

## **Education Selection Box**

### **Safer recruitment policy**

#### **Introduction**

Education Selection Box (ESB) is committed to recruiting staff and volunteers who are suitable to work with children.

Safer recruitment means that all applicants will:

- Complete an application form which includes their employment history and explains any gaps in that history.
- Provide two referees, including at least one who can comment on the applicant's suitability to work with children.
- Provide evidence of identity and qualifications.
- Be interviewed by a panel of at least two, if shortlisted.
- (If offered employment) be checked in accordance with the Disclosure and Barring Service (DBS) regulations as appropriate to their role. This will include an enhanced DBS check and a barred list check for those engaged in Regulated Activity. All new DBS checks will be registered on the annual DBS update service.
- (If offered employment) provide evidence of their right to work in the UK.

ESB obtains written confirmation from third party organisations that they have satisfactorily undertaken all appropriate checks in respect of individuals they provide to work at ESB, that would have been undertaken if they were employing the individual directly.

ESB maintains a single central record of recruitment checks undertaken.