



Special Educational Needs Recruitment

# Safer Recruitment Policy

**The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education. We adhere to all Department of Education policies.**

SENCare Recruitment is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, ongoing training, reviewing and updating of systems, and the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake.

We recognise the value of and seek to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. SENCare Recruitment is committed to ensuring that the recruitment and selection of all candidates is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity.

We will uphold our obligations under the law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed. This complies with the principles set down in our Equal Opportunities, Child Protection Policies and our Complaints Procedure.

All applicants are exempt from the Rehabilitation of Offenders Act 1974 and therefore all will be required to declare spent and unspent convictions, cautions and bind overs, and have an Enhanced Criminal Records Disclosure or a Disclosure & Barring Service Enhanced Certificate.

SENCare Recruitment is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. Client schools are fully informed before making any decision about a candidate.

SENCare Recruitment implements robust recruitment procedures and checks for appointing staff and volunteers to ensure that all reasonable steps are taken to not appoint a person who is unsuitable to work with children, who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

The checks we make before a candidate can start work is as follows –

- X2 Satisfactory references
- Enhanced DBS check
- DBS update check
- Right to work (passport, birth certificate, work permit, Biometric ID)
- Overseas police check
- Qualifications & training
- NCTL check



## Special Educational Needs Recruitment

We keep and maintain a single central record of recruitment and vetting checks in line with the Department of Education requirements and can provide copies of this safer recruitment and all other relevant policy documents on request.