

DATED

2023

**METCALF MULTISPORTS LIMITED SAFER RECRUITMENT,
SELECTION AND DISCLOSURE POLICY**



**METCALF
MULTISPORTS**



1) **GENERAL**

Metcalfe Multisports Limited is committed to ensuring the best possible environment for the learners and young people in our care. Safeguarding and promoting the welfare of young people is our highest priority.

The company aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of protected characteristic as defined within the equality act 2010.

The Recruitment Policy and Procedures are based on and conform with statutory and non-statutory guidance contained in 'Keeping Children Safe in Education (2021)', the Leicester and Leicestershire Safeguarding Partnership Board Safer Recruitment Procedures and 'working together to safeguard children' (2018). This policy also has due regard for Prevent Duty Guidance: for England and Wales (July 2015 supplemented by the non- statutory advice and a briefing note The Prevent duty: Departmental Advice for Schools and Childminders and The Use of Social Media for On-line Radicalisation (July 2015)) and the Disqualification under Childcare Act 2006 (August 2018). Metcalfe Multisports aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the Academies application form and recruitment process must be directed to Ashley Metcalfe.

An entry will be made on our excel spreadsheet for all current members of staff at schools and all other individuals that come in regular contact with the learners.

All checks on staff will be made as soon as possible after appointment of initial interview.

2) **SCOPE OF THIS POLICY**

The recruitment selection and disclosures policy and procedure here with refers and applies to staff directly recruited and employed by Metcalfe Multisports Ltd. In the education (Independent School Standards) (England) regulations 2014, staff are defined as; any person working at the school whether under contract of employment, under contract for services or otherwise than under contract, but does not include supply staff or volunteer.

In the case of agency or contract workers, the school shall obtain written confirmation from the agency or company that the appropriate checks have been carried out.

Metcalfe Multisports conducts identity checks on all staff who work within the Metcalfe Multisports companies, and DBS checks are mandatory on all staff before they begin work.

Metcalfe Multisports will carry out several checks including:



- Enhanced DBS – Renewed every 3 years
- Right to work in the UK
- Barred list
- Prohibition
- Qualification
- Overseas checks
- Keeping Children Safe Education
- 2 references
- Declaration of medical fitness
- Check of previous employment
- In respect to any staff pending employment or sub-contractors, under no circumstances will they be allowed to be left unsupervised whilst on site or working with any students.

3) **Advertising**

- It will be normal practice for all vacancies to be advertised unless there is a good reason not to do so. Advertisement may be either internally (for example on noticeboards or via Metcalf Multisports emails) or externally (such as via the Education Jobs website), depending on the type of vacancy, the nature of the contract which exists and the current nature of the recruitment market. When advertising externally, Metcalf Multisports will ensure that staff are aware, to allow current members of staff to apply, should they wish to do so.
- Advertisements will include a safeguarding statement, highlighting the company commitment to child safeguarding in an effort to deter any unsuitable candidates, an equal opportunities statement and a statement regarding the declaration of convictions, under the Rehabilitation of Offenders Act 1974 (as amended), along with the necessary information needed to attract suitable candidates to the post and to Metcalf Multisports.

4) **APPLICATION FORM**

Metcalf Multisports will only accept applications from candidates completing the relevant application forms in full. CVs will not be accepted in substitution for completed application forms. Metcalf Multisports will make candidates aware that that all posts in the company involve some degree of safeguarding, although the extent of that responsibility will vary according to the nature of the role. Candidates for employed posts will receive a job description. Checks will be made of previous employment and ascertain satisfactory reasons for gaps in employment.

Staff must supply Metcalf Multisports with legally accurate answers to any questions as the role involves working with children. Any unspent convictions, cautions, reprimands or warnings must be



disclosed, however amendment to the exemptions order 1975 (2013) provide that certain convictions and cautions are 'protected' and are not subject to disclosure to employers.

Successful applicants will be required to complete a DBS form for the position. Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

5) INVITATION TO INTERVIEW.

