



EduDiverse

Recruitment Policy



Introduction & Purpose

This policy is the Recruitment and Selection Process Policy for EduDiverse which will be followed by all staff members of EduDiverse and promoted by those in the position of leadership within the Organisation. This policy will be applied to all EduDiverse Staff and any applicants who apply to positions within EduDiverse.

Policy Principles & Values

EduDiverse is committed to safeguarding and promoting the welfare of children, young people by carrying out the necessary pre-employment checks. This also helps ensure that our recruitment processes are transparent and guard against risks associated with modern slavery and human trafficking

EduDiverse aims to ensure that no applicant receives less favourable treatment on the grounds of race, gender, disability, gender reassignment, age, social class, sexual orientation, religion or belief, marriage and civil partnership, pregnancy and maternity

EduDiverse will always seek to recruit the best candidate for the job. Vacancies will be advertised internally across the Organisation, and externally using the most appropriate advertising medium. In extenuating circumstances, where there is a proven business case, the James Ranson may waive the requirement to advertise.

Recruitment and selection are a key public relations exercise and should enhance the reputation of the EduDiverse. All candidates will be treated with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome

Panel members should not be involved in a recruitment exercise and/or appointment where they are related to an applicant or have a close personal relationship with them outside of work. All Staff are required to declare any familial or close personal relationships with other members of the EduDiverse team.

EduDiverse welcomes applications from people with disabilities and will always seek to ensure that it operates a fair and accessible recruitment and selection process, including making reasonable adjustments where necessary.

EduDiverse will ensure that applicants who have lived or worked outside of the UK will undergo the same checks as all other Staff. This includes obtaining an enhanced DBS certificate. EduDiverse will also make any further checks deemed appropriate so that any relevant events that occurred outside the UK can be considered. Where this information is not available, EduDiverse will seek alternative methods of checking suitability and/or undertake a risk assessment that supports informed decision making on whether to proceed an applicant.

Procedures

Section 1: Pre-recruitment process

Before any recruitment activity, EduDiverse will review the job description and person specification to ensure they are up to date and an accurate reflection of what the job entails.



The person specification will relate directly to the job description. Some criteria may be desirable rather than essential and this will be highlighted.

For a new role, the job description and person specification will be created for this role.

The role may be advertised solely internally or externally, some may be advertised both internally and externally. In extenuating circumstances, James Ranson may waive the need to advertise.

All applicants are required to complete an application form containing questions about their academic and employment history and their suitability for the role.

Should there be any gaps in employment history, a satisfactory explanation must be provided at interview. A curriculum vitae will not be accepted in place of the completed application form.

Shortlisting will be completed by at least two people to ensure fairness and consistency and prevent bias. Outside support may be requested from a commissioning school partner in this circumstance.

The panel will agree their criteria and evidence for selecting for interview; these should be objective, relevant to the role and measurable, and against the person specification.

The interview panel will scrutinise the application form, reviewing employment history and identifying any gaps, and look to see if the applicant has recently been working abroad

Section 2: Employment offer

Following the interview, the manager will make a conditional job offer to a successful applicant via email. Unsuccessful applicants will also be informed of the outcome via email.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- Verification of the applicant's identity and right to work
- A satisfactory reference- which must be from the applicant's most recent employer.
- Receipt of a clear DBS certificate (and a clear overseas check where applicable)
- For management positions, information about whether the applicant has ever been referred to the Department of Education or is the subject of a direction under section 128 of the Education and Skills Act 2008 which renders them unable or unsuitable to work at an Academy or College

Section 3: DBS Checks

An enhanced DBS check will be carried out for all Staff and staff regardless of job role. EduDiverse will agree to complete payment for all DBS checks carried out.

The Enhanced DBS check (Enhanced Disclosure) will show current and spent convictions, cautions, reprimands, and warnings held on the Police National Computer; plus, any relevant



and proportionate information held by local police forces as well as a check of the new Children barred lists where requested.

Details of the I.D. documents required are confirmed with the individual in advance via email. Information and advice can also be found at www.gov.uk. Where an individual applying for a disclosure makes a declaration at the application stage, this information must be immediately shared with James Ranson.

The applicant is responsible for completing the appropriate declarations honestly and accurately as required by the company. Completing the application form at the pre-employment stage and providing the identification required. .

Staff are encouraged to sign up for and maintain registration with the DBS update service. The DBS update service aims to improve the speed of the recruitment process and enable efficient re- checking on a 3-yearly basis.

James Ranson is responsible for undertaking DBS checks at the pre-employment stage, administering the ongoing application process, checking ID documentation and processing checks with the DBS. Updating systems with DBS disclosure information in line with this policy, providing advice on the next steps if a disclosure is made during the application process. Providing advice on the next steps following receipt of a DBS certificate that details disclosures or bars an individual from working with children or vulnerable adults. Concerns may include Staff continually failing to complete a recheck.

Oversees Checks

Individuals who have lived or worked outside the UK for more than 3 months within the last 10 years must undergo the same checks as all other Staff and staff. This includes obtaining an enhanced DBS certificate (including children's barred list information).

In addition, we will make any further checks appropriate so that any relevant events that occurred outside the UK can be considered.

The process for obtaining an overseas criminal record check varies from country to country.

Please note that some countries will only allow the individual to make the application, whereas some allow the employer to do this on their behalf.

These checks may include, where available:

- o Obtaining a letter (via the applicant) from the professional regulating authority (this is often the Department/Ministry of Education but varies across the world) in the country(or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach.

- o Obtaining a Certificate of Good Conduct (CGC)

Details of how to obtain an overseas criminal record check from the relevant authorities abroad can be found on www.gov.uk. This includes information on how to apply and relevant contact details.

This policy was last reviewed on:

Reviewed: August 2023



Date: 01/09/2025

Signed: James Ranson (DSL)

Reviewed: August 2023