

Child Protection Recruitment Policy

Aspire People is highly committed to safeguarding the welfare of children and young people. Everyone who works for Aspire People has a position of trust and a responsibility to promote safe practices and protect children from harm, abuse and exploitation.

Our safer recruitment practices are conducted to protect children from any possible threats; they also fit in line with Working Together to Safeguard Children, 2015 and Keeping Children Safe in Education, 2015 (Updated 2016) among other government guidelines.

Aspire People requires every candidate to undergo the application process including:

- **Submission of CV and Covering Letter**
- **Telephone Interview**
- **Face to face Interview and Induction** in which the candidate is required to provide original documents, this validates and authenticates the applicant's identity, to ensure that the person present at interview is the person whom checks will be carried out on.
- **Enhanced Vetting Checks**
 - **Original Identity Documents** that confirm the following (each applicant is required to show at least one of the below from each subsection):
 - Applicants Right to Work in the UK (See Candidate Document Breakdown)
 - Proof of Address (See Candidate Document Breakdown)
 - Further Proof of Identity (See Candidate Document Breakdown)
 - Proof of National Insurance (See Candidate Document Breakdown)
 - Proof of Qualifications (See Candidate Document Breakdown)
 - **Completed application pack**, that within which;
 - Candidates are required to read and sign a disclaimer to confirm understanding of part one of Keeping Children Safe in Education, 2015
 - Candidates are required to declare any previous cautions, convictions reprimands or warnings under the exceptions of the Rehabilitation of Offenders act 1974.
 - Candidates are required to complete a declaration to confirm whether or not 'disqualification by association' is relevant to them under Keeping Children Safe in Education 2015.
 - Candidates are asked if there is any health issues that they require assistance with.
 - Candidates are required to provide details of two sufficient references.
 - Candidates are required to declare whether or not they have prior been dismissed from employment.
 - **Enhanced DBS Disclosure and Barred List Check** (see Aspire DBS policy 2014)
 - **At least two references** (see Aspire reference policy 2014)
 - **Overseas checks** where necessary for candidates that have been abroad (see Aspire overseas checking policy)
 - **Qualification checks** including Teacher Status Check / Prohibition Check for Qualified Teachers.

These reasonable steps are taken to ensure that Aspire People do not place candidates in to schools that are unsuitable or disqualified from working with children.