applicants to whom a job offer is not being made if applicable.

10. Agency and third-party staff (supply teachers)

10.1. When an individual is working at ICDIL but is employed by an agency or other third party, written confirmation will be obtained that their employer has carried out the checks that ICDIL would otherwise perform before the individual may start work at ICDIL. These include but are not limited to:

10.1.1. Checks of the individual's identity.

10.1.2. A check that the individual has the relevant qualifications.

10.1.3. A check of the individual's right to work in the United Kingdom.

10.1.4. Whether the individual is subject to a prohibition order or an interim prohibition order, including the date on which such check was completed.

10.2. Where the position requires enhanced DBS and barred list checks, ICDIL will require written notification that such a check has been completed and a copy of the resulting certificate which has been obtained by the agency or third party, prior to appointing the individual.

10.3. ICDIL will also check that the person presenting themselves for work is the same person on whom the checks have been made.

11. Individuals who have lived or worked outside the UK

11.1. When recruiting staff who have lived or worked overseas ICDIL will make any further appropriate checks so that any relevant events that occurred outside the UK can be considered.

11.2. ICDIL recognises that the nature and detail of the information disclosed may vary from country to country.

12. Induction

2.1. The Induction Programme for all staff and volunteers includes but is not limited to:

12.1.1. Policies and procedures in relation to safeguarding and promoting welfare e.g., child protection, anti-bullying, equality, restrictive physical intervention, internet safety and any local child protection/safeguarding procedures.

12.1.2. Safe practice and high standards of conduct and behaviour are expected of staff, volunteers, and students in the school. They will all be informed of the name of the Designated Safeguarding Lead (DSL).

12.1.3. How concerns should be raised and with whom.

12.1.4. Attendance at any appropriate Child Protection training.



13. Visitors and Service Providers

13.1. When seeking to recruit volunteers we will adopt the same procedures as for paid team members, including providing a role description, conducting interviews, seeking references, and undertaking ISA Barred list check and a DBS Check, if the volunteer may be working alone or regularly with students.

13.2. All visitors and volunteers will be given information on our Learning Centres' commitment to safeguarding.

13.3. For occasional visitors who will not be working alone with students, a DBS check is not necessary, but the member of staff working with them will always supervise them. Proof of identity will always be required.

13.4. All contractors and service providers will be required to confirm that they adopt safeguarding procedures and that their personnel have been DBS checked. A letter of confirmation will be required from contractors prior to the start of any contracts.

13.5. ID will be checked for all visiting contractors and contractors/service providers will only be allowed on site by prior appointment. Details of individuals who are or may be regularly around students are included on the Single Central Record.