



# Heroes Centre LTD

## **Safer Recruitment**

### **POLICY**

### **March 2024**

**POLICY CREATED BY MR. S. GHALIB**

# Safer Recruitment Policy

## 1. Introduction

Heroes Centre Limited is committed to safeguarding and promoting the welfare of children and young people in our care. As part of this commitment, we recognise the importance of robust recruitment procedures to ensure that only suitable individuals are employed to work with children and young people. This Safer Recruitment Policy outlines the procedures that will be followed to ensure that all employees and volunteers are appropriately screened before commencing their roles within our organisation.

## 2. Scope

This policy applies to all employees and volunteers of Heroes Centre Limited who will be working directly or indirectly with children and young people enrolled in our education programs, including tuition, childcare, after school groups, holiday programs, and home education programs.

## 3. Recruitment Process

### 3.1 Application Stage:

- All prospective candidates must apply for positions through the Heroes Centre Limited website.
- Applications will be reviewed against the job description and person specification to shortlist candidates for interview.

### 3.2 Interview Stage:

- Shortlisted candidates will be invited to attend an interview.
- Interviews will be conducted by at least two members of the recruitment panel.
- Successful candidates will be notified and requested to bring in their documentation for verification.

### 3.3 Documentation:

- Successful candidates must provide original documentation to verify their identity, right to work in the UK, and relevant qualifications.
- Copies of all documentation will be uploaded to Breath HR, our HR platform, for record-keeping purposes.

### 3.4 Application Form:

- Successful candidates will be required to complete a comprehensive application form provided by Heroes Centre Limited.

### 3.5 Disclosure and Barring Service (DBS) Check:

- A DBS check will be carried out for all employees and volunteers who will have direct contact with children and young people.
- Heroes Centre Limited will ensure that all staff are subscribed to the DBS Update Service.

## 4. Conditional Offer of Employment

### 4.1 References:

- Heroes Centre Limited will request and obtain at least two satisfactory references for each successful candidate before confirming the offer of employment.

### 4.2 DBS Check:

- Employment will be conditional upon a satisfactory DBS check being received.
- Candidates will not be permitted to commence their roles until an acceptable DBS check has been received.

## 5. Monitoring and Review

### 5.1 Compliance:

- The implementation of this policy will be monitored to ensure compliance with relevant legislation and best practice guidelines.

### 5.2 Review:

- This Safer Recruitment Policy will be reviewed annually or as necessary to reflect any changes in legislation or organisational procedures.

## 6. Responsibilities

### 6.1 Senior Management:

- Senior management at Heroes Centre Limited is responsible for ensuring that this Safer Recruitment Policy is effectively implemented and adhered to throughout the organisation.

### 6.2 HR Department:

- The HR department is responsible for overseeing the recruitment process, including conducting DBS checks and maintaining accurate records.

### 6.3 Recruitment Panel:

- The recruitment panel is responsible for conducting interviews and making decisions regarding the suitability of candidates based on the information provided.

## 7. Conclusion

Heroes Centre Limited is committed to providing a safe and supportive environment for children and young people. By implementing robust recruitment procedures outlined in this Safer Recruitment Policy, we aim to mitigate potential risks and ensure that all individuals working within our organisation are suitable and competent to do so.