



Safer Recruitment Policy

Purpose

The purpose of this policy is:

- To ensure a consistent approach when recruiting new staff (employees and volunteers)
- To minimise the risk of appointing someone unsuitable or who may bring harm to the organisation or people we support

Scope

This policy applies to anyone recruited to work on behalf of Science Boost CIC in any capacity.

Recruitment process

Note - the terms 'staff' and 'recruit' include paid employees and volunteers.

Staff recruited to work for Science Boost CIC will be vetted for competence and for safeguarding. This process is designed to set and maintain pedagogical, social and safeguarding standards at all times.

New staff will provide the names and contact details of two referees, both of which will be asked to return to Science Boost a suitable statement of suitability concerning the applicant. One referee would be expected to have professional knowledge of the applicant, while the second may have an emphasis more on character. Neither referees may be a family member. Usually the initial contact with referees will be made by phone, and this acts as the first part of the vetting process. Where a written return from a referee proves either incomplete or unsatisfactory, further explanations will be sought. A third referee may be asked for.



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All recruits will be expected to provide an up to date Curriculum Vitae (with no gaps), and to undergo an interview process with a Director of Science Boost CIC.

Final appointments are approved by the Board of Directors.

Police checks and safeguarding

In addition to the standard recruitment process, all staff who run activities and work directly with students:

- a) are subject to an Enhanced DBS check (police check)
- b) must complete safeguarding training before beginning their work with students

Recruitment of teachers and tutors

Teaching staff may be drawn from current and retired teachers, current and retired youth workers and others who may have pedagogical and subject specific skills. Where a person does not have qualified teacher status (QTS), sufficient relevant experience and skills will be necessary to undertake a teaching role at Science Boost CIC.