

Safer Recruitment Policy and Procedures

1. Policy Statement

EMZ AESTHETICS AP LTD is committed to safeguarding and promoting the welfare of children and young people. Safer recruitment practices are essential to ensure that all staff, volunteers, and contractors are suitable to work with learners.

We follow statutory guidance (*Keeping Children Safe in Education*), relevant employment legislation, and local safeguarding procedures in all recruitment activity.

2. Aims and Objectives

- To ensure all recruitment decisions prioritise the safety and wellbeing of learners.
 - To deter, reject, or identify candidates who may pose a risk to children.
 - To establish clear processes for pre-employment checks, including the Disclosure and Barring Service (DBS).
 - To manage positive DBS disclosures fairly, consistently, and in line with safeguarding duties.
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3. Safer Recruitment Principles

- All recruitment will be carried out in line with safeguarding policies.
 - All job advertisements and recruitment materials will reference our safeguarding commitment.
 - All candidates will be required to complete an application form with full employment history. CVs alone will not be accepted.
 - At least one person on every interview panel will have completed Safer Recruitment Training.
 - Identity, right to work, and qualification checks will be verified prior to employment.
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4. Recruitment and Selection Process

1. Advertising and Job Information

- Posts will clearly state the safeguarding responsibilities of the role.
- Applicants will be informed that an enhanced DBS check is required.

2. Application and Shortlisting

- Applicants must complete the organisation's application form in full.
 - Gaps in employment will be explored at shortlisting or interview stage.

3. References

- At least two references will be obtained, including the most recent employer.
 - References will be requested prior to interview where possible and followed up if unclear.

4. Interviews

- Interviews will include specific safeguarding-related questions.
 - Candidates' attitudes toward working with children will be assessed.

5. Conditional Offer

- Offers of employment will be conditional upon satisfactory completion of all pre-employment checks.

5. DBS Check Process

- **Enhanced DBS checks with children's barred list information** are required for all staff working directly with learners.
 - Volunteers, contractors, and agency staff will also be subject to appropriate DBS checks according to their role and level of contact with children.
 - DBS checks will be carried out prior to employment starting. In exceptional cases, staff may begin work under **strict supervision** while awaiting clearance, subject to a full risk assessment.
 - A **single central record** of all checks will be maintained and regularly audited.
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6. Managing Positive DBS Disclosures

Where a DBS certificate reveals information (known as a positive disclosure):

1. Initial Review

- The certificate will be seen only by the Head/DSL and HR lead (if applicable).
- The candidate will be invited to discuss the disclosure confidentially.

2. Risk Assessment

- The nature of the offence, its relevance to the role, and the time elapsed since the incident will be considered.
- Patterns of offending or multiple offences will be carefully assessed.
- The safety of children will be the overriding consideration.

3. Decision-Making

- Decisions will be made on a case-by-case basis.
- If the offence is on the list of automatic barring offences, the candidate cannot be employed.
- A written record of the decision, rationale, and risk assessment will be kept.

4. Appeals

- Candidates may provide additional information to support their case.
- Final decisions rest with the Head of Centre and DSL.

7. Ongoing Safeguarding Measures

- Staff are required to declare any subsequent convictions, cautions, or police involvement during employment.
 - Where concerns arise, the DSL will consult with the Local Authority Designated Officer (LADO).
 - Regular safeguarding and safer working practice training will be provided.
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8. Monitoring and Review

- Recruitment processes will be reviewed annually to ensure compliance with safer recruitment standards.
- Any lessons learned from recruitment issues will be used to strengthen practice.

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