



## Recruitment Policy

At Project X we incorporate safer recruitment procedures into all aspects of our recruitment procedure. We have a well-planned, structured and transparent process with consistent application. Our aim is to deter the wrong people from applying and prevent the wrong people from being appointed.

Job descriptions and person specification documents:

- Safeguarding responsibilities of the role are clearly defined.

### **Advertising:**

· All job advertisements state our commitment to safeguarding and the promotion of student welfare. All stakeholders are expected to share this commitment.

· It is made clear that a DBS check will be carried out, there should be no gaps in CVs that can't be accounted for, and that references will be checked.

### **Shortlisting candidates:**

· Shortlisting is done with the person specification in mind.

· When possible, shortlisting is done by two people working independently who then compare to compile a fair and transparent shortlist of candidates.

### **Interviews:**

· Applicants are invited to Zoom interviews, after selection from CVs with a cover letter received in response to advertisements. Interviewees are sent the job description and Conditions of Employment, and Privacy Policy in advance.

· All applicants are informed before their interview that we will follow up references, we require a DBS disclosure or overseas police check, all gaps in CVs are to be accounted for, and proof of identity and qualifications will be required.

· For each position a set of interview questions is created and includes safer recruitment questions. All staff members involved in recruitment have access to examples of safer recruitment questions along with examples of responses which would cause concern.

· The interviewers complete an interview form during the interview to assess the applicant's suitability. The completed form is filed in the successful applicant's personnel file. The applicant's passport and original certificates are checked and copies of these are made with the candidates' permission. All copies are signed and dated by the interviewer. Details of all new members of staff are then added to our online HR system and documents are scanned in.

· Notes and details of unsuccessful post-interview applicants are not kept on file for more than six months.



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### **References:**

- Project X recognises the importance of references in providing an indicator of future performance.
- Two references are collected from the most recent employer and/or places that are similar to the work for which the applicant has applied.
- If not provided on the CV, the applicant is asked for referee contact details at the interview and if the candidate consents, the interviewer contacts the referees shortly after the interview.
- Any causes for concern that arise from a reference are followed up with the applicant.
- All written references are checked verbally to confirm that they were written by the person named as referee.
- Members of staff are welcome to consult their online files at any time.
- A position offered to a successful applicant is always subject to references and an enhanced DBS check for police check.

### **Pre-appointment checks:**

- All applicants undergo an enhanced DBS check or an overseas police check before they commence their employment.
- A record of all checks is kept on a single central record of all staff.

### **Selection:**

Applicants are informed of the results of the interview within a week. Confirmation of fixed term and pay is given in writing with a contract and full terms and conditions to follow before the date of employment. All unsuccessful interviewees are informed by email.

### **Post selection:**

The new employee is given a thorough Induction pack; new non-teaching staff members also attend the student welcome talk and tour. All new staff are also asked to complete a form giving details of next of kin and bank details. A member of staff is appointed to look after them and go through the induction checklist and procedures with them. All new members of staff undergo online training in Basic Awareness in Safeguarding, Fire Awareness, Prevent for Practitioners and/or Leaders and Managers.

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