

Magna Groups Enterprises Safer Recruitment Policy



This policy applies to anyone responsible for recruiting and inducting staff and volunteers in Magna Groups Enterprises and all who participate in shortlisting and interview panels, to include Head Office personnel, Regional/Area Managers, Regional Co-ordinators & Site Managers.

Magna Groups Enterprises is committed to promoting the welfare of children and young people and keeping them safe. We are also committed to equality, valuing diversity and working inclusively across all of our activities. We aim to have a workforce that represents a variety of backgrounds and cultures and can provide the relevant knowledge, abilities and skills for our organisation.

The purpose of the policy:

- to recruit the best people available to join our workforce
- to take all reasonable steps to prevent unsuitable people from joining our organisation
- to recruit and manage our staff in a way that complies with legislation designed to combat inequality and discrimination
- to do all we can to achieve and maintain a diverse workforce
- to ensure that our recruitment and selection processes are consistent and transparent
- to ensure candidates are judged to be competent before we make them an offer of a job
- to ensure that new members of staff are given a proper induction.

Magna Groups Enterprises recognise that:

- our workforce is our most important resource
- unsuitable individuals sometimes seek out opportunities via employment or volunteering to have contact with children in order to harm them
- some groups face unfair discrimination in the workplace
- Children, young people and families benefit from our efforts to recruit a skilled and committed workforce from a diverse range of backgrounds
- New staff and volunteers cannot perform their role effectively unless they are, inducted properly and receive ongoing support and supervision

We recruit and induct our workforce by:

- Advertising all posts through appropriate media and in a way that ensures that we attract high quality applicants from diverse backgrounds
- Providing an application pack with relevant information for anybody who expresses an interest in an advertised job
- Ensuring that all applications for both paid and volunteer positions are made using our standard application form
- Involving more than one person to shortlist applicants for interview
- Involving at least two people conducting a face-to-face interview with anyone we may want to appoint
- Ensuring that all candidates are asked the Magna Groups Enterprises core interview questions, with answers recorded
- Incorporating the views and perspectives of children, young people, and families into the recruitment and selection process whenever appropriate
- Obtaining two references, two pieces of identification and original copies of any necessary qualifications from candidates
- Carrying out DBS checks and any other necessary vetting procedures for each member of staff or volunteer working with children or young people, in line with DBS and other official guidelines
- Verifying a candidates suitability to work with children by completion of Magna Groups Enterprises s Staff Declaration, in accordance to government guidance for people working with children
- Providing a three-month induction for all new staff and volunteers
- Ensuring that all staff are made aware, during their induction period, of how to keep children and young people safe in our organisation
- Appointing all staff and volunteers on a probation period initially, with a review before they are confirmed in post
- Following 'Safe Recruitment' processes at all times

This policy was adopted by: Magna Groups Enterprises	Date: Sept 2025
To be reviewed: July 2027	Signed: Pascal Suntah

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding & Welfare Requirements: Suitable people [3.9-3. 18]; Staff qualifications, training, support & skills [3.20-3.26].*

Magna Groups Enterprises Safer Recruitment Policy



- Using the list of processes below to follow a consistent procedure for recruitment and induction.

Recruitment & Induction Process:

1. Identify a recruitment need
2. Advertise the role via approved means: currently
 - 2.1. PE Recruitment
 - 2.2. Leisure Jobs
 - 2.3. Reed
 - 2.4. Gumtree
 - 2.5. Indeed
 - 2.6. Magna Groups Enterprises Social Media accounts
3. Review all applications for the role
4. Create a shortlist of suitable applicants
5. Invite applicants to a relevant recruitment event
6. Invite chosen candidates to be interviewed.
7. Conduct interviews using the set questions for all staff
8. Verify every candidate's identity and qualifications, confirming using the 'Safe Recruitment Checklist'
9. Choose preferred candidate.
10. Make a provisional offer of a job, depending on references and vetting processes being completed satisfactorily.
11. Consider any confidential information that the candidate has submitted along with his/her application, and discuss this with the candidate.
12. Complete the take up of references and checks.
13. Are all issues arising from the references, checks and self-disclosed information resolved?
 - 13.1. **Yes** - confirm the offer on a trial period of six months.
 - 13.2. **No** - withdraw the job offer.
14. Ensure applicant registers DBS check with the Update Service so annual checks can continue through the duration of employment.
15. Agree a start date. Probation starts on this date.
16. Plan the induction to include core training – Safeguarding Children, Food & Hygiene, Early Years First Aid & Common Core Skill
17. New staff member starts. Follow through the induction programme.
18. Review the progress of the trial period after a maximum of three months.
19. After six months, are you satisfied with their progress?
 - 19.1. **Yes** - confirm new staff member in post.
 - 19.2. **Not completely** - extend the probation period for a maximum of three further months and agree a further support package.
 - 19.3. **No, progress has been highly unsatisfactory** - end the contract at this point.
20. After nine months, are you still unsatisfied with the new recruit's progress?
 - 20.1. **Yes** - end contract at this point.
 - 20.2. **No** - confirm new staff member in post.

Emergency and Temporary Staff

In the event of an emergency and temporary staff are required, we utilise staff from reputable organisations such as Tinies, Hays and Randstad who supply the screening details such as DBS and references etc. On arrival at site, it is the site manager's responsibility to brief the staff on their responsibilities for the day and standard MAGNA procedures.

Disqualification

Magna Groups Enterprises will not employ staff or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under regulations made under 'section 75 of the Children's Act 2006'. Important to note that a person can become disqualified if they live in the same household as another disqualified person, or if a disqualified person is employed in that household. If a member of staff becomes disqualified Magna Groups Enterprises will terminate their employment & contact Ofsted.

This policy was adopted by: Magna Groups Enterprises	Date: Sept 2025
To be reviewed: July 2027	Signed: Pascal Suntah

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding & Welfare Requirements: Suitable people [3.9-3. 18]; Staff qualifications, training, support & skills [3.20-3.26].*

Magna Groups Enterprises Safer Recruitment Policy



Immigration Status

The management is aware of Asylum & Immigration Act requirements. There will be checks to verify suitable to work within the UK for all staff members. Magna Groups Enterprises staff will be required to provide original documents as stated in their offer of employment.

Magna Groups Enterprises are committed to reviewing our policy and good practice annually

This policy was adopted by: Magna Groups Enterprises	Date: Sept 2025
To be reviewed: July 2027	Signed: Pascal Suntah

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding & Welfare Requirements: Suitable people [3.9-3. 18]; Staff qualifications, training, support & skills [3.20-3.26].*