



Safer Recruiting Policy

The EDLounge Safer Recruiting Policy.

All job descriptions for advertised posts for The EDLounge Group will include -

- That the EDLounge Group is committed to safeguarding the welfare of children and young people
- The job title
- Main duties and responsibilities
- What the role entails
- Responsibilities to safeguarding
- Place of work
- Usual hours of work
- Essential criteria (which must be met in full)
- Desirable criteria
- That an enhanced DBS check will be sought for the successful candidate, which indicates if the applicant is registered as being barred from working with children

All person specification for advertised posts for The EDLounge Group will include –

- Previous experience required
- Safeguarding in relation to the job
- Attitudes and values, we are seeking
- Skills required
- Qualifications required

The EDLounge application form contains areas for candidates to fill out their -

- Name
- The position they wish to apply for
- Any former names that the applicant has had
- Applicants date of birth
- Applicants current address (proof will be needed to be brought to the interview)
- Disabilities
- Long term illnesses
- Interests/hobbies
- Criminal background
- Education and training
- Employment history (in chronological order, with start and end dates and reasons why they left)
- Part time and voluntary roles
- Explanation of periods of unemployment
- A personal statement to show how the applicant meets the required person specification
- At least 2 references (not friends or family)
- A 3rd reference if they have previously worked with children
- A declaration stating if they have any association of any other EDLounge Group employee
- A tick box to show that the information is accurate and nothing relevant has been intentionally omitted
- Space for a signature

When the application form is sent to applicants, guidance notes will also be supplied on how to complete the form and an explanation of how the candidates will be short-listed.

When shortlisting applicants for interview, The EDLounge will –

- Wait until the closing date to assess the application forms
- Have 2 people check application forms
- Return or disqualify application forms that are not fully complete
- Check any inconsistencies
- Check any employment gaps without explanation
- Select 4-5 candidates for interview
- Discuss any applicant that has been shortlisted but has disclosed a criminal background
- Identify anything that needs to be discussed and clarified at interview
- Look to seek references

EDLounge will request at least 2 references prior to interview. EDLounge will seek information regarding –

- Previous performance history
- Previous conduct, management issues and disciplinary investigations
- Disciplinary offences
- Any concerns the referee has regarding the applicant's suitability to working with children/young adults
- The skills and attributes that the applicant has in relation to the post they have applied for
- The referee will be made aware of the post the applicant has applied for and the interview date. The referee will also be given the job description and person specification of the job the applicant has applied for.
- Referee will be given a deadline to return the reference back to EDLounge Group
- The referee will be made aware that they have a legal liability for references and references should contain no material misstatement or omission
- The referee will be made aware that the content of the reference may be discussed with the applicant
- The referee will be made aware that they may be contacted for clarification of any part of the reference

If the applicant has previously worked with children, EDLounge will seek a 3rd reference from the applicant's manager in that role. The EDLounge will seek to find –

- If the applicant has had any disciplinary offences relation to children
- The outcome of any enquiry into the applicants conduct or disciplinary procedure
- If the applicant is subject to any child protection concerns

EDLounge will provide all applicants invited for an interview with an applicant information pack. The pack will include –

- A letter, inviting the applicant to interview. The letter will ask the applicant to confirm if they are going to attend the interview. Once we receive confirmation, we will let the applicant know that we will now seek the references they have supplied us (any inconsistencies, discrepancies or abnormalities in the references are discussed at interview) with and a name and a contact number of who they can contact should they need to. The letter will also reiterate that should the application be successful, they will be subject to an enhanced DBS check. It will also let them know that we will check their suitability to work with children, young people and vulnerable adults.

EDLounge is commitment to safeguarding children

- Information on EDLounge aims, aspirations and values
- The EDLounge safeguarding statement
- Job description
- Person specification
- Information regarding the venue, the name of the people on the interview panel, the process that the interview will take and a contact number where applicants can ask for further information.
- A self-disclosure form for DBS with a sealable envelope in order for applicants to make a confidential disclosure
- An outline of the EDLounge selection process showing how we check if the criteria has been met for safeguarding purposes
- How EDLounge will test and assess applicants during the selection process

During the interview, The EDLounge will –

- Check the applicants training and education
- Have the applicant sign the application form if it was submitted online
- Have at least 2 people present who both make notes
- Interview the applicants over a 1- or 2-day period
- Copy and scan photographic proof of identity
- Copy proof of the applicant's current address
- The same questions will be asked to all the applicants
- Ensure the candidate understands that if successful, they will be subject to an enhanced DBS check, and clarify if they have anything that they wish to declare
- Give the applicants an opportunity to ask any questions
- Explain what will happen moving forward, when and how we will contact them
- Be prepared to give feedback

Post interview but pre-appointment, EDLounge will –

- Apply for an enhanced DBS check
- Check the applicant's health and sickness record
- Re check the references that have been supplied
- Check the applicant's eligibility to work in the UK
- Place each new member of staff on a 6-month probationary period
- Provide every new member of staff with an induction
- During the induction, make the new staff member aware of The EDLounge Group's values and principles and policies and procedures
- Inform all new staff members who the safeguarding lead is within The EDLounge Group
- Ensure all new members of staff read the safeguarding policy and sign to say they understand it.
- Ensure all new members of staff read the staff hand book

Version No	Purpose / Change	Lead	Inception/ Review Date	Next Review Date
1	Document Inception	Cara Radford HR Manager	July 2018	July 2019
2	Document review update	Cara Radford HR Manager	July 2019	July 2020
3	Document review update	Cara Radford HR Manager	July 2020	July 2021