



The Outdoor Ed School – Recruitment Policy

Introduction

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children in education.

The Outdoor Ed School is committed to safeguarding and promoting the welfare of all learners in its care.

As an employer, the company expects all staff and volunteers to share this commitment.

Aim:

The aim of this policy is to help identify and reject people who are unsuited to work with our participants.

This policy works in conjunction with The Outdoor Ed School's code of conduct, operating procedures, safeguarding procedure, and participation agreement.

The aims of this policy are:

- To hire the best possible candidate based on their experience, qualifications and suitability for the position.

- That all job applicants are considered equally and consistently.

- To make sure The Outdoor Ed School complies with all relevant legislation, recommendations and guidance included within:
 - Education, Keeping Children Safe in Education.
 - Prevent Duty Guidance for England and Wales (the Prevent Duty Guidance)

- Guidance / code of practice published by the Disclosure and Barring Service (DBS)

- That the company meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary preemployment checks.

Recruitment Process Framework:

- 1) A job role description is created which details the minimum qualifications and experience required for the position.

A job description is a key document in the recruitment process. It will clearly set out the duties and responsibilities of the job role. It details the qualifications, experience, and expertise that are required to do the job. It also includes a specific reference to suitability to work with children in an outdoors environment

- 2) Applicants are required to apply by sending in their CV's and a covering letter detailing why they feel they are a good fit for the position.

To ensure equality of opportunity, the company will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement.

Any advertisement will make clear the company's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with our privacy policy.

<https://www.theoutdooredschool.co.uk/privacy-statement>

- 3) Applicants which meet the minimum qualifications and experience requirements will be invited to a face-to-face interview.

There will be a face-to-face interview with a minimum of two interviewers.

The interview process will explore the applicant's ability to carry out the job description.

It will enable the interviewers to identify any knowledge or experience gaps and satisfy themselves that the chosen applicant can meet the job and safeguarding criteria.

Any information regarding past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process.

All applicants who are invited to an interview will be required to bring evidence of their Proof of identity and Right to Work in the UK (in accordance with the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines).

All applicants who are invited to an interview will be required to bring evidence of their relevant qualifications.

Original documents will only be accepted, and photocopies will be taken. Unsuccessful applicant documents will be destroyed 6 months after the recruitment process was completed.

4) Shortlisted applicants will be required to provide references.

References for short-listed applicants will be sent for immediately after interview.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory.

One of the references must be from the applicant's current or most recent employer.

If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children.

The referee should not be a relative.

References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

Any discrepancies or anomalies will be followed up.

5) Selecting the best applicant.

Upon receiving references for the shortlisted applicants a decision will be made to hire the best suited applicant.

The selection of staff will be conducted in a professional manner and in compliance with current employment legislation and guidance provided by the government:

<https://www.gov.uk/browse/employing-people/recruiting-hiring>

All shortlisted applicants will be contacted and informed of our decision regardless of whether they have been successful or not.

6) DBS (Disclosure and Barring Service) Check.

The Outdoor Ed School requires an enhanced DBS check for all positions which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act.

<https://www.legislation.gov.uk/ukpga/2006/47/contents>

The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children and to obtain other relevant suitability information.

It is The Outdoor Ed School's policy that the DBS disclosure must be obtained before the commencement of employment of any new employee.

7) Induction

All new employees will be given an induction which includes familiarising themselves with the following policy and procedures:

Standard Operating Procedures

Emergency Action Plan

Safeguarding Policy

Participation Agreement

Code of Conduct

Communication Policy

Fire safety policy

Relevant Activity Risk Assessments.

They will also be given a tour of all the sites they will be working at. This tour will include fire assembly points, equipment storage areas, and introductions with point of contact personnel.

To provide activities to participants the new employee will follow The Outdoor Ed School Freelance and Staff Sign Off Requirement Framework.

Staff Members Record Folder:

Every staff member will have an individual folder containing the following information:

- Photocopies of all relevant qualifications.
- Photocopy of their DBS.
- A signed form stating they have read and understood all policies, procedures, and risk assessments.
- Completed observation forms.
- A medical form which includes contact information for their next of kin.

This information is collected and stored online with our privacy policy.

Single Central Record Matrix Of Members Of Staff:

In addition to the staff records kept in individual personnel files, a single centralised record of induction, activity sign off and observations kept in accordance with the Education (Independent School Standards) Regulations 2014 requirements.

<https://www.legislation.gov.uk/ukxi/2014/3283>

This is kept up-to-date and retained by Daniel Pritchard and the Human Resources Department.

Record Retention/Data Protection

The Company is legally required to undertake the above pre-employment checks.

Therefore, if an applicant is successful in their application, the Company will retain on their personnel file any relevant information provided as part of the application process.

This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications.

Medical information may be used to help the Company to discharge its obligations as an employer, e.g. so that The Outdoor Ed School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by The Outdoor Ed School for the duration of the successful applicant's employment with the Company.

All information retained on employees is kept in line with our Privacy Policy.

The Outdoor Ed School will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed. The 6-month retention period is in accordance with the General Data Protection Regulations.

Ongoing Employment

The Outdoor Ed School recognises that safer recruitment and selection is not just about the start of employment but should be part of a larger policy framework for all staff.

The Outdoor Ed School will therefore provide ongoing training, support, and observations for all staff, as identified in our Standard Operating Procedures.

This will be recorded both in staff members individual folder and single central record matrix.

Leaving Employment at The Outdoor Ed School:

Despite the best efforts to recruit safely, there may be occasions when allegations of serious misconduct or abuse against children and young people are raised.

This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed.

Whilst these are pre-employment checks the Company also has a legal duty to make a referral to the DBS in circumstances where an individual:

- Has applied for a position at the Company despite being barred from working with children.
- Has been removed from working, or has resigned prior to being removed, because they have harmed, or pose a risk of harm to a child.
- If the individual referred to the DBS is a teacher, The Outdoor Ed School may also decide to make a referral to the Teaching Regulation Agency.

<https://www.gov.uk/government/organisations/teaching-regulation-agency>

Freelancer Staff:

Freelancers who provide services for The Outdoor Ed School must provide the following documentation:

- DBS.
- Safeguarding certificate.
- National Governing Body Qualifications.
- Completed The Outdoor Ed School Medical Form.
- Been signed off to provide the desired activity following the activity sign off procedure.

Freelances must work under supervision of a staff member.

If the freelancer is contracted from a different organisation, the company which supplied the staff to The Outdoor Ed School must also complete the pre-employment checks which The Outdoor Ed School would otherwise complete for its staff.

The Outdoor Ed School requires confirmation that these checks have been completed before an individual can commence work.

This policy is a living document and will be reviewed and updated as required.

This policy was created on 23/12/24 by Daniel Pritchard.