



## **Think Fast Academy Safer Recruitment Policy**

### **Introduction**

At Think Fast Academy, we are committed to providing a safe and supportive environment for all our students. Our safer recruitment policy is designed to ensure that we attract, select, and retain the highest quality staff while safeguarding the welfare of our young people. This policy outlines our approach to recruitment and the measures we take to ensure a safe working environment.

### **Objectives**

1. To ensure that all staff are suitable to work with children and young people.
2. To implement a consistent, fair, and thorough recruitment process.
3. To maintain a single central register (SCR) of all staff and their relevant checks.
4. To promote a culture of safeguarding throughout the organization.

## Recruitment Process

### 1. Job Descriptions and Person Specifications

- All job descriptions will clearly outline the responsibilities of the role and the skills and qualifications required.
- Person specifications will include specific criteria related to safeguarding and child protection.

### 2. Advertising Vacancies

- All job vacancies will be advertised widely to attract a diverse range of candidates.
- Advertisements will include a statement about the academy's commitment to safeguarding and promoting the welfare of children.

### 3. Application Process

- Candidates will be required to complete an application form detailing their education, work history, and experience related to working with children and young people.
- A CV may be requested but will not replace the need for a completed application form.

### 4. Shortlisting and Interviews

- Shortlisting will be conducted by at least two members of staff, ensuring a fair assessment of all candidates.
- Interviews will be structured and include questions related to safeguarding, child protection, and the candidate's understanding of working with vulnerable young people.
- References will be requested prior to the interview, with at least one reference from a previous employer where the candidate worked with children.

### 5. Selection and Offer of Employment

- Conditional offers of employment will be made only after satisfactory completion of background checks and references.
- All offers will be subject to an enhanced Disclosure and Barring Service (DBS) check.

### Enhanced DBS Checks

- All staff members, including volunteers and contractors, will be required to undergo an enhanced DBS check before starting employment.
- The DBS checks will be stored securely in accordance with data protection regulations, accessible only to designated safeguarding leads and HR personnel.

### Single Central Register (SCR)

- A Single Central Register will be maintained to record all staff appointments and the results of their background checks.
  - The SCR will include:
    - Name of the staff member
    - Role within the academy
    - Date of the enhanced DBS check
    - Confirmation of the right to work in the UK
  - Details of any qualifications relevant to their role
  - Safeguarding training completed and dates
- The SCR will be regularly updated and reviewed to ensure compliance with statutory requirements.

### Induction and Training

- All new staff will undergo a comprehensive induction program that includes safeguarding policies, procedures, and expectations.
- Ongoing training in safeguarding and child protection will be mandatory for all staff, with regular updates provided to reflect best practices.

### Conclusion

The safety and welfare of our students are paramount at Think Fast Academy. By implementing a rigorous safer recruitment policy, we aim to create a secure environment where young people can learn and thrive. All staff are expected to adhere to this policy and to foster a culture of safeguarding in all aspects of their work.

**Policy in place 01.03.2025**

**Policy to be reviewed 01.03.2025**