Metcalf Multiports will shortlist applicants according to relevance and capability of their professional attributes and personal qualities to the role. Short listed candidates will be invited to a formal interview where their experience will be discussed in more detail. All candidates must bring professional certificates or qualifications that are relevant to the role.

Metcalf Multiports requests that all candidates bring with them, a current driving licence including a photograph or a passport. Or a full birth certificate. Accompanying ID they must bring a utility form or financial statement issued within the last 3 months. Where appropriate, documentation on a change of name and or where the candidate is not a citizen of a country within the European economic area or Switzerland, proof of entitlement to work in the UK.

6) CONDITIONAL OFFER OF APPOINTMENT: PRE APPOINTMENT CHECKS.

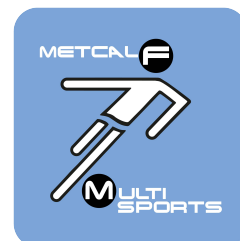
- Receipt of 2 satisfactory references
- Verification of ID and qualifications including where appropriate the right to work in the UK.
- Enhanced DBS check
- Satisfactory medical fitness

7) References

Metcalf Multiports will request at least two references for each candidate, which will usually be a combination of the candidate's current or most recent employer and their most recent instance of working with children. These should cover roughly five years in a person's career history where possible.

Referees will be asked to state the following in the Metcalf Multiports reference Form:

- Any disciplinary or child protection issues
- Any reasons why the candidate should not be employed for work with children
- The candidate's reasons for leaving
- Referees will also be asked to write a general reference as part of the reference form, in order to provide a better picture of the candidate
- Verbal references will not be accepted
- Written references need to be addressed to an individual not to 'whom it may concern' or 'dear sir/madam'.
- Metcalf Multiports will not accept references from relatives or referees writing solely in the capacity of friends.
- Internal appointments – Metcalf Multiports will endeavour to obtain at least one reference for internal candidates where the internal promotion would involve the conferring of extra responsibility.
- References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant.



- Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and which no further issues have been raised, are not likely to cause concern. More serious or recent concerns or issues are more likely to cause concern. A history of repeated concerns or allegations over time is also likely to give cause for concern.
- Concerns will be considered on an individual case and may result in termination of the job offer.

8) DBS Check

- It is anticipated that all regular positions will fall within the definition of 'Regulated Activity', and will therefore require an Enhanced DBS check. Where a post is eligible, a check against the barred list will be undertaken, either within the enhanced DBS disclosure or separately.
- Until Metcalf Multisports has had sight of the original Disclosure Certificate, the candidate will be treated as unchecked.
- The Disclosure may be obtained either by asking the individual to apply for a new DBS Certificate, or by them producing a DBS Certificate which has been registered on the DBS Update Service.
- Candidates who have registered with the DBS Update Service must produce the original of their DBS Certificate, along with the required proofs of ID. In accordance with DBS guidance, Metcalf Multisports will ask the candidate to sign a statement to say that they give Metcalf Multisports permission to access their record on the DBS Update Service.

9) Disqualification for Childcare Declaration

Disqualification from Childcare Declaration Under Section 75 of the Childcare Act, 2006 individuals are disqualified from childcare provision if they have committed certain specified offences. This applies to any member of staff employed in early years childcare (up to the age of 5) or later years childcare (up to the age of 8) in nursery, primary or secondary school settings or the management of such settings. Metcalf Multisports will ask members of staff to complete a Disqualification from Childcare Self-Declaration Form, both prior to the start of employment and on an annual basis thereafter.

10) Regulated Activity

"Regulated activity" means a person who will be:

- Responsible, on a regular basis in a Trust setting, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a Trust setting where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

All checks will be:

- Documented and retained on the personnel file
- Recorded on our Single Central Record



- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

11) Data Protection/Confidentiality

- Metcalf Multisports will ensure the security of all employees' personal data at all times, whether prospective, current or ex employees. Personal data will be processed in accordance with the General Data Protection Regulations and the Data Protection Act 2018. Data will be retained and disposed of in line with the school's data retention policies.