

Femtos Learning Hub

Safer Recruitment Policy

1. Our Commitment

Femtos Learning Hub is committed to safeguarding children and ensuring that people who work with them are suitable, safe and appropriately qualified for their role.

Safeguarding forms part of our recruitment process from **advertisement through to appointment, induction and ongoing employment**.

This policy applies to employees, teachers, facilitators, volunteers and others engaged to work with children where relevant to their role.

2. Recruitment & Selection

Our recruitment process is designed to assess both a candidate's ability to perform the role and their suitability to work with children.

Depending on the role, this may include:

- a clear job description and person specification;
- a safeguarding statement within recruitment information;
- review of employment history and appropriate exploration of gaps or inconsistencies;
- structured interview and safeguarding questions;
- verification of identity;
- verification of relevant qualifications;
- right-to-work checks;
- appropriate references;
- appropriate criminal record and barred-list checks;
- consideration of relevant information disclosed by the candidate; and
- observation of the candidate working or interacting with children where appropriate.

Information provided during recruitment will be checked and material discrepancies or safeguarding concerns explored before an appointment is confirmed.

3. References

Appropriate references will be obtained and verified as part of the recruitment process.

Where possible, a reference will be obtained from the candidate's current or most recent relevant employer and will include consideration of their suitability to work with children.

We will not rely solely on open references or references supplied directly by the candidate.

Any significant discrepancy, safeguarding concern or insufficient information will be followed up before an appointment is confirmed.

4. DBS & Suitability Checks

Femtos will obtain the **appropriate level of Disclosure and Barring Service (DBS) check** for the role, including barred-list information where the role and law require it.

Where an individual uses the DBS Update Service, Femtos may check their existing certificate and Update Service status where the certificate is appropriate to the role.

A criminal record does not automatically prevent appointment unless the individual is legally barred or disqualified from the work concerned. Relevant information will be considered fairly, proportionately and in relation to the role and safeguarding risk.

No individual will be permitted to undertake unsupervised work with children until Femtos is satisfied that the necessary safeguarding and suitability checks have been completed.

Where appropriate, additional checks may be undertaken for individuals who have lived or worked outside the UK.

5. Appointment & Induction

Offers of employment or engagement may be made conditional upon satisfactory completion of the required pre-employment checks.

Before or upon commencing their role, staff will receive appropriate safeguarding induction, including:

- our Safeguarding & Child Protection Policy;
- how to report a concern;
- the role of the Designated Safeguarding Lead;
- professional boundaries and expected conduct;
- whistleblowing arrangements; and
- other policies relevant to their role.

Staff are expected to disclose information which may subsequently affect their suitability to work with children.

6. Ongoing Safeguarding

Safer recruitment does not end when someone is appointed.

Femtos promotes ongoing suitability through:

- safeguarding training and updates;
- appropriate supervision and management;
- professional conduct expectations;
- responding to concerns or allegations;
- appropriate DBS Update Service or other rechecking arrangements where applicable; and
- requiring staff to report relevant changes which may affect their suitability.

Any concern about an adult's conduct or suitability to work with children will be managed under our **Safeguarding & Child Protection Policy** and referred to the LADO, DBS, Ofsted, police or other relevant body where required.

7. Fair & Safer Recruitment

Recruitment decisions will be made fairly and in accordance with applicable equality, employment and data protection requirements.

Safeguarding information obtained during recruitment will be handled securely and only used or retained where there is a legitimate reason to do so.

The safety and welfare of children remains central to every recruitment decision.