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SAFER RECRUITMENT POLICY

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Elite Mentors

Safer Recruitment Policy

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Safe Recruitment Policy

Elite Mentors

1. Purpose

Elite Mentors is committed to safeguarding and promoting the welfare of all learners, especially children and vulnerable individuals. This Safe Recruitment Policy ensures that all staff, contractors, and volunteers are recruited through processes that deter, identify, and reject individuals who may pose a risk.

2. Scope

This policy applies to:

- Full-time and part-time employees
- Contractors and freelance mentors
- Volunteers and interns
- Anyone working on behalf of Elite Mentors in a mentoring or supervisory capacity

3. Principles

Elite Mentors will:

- Prioritize the safety and wellbeing of all learners in every recruitment decision
- Adopt a consistent and thorough recruitment process
- Ensure transparency and fairness while maintaining safeguarding standards
- Comply with all relevant legal and regulatory requirements

4. Roles and Responsibilities

- **Hiring Managers:** Ensure recruitment processes follow this policy
- **HR/Recruitment Team:** Conduct checks, maintain records, and verify documentation
- **Leadership Team:** Oversee compliance and continuous improvement

5. Recruitment Process

5.1 Job Design and Advertising

- Job descriptions must clearly state safeguarding responsibilities
- Advertisements must include a safeguarding statement such as:

“Elite Mentors is committed to safeguarding and promoting the welfare of learners. All roles are subject to appropriate background checks.”

5.2 Application Process

- All candidates must complete a formal application form
- CVs alone are not accepted
- Applications must include full employment history with explanations for gaps

5.3 Shortlisting

- Shortlisting is based on clear, objective criteria
- Any anomalies (e.g., unexplained gaps, frequent job changes) must be explored

5.4 Interview Process

- At least two trained interviewers must be present
- Interviews must include safeguarding-related questions
- Candidates must explain their suitability to work with learners
- Identity documents must be verified at interview

5.5 References

- Minimum of two references required, including the most recent employer
- References must be obtained directly from referees (not via candidate)
- References should include questions about the candidate's suitability to work with young or vulnerable people

5.6 Background Checks

All successful candidates must undergo:

- Identity verification (Passport/Driving licence)
- Right-to-work checks
- Criminal record checks (e.g., DBS or equivalent, depending on jurisdiction)
- Qualification verification
- Online presence review (where appropriate and lawful)

Employment must not commence until all required checks are completed and deemed satisfactory.

5.7 Risk Assessment

- Any concerns arising from checks must be risk-assessed
- Decisions must be documented and approved by senior management

6. Induction and Training

- All new hires must complete safeguarding training before working with learners
- Ongoing training is mandatory and refreshed regularly
- Staff must understand reporting procedures and codes of conduct

7. Record Keeping

- Recruitment records must be securely stored
- A central register of checks must be maintained
- Data protection laws must be strictly followed

8. Ongoing Monitoring

- Regular performance reviews include safeguarding considerations
- Concerns about staff conduct must be addressed promptly
- Additional checks may be conducted where necessary

9. Safer Recruitment Training

- Staff involved in recruitment must receive safer recruitment training
- Training must be updated periodically

10. Policy Review

This policy will be reviewed annually or sooner if:

- There are changes in legislation
- A safeguarding incident occurs
- Best practices evolve

11. Non-Compliance

Failure to follow this policy may result in disciplinary action and, where appropriate, legal consequences.

END OF POLICY