



SAFER RECRUITMENT POLICY

1. Introduction/policy statement

At Global Make up, Hair & Productions Academy Ltd (GMUA) we recognise that our staff are our single most valuable resource. The recruitment of the right staff for the needs of the organisation is therefore of paramount concern and should be achieved within a policy framework that recognises the importance of this area.

GMUA is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees to share this commitment. GMUA also recognises its employees as being fundamental to its success. A strategic and professional approach to recruitment processes help enable the organisation to attract and appoint employees with the necessary skills and attributes to fulfil its strategic aims values.

GMUA has an objective to help keep young people and vulnerable adults safe by contributing to:

- Providing a safe environment for young people and vulnerable adults to learn
- Identifying young people and vulnerable adults who are suffering or likely to suffer significant harm
- Taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Achieving this objective requires systems designed to:

- Prevent unsuitable people working with young people and vulnerable adults
- Promote safe practice and challenge poor or unsafe practice
- Identify instances in which there are grounds for concern about a young person or vulnerable adults' welfare and initiate or take appropriate action to keep them safe; and contribute to effective partnerships with agencies providing services for young people and vulnerable adults.

One of the main purposes of the policy is to ensure that all recruitment and employment decisions follow a standard process which is a fair, rigorous, consistent, transparent and a legitimate assessment of whether an individual should be prevented from working with children and young people/or vulnerable adults. It aims to ensure that people who work/apply to work for GMUA are not discriminated against.

2. Aims/principles

The aims of this policy are:

- Promote a planned, objective approach to staff recruitment that ensures consistency throughout
- To maximise the pool of suitable applicants from a diverse range of backgrounds. Ensuring the best possible candidate is appointed to every vacant post
- To ensure that all appointments are made in accordance with the Equality & Diversity Policy, best practice and comply with all relevant legislation
- To demonstrate our commitment to safer recruitment and employment
- To comply with current legislation, statutory duties and codes of practice. Making clear standards to which the organisation is expected to work to

- To protect children, young people and vulnerable adults within our organisation and those who are learners
- To give assurance that unsuitable people are prevented from working or with children, young people or vulnerable adults within the organisation
- To ensure that employees and prospective employees understand what information in relation to criminal offences needs to be disclosed
- To ensure that pre-employment checks are satisfactorily completed prior to appointment
- To undertake DBS Disclosure self-declarations on a regular basis
- To deal with positive DBS Disclosures on a case-by-case basis in a fair and indiscriminate manner
- To monitor procedures and to ensure that attention is taken in recruitment and employment practices
- To maximise promotional, training and developmental opportunities for existing GMUA employees, to promote and train from within GMUA.

As an organisation, GMUA is committed to ensuring that the recruitment and selection of employees is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity and safe recruitment practices.

Recruitment should be treated as a key public relations exercise as the way it is managed affects the Company's image, and consequently its ability to attract and appoint high calibre people. It should also be treated as an essential process to thoroughly vet applicants who may work with vulnerable groups.

This policy has been designed to provide a flexible framework which promotes good, safe practice, adopts a proactive approach to equality and diversity issues and supports fully GMUA core business.

This policy should be read in conjunction with the following policies:

- Equal Opportunities Policy
- Health & Safety Policy
- GMUA Staff handbook

Safer Recruitment is designed to demonstrate our commitment to safer recruitment and employment. It is underpinned by a commitment to the following principles:

- Safeguarding children and young people and the protection of vulnerable adults
- A duty of care to our employees, prospective employees and learners
- Adherence to a system of safeguarding that is proportionate, unbiased and effective
- Maintaining confidentiality standards about individual's DBS Disclosure information
- Any abuse of the procedures within this policy will be dealt with through Disciplinary procedures.

3. Remit

This policy covers the appointment of GMUA employees, for all grades of staff and all types of contract. All staff engaged in the recruitment and selection process shall receive appropriate training to enable them to discharge their responsibilities fairly and consistently with particular reference to equality of opportunity and the safeguarding of children and vulnerable adults.

There will be continual monitoring to ensure that GMUA practices and documentation reflect best employment practices. The Principal Officer for Recruitment and Quality is responsible for ensuring that all company employment practices comply with relevant legislation.

Principal Officer for Recruitment and Quality is responsible for the establishment and maintenance of appropriate standards of recruitment and selection within GMUA. Any changes in procedures and practices must be approved by them alone.

Application of the policy

To ensure compliance with the policy the recruitment and selection procedure must be followed in every case. Guidance notes for those involved at each of the stages are provided by the Quality team and can also be found on the staff shared drive.

