

The Youth Engagement Schools Trust (YES TRUST) Safer Recruitment Policy Statement

The safe recruitment of staff in the YES Trust is the first step in the effective safeguarding and promotion of welfare for our children. The YES Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, and other workers in the YES Trust to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation, and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in, the roles they undertake.

The YES Trust recognises the value of, and seeks to achieve, a diverse workforce, which includes people from diverse backgrounds with different skills and abilities. The YES Trust is committed to ensuring that the recruitment and selection of all who work within the YES Trust is conducted in a manner that is systematic, efficient, effective, and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills, and competencies required to do the job. The YES Trust will uphold its obligations under law and national collective agreements not to discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion, or creed.

The YES Trust will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, who is disqualified from working with children, or who does not have the suitable skills and experience for the intended role.

The YES Trust will ensure that the terms of any contract with a contractor or agency require them to adopt and implement measures described in this procedure. The YES Trust will monitor compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed to the YES Trust.

In line with Keeping Children Safe in Education (KCSIE), the following pre-employment checks will be required:

- receipt of at least two references satisfactory to the school, verification of the candidate's identity, and a satisfactory Enhanced DBS check
- verification of the candidate's medical fitness
- verification of qualifications
- verification of professional status where required (e.g. QTS status), unless properly exempt
- the production of evidence of the right to work in the UK
- for teaching posts, verification of successful completion of the statutory induction period (applies to those who obtained QTS after 7 May 1999)
- online searches for shortlisted candidates in line with Keeping Children Safe in Education (KCSIE)

NB: It is illegal for anyone who is barred from working with children to apply for, or work in, our YES Trust in any voluntary or paid capacity.

* In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons in your application form. The YES Trust will liaise with you and, where they agree to defer, referees will be contacted immediately after interview and before an offer of employment is made.

The YES Trust maintains a single central record of recruitment and vetting checks, in line with the statutory requirements.

The YES Trust requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the school, in writing, of the offence and penalty.

All posts within the YES Trust are exempt from the Rehabilitation of Offenders Act 1974, and therefore all applicants will be required to declare spent and unspent convictions, cautions, and bind-overs, including those regarded as spent, and to have an Enhanced Disclosure & Barring Service Certificate.

The YES Trust is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily bar someone from obtaining a position. This will depend on the background, nature, and circumstances of the offence(s). The YES Trust's Recruitment (pre-employment checks) Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The DBS has published a Code of Practice and accompanying explanatory guide. The YES Trust is committed to ensuring that it meets the requirements of the DBS in relation to the processing, handling, and security of disclosure information.

A copy of the YES Trust's Safer Recruitment Policy & Procedures is available on request.