



Active Support Policy: RECRUITMENT AND TRAINING POLICY

Recruitment of Staff Policy	Valid From: 01.11.2021	Review Date: 01.11.2022	Approved by: Matt Ford & Shahed Koyes, Directors
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1. Objectives

- 1.1 To recruit and appoint excellent candidates, who are the best suited for the vacancy, in accordance with statutory requirements set out in Keeping Children safe in Education 2021.
- 1.2 To ensure that all recruitment processes comply with the law and will ensure that young and vulnerable learners are protected.
- 1.3 To have in place a procedure that will cover DBS checks that have positive outcomes and comply with the GDPR Data Protection Law 2018
- 1.4 To ensure that at least one member of staff is Safer Recruitment trained: Linda Ford, HR Manager. To provide a comprehensive training programme that will include mandatory training for all staff, individual and additional training when needed.
- 1.5 To ensure a robust wellbeing and mental health programme for all staff and learners to support the mental health and wellbeing of the whole school.

2. Aim:

- 2.1 To ensure Active Support employ the very best staff for the learners they teach by using appropriate recruitment procedures such as Safer Recruitment, selection and pre-employment vetting as set out in Keeping children Safe in education September 2021.
- 2.2 To keep up to date with the training needs of the school and DfE requirements as reviewed annually by the Senior Management team and committee.

3. Key Principles

- 3.1 Active Support applies an objective recruitment procedure using criteria related to the identified requirements of the job. The candidates are given the opportunities to demonstrate their abilities regardless of their:
 - 3.1.1 Age
 - 3.1.2 Colour
 - 3.1.3 Gender
 - 3.1.4 Sexual orientation

- 3.1.5 Disability
- 3.1.6 Ethnic or national origin
- 3.1.7 Marital status
- 3.1.8 Race
- 3.1.9 Religion
- 3.1.10 Political associations
- 3.2 Active Support ensures that all Managers and staff involved in the recruitment process understand the process, consistently apply the policy and use the most appropriate method of recruitment and selection.
- 3.3 The Directors and Governors have the overall responsibility for the implementation of the recruitment and training policy.
- 3.4 All staff involved in the recruitment process will be trained in matters relating to Equal Opportunities and effective recruitment skills before they are involved with the recruitment process.
- 3.5 Active Support follows safer recruitment principles when recruiting staff and volunteers who will work with their learners. This involves ensuring that the following procedures are followed:
 - 3.5.1 Person specifications include specific reference to suitability to work with children.
 - 3.5.2 Comprehensive information is obtained from applicants including the resolution of any discrepancies or anomalies by means of: completion of our application pack, which includes an application form and medical form, and will be subject to references and DBS clearance.
 - 3.5.3 Independent professional and character references are sought for short-listed candidates that ask specific questions relating to the applicant's suitability to work with children.
 - 3.5.4 A face to face interview is carried out with short-listed applicants, exploring their suitability to work with children.
 - 3.5.5 The applicants' identity will be verified by examination of original documents such as passport, driving licence, birth or marriage certificate.
 - 3.5.6 Name change checks will be carried out and included on the written application. The applicants' qualifications will be verified by examining original certificates.
 - 3.5.7 Most recent employment history will be verified through reference requests.
 - 3.5.8 Staff will not be permitted to start work until the following checks has been carried out.
 - DBS including barred list, s.128 checks Teacher Prohibition checks (Dfe (Independent Schools Standards)).
 - Health check
 - The right to work in the UK
 - Qualifications (if required).

- The candidate's identity.
- Full address history
- Name on birth certificate is checked

All staff will receive supervision on a regular basis to promote their wellbeing and development within the organisation.

4. Training:

Active Support is keen to train all their staff to the highest standards, this includes Level 2, 3 and 4 Education and training, leading to QTLS status, Continuous training assessment for all staff will include special training requirements as and when it arises.

All staff complete mandatory training within the first 3 months this includes Safeguarding, CSE, Prevent, FGM, E-safety, GDPR, Wellbeing and Mental Health, Peer on Peer abuse, Anti-bullying and on-going training from the Annex A list in the safeguarding policy.

5. Staff Responsibility

- 5.1 The Directors and the Governors have overall responsibility for all matters relating to the recruitment and training of staff. The Director and Chair will check and sign off the Single Central register on a Termly basis to ensure it is correct.
- 4.2 The day to day responsibility of Active Support's Recruitment and Training Policy lies with the Directors, who will ensure that:
 - 4.2.1 Adequate resources are made available to implement this policy.
 - 4.2.2 Adequate arrangements are made to bring this policy to the notice of all staff.
 - 4.2.3 That the policy is continually updated in line with all statutory requirements, at the annual reviews during Strategy Group meetings or more frequently if deemed necessary.
 - 4.2.4 It is the responsibility of all staff to notify their line manager and directors of any changes to their DBS's.
 - 4.2.5 All procedures are in line with the GPDR Data Protection Law 2018.
 - 4.2.6 All staff will complete their mandatory training within their first 3 months of employment. A list of mandatory training will be given to all staff on their Induction training.

6. Positive Disclosures:

- 6.1 In the case of a member of staff acquiring a positive disclosure on their DBS certificate and depending upon the nature of the disclosure, a decision will be made by the management with regard to the suitability of that member of staff to continue to work as Active Support. This will depend upon the nature of the disclosure and the

date it occurred, and having completed a risk assessment.

- 5.2 In the event that the disclosure is in connection with a child safeguarding issue, for example hitting of a child, then this will result in immediate dismissal.

7. Monitoring and Evaluation

- 6.1 External auditing of recruitment and training policy, continued evaluation of new procedures.
- 6.2 This policy is liable for assessment annually.
- 6.3 Additional training needs will be accessed annually by the SMT and from supervision and CPD programmes.

7 Supporting Documents

- 7.1 This policy should be read in conjunction with the following policies and procedures:

- Safeguarding Policy
- Induction Policy
- Data Protection Policy.
- Privacy Notice for Employee
- Wellbeing and Mental Health



(Appendix 1)

C.P.D
Supervision Meeting Record Form

Individual Personal Development

Employee Name:			
Manager/Unit:			
Date:			
Start and finish time of meeting:		Start time:	Finish time:

AGENDA

<p>Review of last performance update meeting</p> <ul style="list-style-type: none"> • Review • Actions Taken • Outstanding Issues 	<p>Comments:</p>	<p>Action: (Employee/Manager)</p>
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<p>WELLBEING:</p> <ul style="list-style-type: none"> • How are you? • Are there any issues that might be damaging your wellbeing? • Are you under any pressure; how can we make this better for you? • Are you getting the appropriate support? 	<p>Comments:</p>	<p>Action:</p>
<p>What can we put in place or change to make it better for you?</p> <ul style="list-style-type: none"> • Training: • Support: • Other: 		

Staff Performance and Review: Review key work tasks and priorities (current and New) Review individual/team objectives Key achievements Update personal development plan	Comments:	Action:
Outcomes/Training <ul style="list-style-type: none"> • Discuss any safeguarding issues • Discuss any Equality and diversity issues • Any Health and safety concerns • Update on the Schools ethos and developments • Any future training needs • Anything else? 		
Managers and staff comments: <ul style="list-style-type: none"> • Personal reflections, demands and support • Annual leave, TOIL, sickness, absence 		



General Comments: (feedback on performance)	Comments:	Action:
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Employee Signature:	
Manager Signature:	
Date:	

Date and time of next performance meeting: