

# MATHSMAKERS SAFER RECRUITMENT POLICY

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Updated October 2024

## 1. Statement of Intent

The Safety and protection of children is at the forefront of MathsMakers values and practice as is the importance of equality and transparency in appointing staff.

This policy ensures that MathsMakers recruitment procedures ensure the safeguarding of children and equal opportunities for all candidates.

MathsMakers will not discriminate on the grounds of

- Colour, race, gender, nationality or ethnic origin;
- Disability;
- Sexual orientation;
- Pregnancy or maternity;
- Age

## 2. Legal Framework and policy compliance

This policy has due regard to:

- Equality Act 2010
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Keeping Children Safe in Education (KCSIE) 2024
- Working Together to Safeguard Children 2023
- Prevent Duty Guidance 2023
- Voluntary Safeguarding Code of Practice Draft Guidance – July 2018
- Data Protection Act 2018
- MathsMakers Equality, Diversity and Inclusion Policy 2024
- MathsMakers Child Protection Policy 2024
- MathsMakers GDPR Data Protection Policy 2023

## 3. Definitions

Regulated Activities include:

- Teaching, training, instructing, caring or supervising children if the person is unsupervised;
- Working for a limited number of establishments “specified places” which include schools, colleges and other teaching establishments with the opportunity of unsupervised contact with children (this does not include work done by supervised volunteers);

Standard DBS: Information about convictions, cautions, reprimands and warnings held by the police national computer regardless of whether they are spent or not under the Rehabilitation of Offenders Act 1974.

Enhanced DBS: Same information as Standard DBS plus any information which the Police Chief Officer believes to be relevant and considers ought to be disclosed.

Enhanced with Barred List checks: This is compulsory check for people who are seeking work or are working in a Regulated Activity with children.

Children's Barred List: The DBS holds a Barred List of people who are unsuitable for working with children and/or vulnerable adults. The certificate will also detail whether the individual is prohibited from taking part in the management of independent educational institutions.

Section 128 Check: The Secretary of state has the power to prohibit or restrict an individual from participating in the management of an independent school.

#### **4. Roles & Responsibilities**

- The MathsMakers Board is responsible for:
  - Ensuring that MathsMakers Safer Recruitment policy & procedures are compliant with the law, MathsMakers Child Protection Policy, MathsMakers Equality Policy and MathsMakers GDPR Data Protection Policy;
  - Reviewing the policies every year;
  - Ensuring that the recruitment procedures outlined in the Safer Recruitment Policy are followed so that recruitment is as safe, transparent and fair as possible;
  - Ensuring and monitoring that all the necessary checks are carried out in a timely manner on staff, volunteers and any consultant, as appropriate;
  - Ensuring that a recruitment panel of two Directors is set up;
  - Ensure that at least one member of the Recruitment Panel has safer recruitment training every three years;
  - Ensuring that the pre-recruitment process, including advertising, job description, job specifications, interview questions and criteria, are fair and maximise opportunities,
  - Ensuring that a fair and benchmarked pay rate is agreed and applied to all members of staff and instructors,
  - Ensuring that all records are kept according to the GDPR Data Protection Policy.
  
- The Recruitment Panel is responsible for:
  - Planning - including agreeing the definition of the role, place in the overall organisational structure, and rate of pay.
  - Drawing up the Job Description and Person Specification for the role,
  - Drawing up the application form,
  - Putting together an application pack,
  - Shortlisting candidates,
  - Agreeing interview questions,
  - Organising interviews,
  - Ensuring that the interview addresses safeguarding practices,
  - Selecting and informing successful candidate (subject to relevant checks),
  - Informing unsuccessful candidates,

- Making all pre-interview & pre-employment checks,
- Keeping relevant evidence and records securely.

## **5. Recruitment and Selection Process - planning, organising and shortlisting**

- Job Description
  - The Job Description will outline the main duties and responsibilities of the post
  - The individual's responsibility for promoting and safeguarding the welfare of children and young persons they are responsible for, or come into contact with.
- Person Specification
  - The Person Specification will describe the skills, knowledge, abilities, qualifications (if applicable), experience and qualities that are considered essential or desirable in a candidate, in order to perform all the duties in the Job Description satisfactorily.
  - The Job Description and Person Specification will not overstate the requirements of the job that could contribute to the exclusion of people from diverse equality groups.
- Advert
 

Advertisements and publicity material will contain the following:

  - Accurate reflection of the Job Description and Person Specification,
  - Description of the role, including required skills, abilities, experience, attitude and behaviours,
  - Concise background on MathsMakers,
  - Statement regarding MathsMakers commitment to safeguarding and promotion of the welfare of children,
  - Statement that safeguarding checks that will be undertaken,
  - Statement on whether the post is exempt from the Rehabilitation of Offenders Act 1974,
  - Equality statement,
  - Information on whether the appointment is for a limited period,
  - Rate of Pay per hour,
  - Closing Date for application,
  - Interview Date,
  - Contact details.
- Application Pack
 

The Application pack will contain the following:

  - The Job Description and Person Specification
  - MathsMakers Code of Conduct, MathsMakers Safeguarding Statement, and MathsMakers Child Protection Policy,
  - Statement that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

- Shortlisting
  - Candidates will be shortlisted according to essential criteria drawn from the Person Specification,
  - At least two members of the recruitment panel will carry out the shortlisting. During the shortlisting process, members will be mindful of
    - Gaps in employment and reasons given for these,
    - Inconsistencies in information provided,
    - Any information that shows a lack of understanding of children's needs.
  - As part of shortlisting, an online search on candidates will be undertaken as part of due diligence.
  - Shortlisted candidates will be asked to complete a self-declaration of their criminal record or other information that would make them unsuitable for work with children.
  - Shortlisted candidates will be asked to provide a self-declaration of their right to work in the UK.
  - Shortlisted candidates will be asked to physically sign a hard copy of their application and self-declaration at the point of interview.
  
- Employment History and References
  - Where possible, references will be obtained before the interview so that any concerns raised can be explored further with the referee and taken up with the candidate at interview.
  - MathsMakers will not accept open references (e.g., references 'to whom it concerns') and will.
  - The recruitment panel will abide by the following:
    - Not accept open references, e.g., references written 'to whom it concerns',
    - Not rely on applicants to obtain their references,
    - Ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority,
    - Obtain verification of the candidate's most recent relevant period of employment when they are not currently employed,
    - Secure a reference from the relevant employer from the last time the applicant worked with children,
    - Always verify any information with the person who provided the reference,
    - Ensure electronic references originate from a legitimate source,
    - Contact referees to clarify content where information is vague or insufficient information is provided,
    - Compare the information on the application form with that in the reference and take up any discrepancies with the candidate,
    - Establish the reason for the candidate leaving their current or most recent post,
    - Ensure any concerns are resolved satisfactorily before appointment is confirmed.

## **6. The Interview Process**

- The panel will ask the same prepared questions to all candidates. Additional questions can be asked for clarification or in order to deepen understanding.
- The interview will always include a question on Safeguarding and a question asking candidates if there is any health issue that would prevent them from fulfilling their role.
- Any concerns that have arisen from the pre-interview checks will be covered during the interview.
- The interview may include a task, a presentation and/or a teaching observation as appropriate.
- Each member of the panel will record evidence and their observations according to agreed criteria, the Person Specification and the questions.
- Ensure that the candidate has space to ask questions and add any information if deemed appropriate.

## **7. Pre-Employment Vetting Checks**

The recruitment panel will carry out the following:

- Verify the candidate's identity,
- Verify the candidate's right to work in the UK,
- Obtain (via the applicant) an enhanced DBS check (including children's barred list information),
- Verify the candidate's mental and physical fitness to carry out their work responsibilities.

## **8. Individuals who have lived or worked outside the UK**

Candidates who have lived or worked anywhere outside the UK, for a period of 12 months or more during the 5 years prior to their application, will undergo the same checks as those resident in the UK.

- All vetting checks in Section 7 above will apply.
- In addition, the recruitment panel will obtain a letter from the professional regulation authority in the country/countries where the candidate has worked, confirming that they have not imposed any sanctions or restrictions on the candidate, and that they are not aware of any reason why the candidate may be unsuitable to work with children.

## **9. Appointment Process**

- Members of the panel will make a unanimous decision based on the evidence gathered during the interview.
- The panel will contact the candidate and offer the position subject to Pre-Employment checks. The candidate will accept the offer via email.
- Start date and contract of employment or contractual agreement will be sent to the candidate once all the Pre-Employment checks are completed.

- The candidate will also return the MathsMakers form confirming that they have read the following:
  - MathsMakers Safeguarding Statement and Child Protection Policy,
  - MathsMakers Code of Conduct,
  - MathsMakers Online Safety Policy,
  - MathsMakers Remote Learning Policy,
  - MathsMakers Agreement on Acceptable Use of Technology,
  - Current KCSIE statutory guidance, Part 1
  - The Prevent Duty, 2023

#### **10. MathsMakers Board Members**

- MathsMakers Board members will have an **enhanced DBS** check before being confirmed on the Board.
- Board members who are also involved in regulated activities for MathsMakers will need a **Barred list** check.

#### **11. Single Central Record (SCR)**

- The MathsMakers director responsible for keeping employment records will add the new member of staff to the SCR.
- The SCR will include all staff and volunteers who work or are in regular contact with children. The SCR will also include all Board trustees.
- For each member of staff, the SCR will show details of the following: identity checks, professional qualifications, DBS checks, right-to-work in the UK, overseas checks, fitness to work, employment verification, and safeguarding training.

#### **12. Training, Monitoring and Review**

- At least one member on the Recruitment Panel will have training on Safer Recruitment - to be renewed every three years. Note that Safeguarding training Level 3 should cover Recruitment.
- The SCR will be monitored by the Designated Safeguarding Lead every year.

This policy will be reviewed in conjunction with the MathsMakers Child Protection Policy.

Next Review: October 2025

Adopted by the Board of Directors

Signed: Helena Mullins



Date: 15/11/2024