



Safer Recruitment Policy

Introduction

Regent Guardians is committed to providing the best possible care to its pupils and to safeguarding and promoting the welfare of children and young people. The Company is also committed to providing a supportive and flexible working environment to all its members of staff. The Company recognises that, to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of the Company's recruitment policy are as follows:

- 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, consistently and with due reference to The Equality Act 2010;
- 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 (2021)* (KCSIE), *Disqualification under the Childcare Act 2006* (DUCA), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- to ensure that the Company meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy and all other Regent Guardians literature in particular:

- Child Protection & Safeguarding Policy
- Staff Code of Conduct

Recruitment and selection procedure

Applicants will receive a job description and person specification for the role applied for. Application forms, job descriptions, person specifications and the Company's Child Protection Policy are forwarded to applicants on request.

After completing a comprehensive application form, the applicant may then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail. At least 2 closed references will be requested prior to attending interview. All shortlisted applicants will be questioned at interview about their suitability to work with children.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on several factors including appropriate background, ID, Barred List and Enhanced DBS checks.

Induction & Ongoing Training

All successful applicants will receive a comprehensive induction programme including child protection training and regular updates.

New employees will take part in an organised appraisal programme enabling them to progress appropriately and Regent Guardians to regularly assess the suitability of new candidates.

Each new employee will undergo a 3-month probationary period.

Only those applicants who share Regent Guardians drive to safeguard and promote the welfare of young people and children in its care should apply for a post.