



Safer Recruitment Policy Statement

Introduction

Riverside College and Cronton Sixth Form College are committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. We require all staff, volunteers, and contractors to share this commitment. Our safer recruitment policy aims to ensure that we attract, recruit, and retain the best possible staff who are suitable to work with our students.

Aims

- To ensure that the best possible staff are recruited based on their merits, abilities, and suitability for the position.
- To ensure that all job applicants are considered equally and consistently.
- To ensure compliance with all relevant legislation, recommendations, and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (KCSIE), and any guidance or code of practice published by the Disclosure and Barring Service (DBS).
- To ensure the College meets its commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults by carrying out all necessary pre-employment checks.

Scope

This policy applies to all individuals involved in the recruitment and selection of staff, including recruiting managers, HR and selection panel members.

Roles and Responsibilities

- **Recruiting Managers:** Responsible for ensuring that the recruitment process is conducted in accordance with this policy.
- **HR:** Responsible for overseeing the recruitment process and ensuring compliance with safer recruitment practices.
- **Selection Panel Members:** Responsible for conducting interviews and assessments in line with safer recruitment guidelines.

Recruitment Process

1. **Advertising:** All job advertisements will include a statement about our commitment to safeguarding and the requirement for successful applicants to undergo a DBS check.

2. **Shortlisting:** Shortlisting will be based on the criteria outlined in the job description and person specification. All job descriptions will include a statement regarding responsibilities and commitment to safeguarding. All shortlisted candidates will have online checks undertaken. All shortlisted candidates will be sent a self-disclosure form which they will be required to bring with them to the selection event.
3. **Selection:** HR will meet and greet all invited candidates and will ensure the self-disclosure form is completed and signed. HR will also check their ID, proof of right to work in the UK and qualifications. All Interviews will include questions related to safeguarding and the candidate's suitability to work with children, young peoples. All posts which involve directly working with young people, will include, wherever possible, activities which involve this as part of the selection process. Students will be involved in the selection activities.
4. **Pre-Employment Checks:** Successful candidates will be required to undergo an enhanced DBS and barred list check, provide proof of identity, qualifications check, two references will be sought, including current or most recent employer and the last place the candidate worked with young people (if applicable).

Induction and Probation

All new staff will have an initial induction with HR, which includes signing to say they have read the college's safeguarding policy. As part of this they are required to undertake Safeguarding and Prevent training prior to the end of their first week of employment. Staff will then be monitored through the probationary period of employment to ensure they are the correct fit for their role.

Related Policies

This policy statement should be read in conjunction with:

- Recruitment and Selection Process
- Safeguarding Child Protection Policy
- Safeguarding Vulnerable Adults Policy
- Equality, Diversity and Inclusion Policy