Education 1st
"enhancing lives through education"
Sports 1st

07341 564 377
admin@education-1st.org.uk
www.education-1st.org.uk

Recruitment and Selection Policy

Policy Review
The responsibility of reviewing and maintaining this policy is Craig Dembicki (Managing Director). This policy will be reviewed annually.

Start date of policy: **1st September 2016**
Reviewed: **17th July 2026**
Date of next review: **17th July 2027**

Signed

Craig Dembicki
Managing Director
Education 1st

Purpose of this Policy

Education 1st is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in that commitment.

A motivated, committed and positive workforce with appropriate skills, knowledge and aptitude is fundamental to the delivery of high quality alternative provision for vulnerable young people. Our students usually present with SEMH needs, behavioural issues and poor literacy and numeracy skills. Therefore Education 1st is committed to recruiting and retaining employees who will positively and successfully contribute to outstanding alternative provision that effectively meets the individual needs of our students.

This policy aims to ensure the recruitment of all staff is conducted in a fair, effective and efficient manner. Responsibility of recruitment will be undertaken by the recruitment lead who will be a senior member of staff. Staff responsible for each stage of the recruitment process will demonstrate a professional attitude by dealing honestly, efficiently and fairly with all applications both internal and external.

This policy also aims to deter, reject and identify people who are unsuitable to work with children and young people, in line with KCSIE 2026.

Related Policies:
Child Protection and Safeguarding Policy
Equality and Diversity Policy
Capability Procedures Policy

Aims and objectives:

- To ensure that safeguarding best practice in relation to recruitment and selection is complied with at each stage of the process.
- To ensure a consistent and equitable approach to the appointment of all Education 1st staff.
- To ensure all Equal Opportunities legislation is adhered to as defined in the Equality Act 2010.
- To ensure cost effective use is made of resources in the recruitment selection process.
- To ensure all applicants complete a mandatory self-disclosure of criminal history before interview for roles exempt from the rehabilitation of offenders act 1974.

Principles:

- Providing equality of opportunity for all and ensuring that all stages of the process are fair.
- Job description and person specification are essential tools and will be used throughout the process.
- Applicants will be recruited on the basis of the way in which they demonstrate the knowledge, experience and skills needed for the post.
- Selection will be based on a completed application form, a shortlisting process and an interview.
- Selection will be carried out by a panel of at least two members. At least one member of the panel will have received appropriate training on safer recruitment.
- Where only internal candidates are invited to apply for posts, they will be asked to submit a letter detailing in no more than two sides of A4, how they are able to meet the requirements of the job description and the personal specification.

- Reasonable adjustment will be made to the recruitment process if an applicant makes Education 1st aware that they have a disability. This applies for all stages of the recruitment process from advertisement to appointment.
- All applicants will be required to provide a full employment history with any gaps explained.
- Two references are sought on all short listed candidates to obtain objective and factual information to support appointment decisions.
- Online searches will be completed on shortlisted candidates as part of safer recruitment checks.
- The interview will assess the merits of each candidate against the job description and person specification and explore their suitability to work with vulnerable young people. The selection process will include a face to face interview even when there is only one selected candidate.

Recruitment Process:

The objective of the recruitment process is to attract, select, retain and reward staff who will successfully and positively contribute to the future of Education 1st. Those responsible for any stage of the process should ensure:

- All applicants have a positive and realistic image of Education 1st.
- All prospective candidates have a clear understanding of the post and what will be expected of them should they be successful.
- The recruitment process and the time scales are explained clearly.
- For internal vacancies, staff will normally be advised of vacancies via email. Internal vacancies may arise if there is an area of additional responsibility which does not involve an increase in overall staffing.
- External Vacancies are advertised on the website and recruitment websites.
- An application form is used to obtain a common set of information from all candidates.
- The application form will include a self-disclosure section requiring applicants to declare criminal history, including spent convictions for roles exempt under the rehabilitation of offenders act 1974.
- An accurate Job Description and Person Specification is available for all posts.
- Where a candidate is known personally to a member of the selection panel it will be declared before shortlisting takes place. It may be necessary to change the panel to ensure there is no conflict of interest and that there is adherence to equal opportunities principles. Panel members must also declare any potential conflict of interest and withdraw from the process if necessary.
- At least two references will be sought and obtained directly from the named referees. There is an expectation that one will include the candidate's most recent employer where this is possible. The recruitment lead is responsible for the validation of the successful candidate's references and logging on the SCR that this has been actioned.
- The members of the interview panel will:
  - Have the necessary authority to make decisions and appointments.
  - Be appropriately trained.
  - Meet before the interview to agree questions to be asked by whom and in what order.
  - Arrange for candidates to participate in specific tasks as part of the interview process e.g. discussions with students, teaching.

- The panel will ensure at least one member has completed accredited safer recruitment training within the last three years.
- In addition to assessing and evaluating the applicant's suitability for the post , the panel will also explore:

- The candidate's attitude towards children and young people.
- His/her ability to support Education 1st 's commitment to safeguarding and promoting the welfare of children and young people.
- Any unexplained gaps in employment history.
- The candidate will be asked if there is anything he/she wishes to declare/discuss in in light of any questions that have been put to referees.

Application forms of unsuccessful candidates will be kept for a minimum of six months following the date of the interview.

All recruitment data will be processed under the lawful basis of legitimate interests and stored in accordance with UK GDPR. DBS certificates will not be retained beyond the permitted period.

The offer of employment to the successful candidate will be conditional on:

- The agreement of a mutually acceptable start date.
- The signing of a contract incorporating Education 1st's standard terms and conditions of employment.
- The receipt of at least two satisfactory references.
- Verification of the candidate's identity.
- Verification of eligibility to work in the UK - offers will be withdrawn if right-to-work cannot be verified.
- verification of qualifications.
- Verification of professional status where required e.g. Qualified Teacher Status.
- A satisfactory Disclosure and Barring Service Enhanced Disclosure. DBS information will be stored and disposed of in line with UK GDPR and DBS code of practice.
- A prohibition from teaching check (where applicable).
- A section 128 check for management roles.
- A digital right-to-work check using an approved identity service provider (IDVT) where appropriate.
- Confirmation that right-to-work checks have been completed before employment begins, in line with UKVI requirements.

- All checks will be documented and retained on the personal file (subject to restrictions on the retention of information imposed by DBS regulations), recorded on the Single Central Record and followed up where they are unsatisfactory or there are discrepancies in the information provided.

- All checks will include recording prohibition, section 128, right-to-work, online search outcomes and self-disclosure information on the single central record.

Probation:

- All newly appointed staff will participate in Education 1st staff induction programme and will be subject to a three month probationary period.