Authority to recruit

With the exception of senior post holders, the authorisation to recruit to a vacancy is given in accordance with the following:

Appointments up to 12 weeks

GMUA recognises that there will be circumstances where there is a need to provide short term staffing cover for existing posts in unforeseen or unavoidable circumstances. Examples of such circumstances include providing for short term sickness cover, providing cover during a recruitment campaign in response to a member of staff leaving, or to ensure adequate workload resource during peak periods. With the exception of new posts, the appropriate member of the Executive team may authorise temporary appointments of up to 12 weeks' subject to budget constraints. If the appointment is likely to extend over 12 weeks in duration the Principal Officer for Recruitment and Quality must provide relevant authorisation. All new posts must be authorised in accordance with the sections below.

New positions

To create a new post, the following steps must be taken:

- The need for the new post must be identified by the line manager and supported by the Chief Executive Officer
- A job description and person specification must be prepared by the line manager prior to the post being advertised accompanied by a Recruitment Request Form to be issued to the Chief Executive Officer and the Principal Officer for Recruitment and Quality
- The position must be formally graded

- The funding for the position, including the full cost of the post must be identified by the line manager ahead of advertisement. In doing so the need to contain management costs within prescribed limits must be considered.

Vacant position

When an existing post becomes vacant the following steps must be taken:

- The need for the continuation of the position must be determined by the line manager and agreed with the Chief Executive Officer
- When an employee resigns, an Exit interview must be to ascertain the factors which influenced the decision, with a view to taking any necessary steps to prevent others leaving for the same reason.
- If recruitment is difficult in certain jobs or skill sets, consideration may need to be given to re-design the job or to introduce more flexible working arrangements e.g. job sharing, part-time, etc.
- If it is determined the post should continue, the decision to fill the vacancy should be supported by the Chief Executive Officer.
- The job description and person specification must be amended by the line manager
- If significant changes are proposed, the position must be formally re-graded by the line manager.

Re-deployment

Prior to commencing the Recruitment and Selection Procedure, consideration will be given to staff identified for re-deployment in line with the Redundancy and Redeployment Policy.

Advertising

To maximise internal promotion opportunities and to recognise the development and full potential of existing GMUA employees, for example, Aspiring Managers, consideration should always be given to filling any vacancy internally before seeking external applicants.

As a Ltd Company with Social enterprise aims, we like to train and progress students from the communities in which we are working, to work for the company to raise aspirations within the communities we serve.

All external adverts will carry a statement regarding GMUA commitment to equality of opportunity and the safeguarding of children and vulnerable adults. Candidates will be advised in the advert of a requirement for a Disclosure and Barring Service check (DBS). The Principal Officer for Recruitment and Quality will give advice on the nature and timing of recruitment campaigns to ensure effectiveness.

A job information pack should be sent to prospective applicants. This will include the job description, person specification and the Application form.

Any applications received will be held for a period of four months in case of any queries relating to shortlisting, or interviews. These will then be destroyed.

Short listing/Freelance

The short-listing panel should be the interviewing manager, ideally the post holder's immediate supervisor and senior manager/s. Any internal applicants not short listed should be contacted and given verbal feedback by the short-listing panel.

GMUA has made a commitment under the 'Disability Confident' initiative that any disabled candidate who meets the essential criteria for a post, must be invited for the interview. The Principal Officer for Recruitment and Quality will alert managers to any application to which this applies, and specific adjustments during the selection process will be offered as appropriate. The 'Disability Confident' initiative and standards are currently under development by Job Centre Plus, once released, any additional information will be reviewed and implemented as part of this policy.

3. Selection Methods

3.1 Interview

All short-listed candidates will be required to go through a formal interview process.

The purpose of the interview will be to assess the candidate's suitability for the post and also to work with, or in an environment with children and vulnerable adults.

The interview panel will consist of the Principal Officer for Recruitment and Quality and HR. Additional representatives, for example, the Executive team, may also be present as deemed appropriate. Consideration should be given to the make-up of the panel in terms of diverse representation.

3.2 Additional selection methods

In addition to a formal interview, consideration may be given to the use of a range of selection methods including presentations tasks, psychometric testing, group exercise, the involvement of students and/or an in-tray exercise. Advice must be sought from the Principal Officer for Recruitment and Quality as to the appropriateness of the selection methods used for the role in question. All vacancies for teaching and learning posts shall include a teaching task or recent lesson observation.

When using psychometric testing, this must be approved by the Executive team and shall only be given and assessed by suitably qualified and accredited personnel and will usually be used only for senior team posts.

