

Accessible Education Provision for Neurodivergent Children  
through graduated interventions and academic support.



*An organisation that aims to improve every child's life  
by being closer to nature,  
providing equality in learning  
and promoting well-being*

# SAFER RECRUITMENT POLICY FOR RAW LEARNING

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### **1. Introduction**

The first step to safeguarding and promoting the welfare of children in education is the safe recruitment of all facilitators who work in the setting. Raw Learning is committed to safeguarding and promoting the welfare of the pupils who attend our setting.

### **2. Aims and objectives**

The aim of this policy is to help deter, reject or identify people who may pose a risk or are otherwise unsuited to working with our pupils. We will achieve this aim by having appropriate procedures in place for appointing new facilitators.

Our Safer Recruitment Policy aims to:

- Ensure that the best possible facilitators are recruited on the basis of their abilities and suitability for the position.
- Ensure that all job applicants are considered equally and consistently.
- Ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.
- Ensure compliance with all relevant legislation.
- Ensure we meet our commitment to safeguarding and promoting the welfare of our pupils by carrying out all necessary pre-employment checks.

### **3. Roles and responsibilities**

It is the responsibility of the Director of Raw Learning to ensure that:

- Effective policies and procedures are in place for recruitment of all facilitators and volunteers in accordance with DfE guidance and legal requirements.
- All appropriate checks are carried out on all facilitators and volunteers who work at the school.
- The welfare of our pupils is promoted at every stage of the procedure.

#### **Definition of Regulated Activity and Frequency**

Any position undertaken at, or on behalf of, Raw Learning School will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- satisfies the "period condition", meaning four times or more in a 30-day period; and

- provides the opportunity for contact with children.

Roles which are carried out on a voluntary or unpaid basis will only amount to regulated activity if they are carried out on an unsupervised basis in addition to the above.

The Director is required to carry out an enhanced DBS check for all facilitators who will be engaging in regulated activity.

## **4. Recruitment and selection procedure**

### Advertising

To ensure equal opportunity, Raw Learning will advertise vacant posts externally. Any advertisement will make clear Raw Learning's commitment to safeguarding and promoting the welfare of children. All documentation from applicants will be treated confidentially in accordance with the Data Protection Act.

### Application Forms

The application form will include a declaration from the applicant regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. It is unlawful for Raw Learning to employ anyone who is barred from working with children. It is a criminal offence for any person barred from working with children to apply for a position at Raw Learning. All applicants will be made aware that it is an offence to provide false information and could result in the application being rejected, or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

### Job Descriptions and Person Specifications

A job description is a key document in the recruitment process and must be finalized prior to taking any other steps in the process. It will clearly and accurately set out the duties and responsibilities of the job role.

### References

References for short-listed applicants will be sent for immediately, unless an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In this case, this reference will be taken up immediately after interview.

All offers of employment will be subject to receiving a minimum of two satisfactory references. All referees will be asked if they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Any discrepancies or anomalies will be followed up.

### Interviews

Interviews will take place face-to-face wherever possible with the Director. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. Any identified anomalies or gaps will also be explored to satisfy the Director that the chosen applicant can meet the safeguarding criteria.

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has been disclosed on the application form.

The Director has undertaken safer recruitment training or refresher training as applicable.

## 5. Offer of Appointment for a new Facilitator

Raw Learning will carry out pre-employment checks for all prospective facilitators. If an offer of employment is made following a formal interview, it will be conditional on the following:

- the agreement of a mutually acceptable start date
- verification of the applicant's identity;
- the receipt of two satisfactory references, one of which must be from the applicant's most recent employer;
- Raw Learning being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by any regulator of the teaching profession which prevents the applicant working at the school or renders them unsuitable to work at the school;
- receipt of a satisfactory enhanced disclosure from the DBS;
- confirmation that the applicant is not named on the Children's Barred List;
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and
- verification of professional qualifications which Raw Learning deems a requirement for the post.

A personnel file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. This checklist will be kept on personnel files.

### The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions involving working with or having access to pupils. Therefore, any convictions and cautions that would normally be considered 'SPENT' **must be** declared when applying for any position at Raw Learning.

### Disclosure and Barring Service (DBS) Check

Raw Learning applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the Provision. The purpose of this check is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information. It is our policy that the DBS disclosure **must be** obtained before the commencement of employment of **any** new facilitator, and that Raw Learning requires all facilitators to sign up to the DBS Update Service (which allows for the portability of a DBS Certificate across employers) and will re-check facilitators' DBS Certificates yearly using the Update Service.

For applicants who are already signed up to the Update Service, Raw Learning will:

- Obtain the applicant's consent to carry out an update search.
- Confirm the Certificate matches the individual's identity.
- Examine the original certificate to ensure that it is for the appropriate workforce and level of check, i.e. Enhanced including barred list information, as the DBS no longer issue Disclosure Certificates to employers.

### Verification documents

All applicants invited to Raw Learning will be required to provide identification documentation with them as proof of identity and eligibility to work in the UK. Such documentation can include: passport, birth certificate, driving license. Documentary evidence for any change of name must also be provided, i.e. Marriage certificate, adoption, statutory declaration. Applicants must also demonstrate that they have actually attained any qualifications stated in their application form.

### Induction Programme

All new facilitators will receive an induction programme that will include the policies and procedures of Raw Learning, including the Safeguarding Children Policy and the facilitators Code of Conduct.

### Single Centralised Register

All recruitment and vetting checks are kept and updated by the Director and Deputy Manager in a Single Centralised Register. This Register will contain details of the following:

- All facilitators who are employed at Raw Learning;
- All facilitators who are employed as supply facilitators;
- All others who have been chosen by Raw Learning to work in regular contact with pupils.

### Record Retention and Data Protection

Raw Learning will retain any relevant information provided as part of the application process of a successful applicant on their personnel file. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. This documentation will be retained for the duration of the successful applicant's employment at Raw Learning. All information will be stored securely.

Any information pertaining to unsuccessful applicants will be retained for a period of 6 months before being confidentially destroyed by cross-shredding in accordance with the General Data Protection Regulations (GDPR).

This policy was adopted by	Raw Learning
On	2 <sup>nd</sup> August 2024
Date to be reviewed	2 <sup>nd</sup> August 2025
Signed on behalf of the provider	<i>Rachel King</i>
Name of signatory	Rachel King
Role of signatory	Director