



Works 4 U Support Services

SAFER RECRUITMENT POLICY 2024

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Introduction

Works4U is committed to safeguarding and promoting the welfare of all learners in its care. As an employer, Works4U expects all staff and volunteers to share this commitment.

Aims & Objectives

The aims of the Safer Recruitment policy are to:

- Deter, reject or identify individuals who may pose a risk to learners.
- Ensure the best possible staff are recruited based on merit and suitability.
- Uphold compliance with relevant legislation and guidance, including Keeping Children Safe in Education (KCSIE) 2024 and the Prevent Duty.
- Maintain thorough pre-employment checks to safeguard learners.

All staff involved in recruitment must comply with this policy.

Roles and Responsibilities

The **Governing Body** is responsible for:

- Ensuring effective policies and procedures for recruitment.
- Monitoring compliance with safer recruitment requirements.

The **Director of Works4U and Business Strategy Manager** oversee:

- Safe recruitment procedures.
- Appropriate checks for all employees and volunteers.
- Contractor and agency compliance.

Definition of Regulated Activity and Frequency

A role is considered "regulated activity" if:

- It occurs frequently (once a week or more) or overnight (between 2:00 am - 6:00 am).
- It meets the "period condition" (four or more times in 30 days).
- It involves direct contact with children.

Unsupervised voluntary roles may also qualify as regulated activity. Works4U must conduct enhanced DBS checks for staff, supply staff, and trustees engaged in regulated activity.

Recruitment and Selection Procedure – Advertising

Works4U advertises vacancies broadly to ensure equality of opportunity. All advertisements state Works4U's commitment to safeguarding learners.

Application Forms

Applicants must complete Works4U's application form, which includes:

- Full employment and academic history.
- Disclosure of any gaps in employment.
- Declaration regarding convictions and suitability to work with children.

Providing false information may lead to dismissal and police referral.

References

- Two satisfactory references are required, one from the most recent employer.
- Referees must confirm suitability to work with children and whether the applicant has been radicalised.
- Open references and references from relatives are not accepted.
- Direct contact is made with each referee for verification.

Interviews

- Face-to-face interviews will be conducted where possible.
- At least one interviewer must have undertaken safer recruitment training.
- Identity, address, and qualification verification are required at the interview.

Offer of Appointment and Pre-Employment Checks

All offers are conditional on:

- Identity verification.
- Two satisfactory references.
- Enhanced DBS check (where applicable).
- Children's Barred List check (for regulated activity roles).
- Prohibition Order check (for teaching roles).
- Section 128 direction check (for management roles).
- Right to work verification.
- Overseas criminal record check (if applicable).
- Medical fitness verification.

The Rehabilitation of Offenders Act 1974

This Act does not apply to roles involving work with learners. All convictions and cautions must be disclosed.

DBS Checks and Certificates

- Enhanced DBS checks are mandatory for all regulated activity roles.
- DBS certificates must be presented before employment starts.
- Employees must inform Works4U of any new cautions or convictions.
- DBS checks are renewed every three years or upon return from extended leave.

Dealing with Convictions

Convictions will be assessed based on:

- Nature, seriousness, and relevance.
- Time elapsed since the offence.
- Pattern of offences.
- Applicant's circumstances and rehabilitation.

A formal meeting will be held to determine employment suitability.

Prohibition Orders and Management Restrictions

- Teaching roles require a Prohibition Order check via the Teaching Regulation Agency.
- Section 128 checks are conducted for management roles.
- Individuals prohibited from teaching or management will not be employed in such capacities.

Proof of Identity, Right to Work, and Qualifications

- Applicants must provide original identification and right-to-work documents.
- Name changes must be supported by documentary evidence.
- Professional qualifications must be verified.

Medical Fitness

- All new employees must complete a medical questionnaire.
- Additional medical assessments may be required.
- Reasonable adjustments will be considered in line with the Equality Act 2010.

Overseas Checks

Applicants who have lived abroad for over three months must obtain an overseas criminal record check before commencing employment.

Certificates of Sponsorship (CoS)

Non-EEA applicants may require a CoS before employment can commence. Compliance with UKVI regulations is mandatory.

Induction Programme

All new employees receive an induction covering:

- Safeguarding policies, including KCSIE.
- Code of Conduct.
- Prevent Duty awareness.

Single Central Register (SCR)

Works4U maintains an SCR recording all staff, volunteers, and contractors engaged in regulated activity. The SCR is regularly audited and reviewed.

Record Retention and Data Protection

- Personnel records are securely stored in compliance with GDPR.
- Unsuccessful applicant records are destroyed after six months.
- DBS and medical information are securely retained as required by law.

Ongoing Employment at Works4U

Safer recruitment is an ongoing process. Works4U provides continuous training and monitoring to ensure staff compliance with safeguarding policies.

Visiting Speakers and Prevent Duty

- Works4U screens all visiting speakers for suitability.
- Speakers must comply with Prevent Duty requirements.
- Visitors must sign in and be accompanied at all times.

This policy aligns with **Keeping Children Safe in Education (KCSIE) 2024** and is reviewed annually to ensure compliance with legal requirements and best practices.