3.3 References

Two references will be requested by the Principal Officer for Recruitment and Quality post interview, at least one of which should be from the applicant's current or most recent employer. This includes internal as well as external candidates. References will be requested using a standard pro-forma document. The document will ask questions regarding the candidate's suitability for the post and their suitability to work with children and vulnerable adults. Information provided on a reference may be verified with the referee by the Principal Officer for Recruitment and Quality.

3.4 Offers of appointment

All offers of appointment to successful candidates will be provisional subject to receipt of the following:

- Satisfactory references
- Satisfactory DBS check
- Evidence of identification and right to work in the UK
- Validation of qualification certificates
- Agreement to undertake any qualifications required
- Verification of previous salary.

All interviewed candidates will be offered feedback by the Principal Officer for Recruitment and Quality.

3.5 Disclosure and Barring Service check (DBS)

All GMUA staff who have contact with learners or visit the sites of our employers as part of their job role will be required to submit to Disclosure and Barring Service check (DBS).

In the case of a disclosure of a conviction, the chair of the recruitment panel will consult with the Principal Officer for Recruitment and Quality about an applicant's suitability for a role. An individual's criminal background will be assessed against risk to learners and GMUA in line with Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975.

3.6 Safer Environments

GMUA endeavours to develop and maintain an environment that prevents the appointment or employment of unsuitable people and challenges inappropriate behaviour.

Safeguarding and promoting the welfare of children and young people and vulnerable adults is an essential part of creating 'safer' environments.

In order to achieve this, we have vigorous recruitment and employment practices which comply with the following statutory duties:

- Rehabilitation of Offenders Act (ROA)
- Disclosure and Barring Service (DBS) Code of Practice
- Safeguarding Children and Vulnerable Adults Legislation
- Protection of Freedoms Act.

3.7 Salary

The salary offered to the individual will normally be at the lowest point of the appropriate incremental scale. Exceptionally, a higher salary on the scale may be offered to reflect the market rate or recruitment difficulties in attracting the most appropriate candidate. Where a higher salary than the minimum is offered this must be

in accordance with the Starting Salary Guidelines provided by the Principal Officer for Recruitment and Quality.

3.8 Expenses

Reasonable out of pocket expenses based on standard-class public transport costs will be paid to external candidates who live outside of the Merseyside or Greater Manchester area or who incur excessive expenses to attend interview away from Head Office e.g. travel more than 3 hours from their base. The cost of such expenses will be arranged by the Principal Officer for Recruitment and Quality upon production of receipts.

3.9 Use of agency staff

With the exception of flexible assessing staff, requests for agency staff must be approved by the Training Manager or Chief Executive Officer. In general, such staff should only be used on a short-term basis to cover temporary staffing needs of no more than 4 weeks. The Principal Officer for Recruitment and Quality will consider if any staffing needs can be filled prior to engaging the services of any agency, for support staff agencies that are registered with favourable terms on the Crescent Purchasing Consortium (CPC) website will be considered in the first instance.

Occasionally specific business needs require specialised staff that cannot be sourced through traditional routes. In such circumstances, all Terms of Business must be reviewed by the Chief Executive Officer prior to entering into any agreement.

The authorisation to proceed must be obtained from the Chief Executive Officer and documentation signed and logged.

Prior to commencement, DBS checks must be undertaken for all agency staff that will have direct, unsupervised access to children or vulnerable adults. GMUA engages the services of specific agencies for the provision of flexible assessing staff.

4. Documentation and retention

GMUA will seek to ensure that any data collected as a result of recruitment and selection is essential and relevant to the process, is kept securely and destroyed when appropriate in line with the Data Protection Act and The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679).

As stipulated in the Privacy Notice for Job Applicants, GMUA holds unsuccessful application data for a period of four months whilst successful candidates will have their data moved to GMUA staff HR files.

Rights and regulations detailed in the Privacy Notice for Job Applicants

5. Awareness

All employees must be made aware of, and understand the need for, GMUA policies which relate to the wellbeing and safety of children, young people, vulnerable adults, employees and prospective employees.

GMUA will send out a clear message about our commitment to safer recruitment and employment and ensure that there is an ongoing culture of vigilance within the organisation. Any concerns are forwarded to our Designated Safeguarding Representative and will be fully investigated. External agencies will be contacted where appropriate, for example, DBS, police etc.

Review

This policy will be reviewed every year and amended where appropriate, aligning itself with legislative changes.

Reviewed by	Compliance & Quality Assurance Administrator
Reviewed	Annually, before start of a new academic year
Last Review	18/06/2025
Review Date	30/08/2026

Reviewed: Signed: *B Levy*..... Date: 18/06/25

Benjamin Levy
Compliance & Quality Assurance Administrator