

Safer Recruitment Policy

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1 About this policy

Althaus Digital is committed to ensuring that recruitment decisions are made without unlawful discrimination in accordance with the Equality Act 2010. All applicants will be treated fairly and consistently, and reasonable adjustments will be made for candidates with disabilities or health conditions.

The purpose of this policy is to ensure that althaus digital recruit staff in a way that ensures the safeguarding and protection of all children, young people, and vulnerable adults. This policy aims to establish a process of identifying, assessing and rejecting applicants who are unsuitable to work with children or young people and how althaus digital will respond to concerns about applicants during the recruitment process.

It also sets the process of how we monitor employees once they have begun their role and highlights how all new staff will be expected to participate in an induction, which includes child protection and safeguarding awareness and training.

Compliance with this policy will be monitored through regular audit of recruitment files and review of DBS renewal records. The policy will be reviewed annually or earlier if legislation or statutory guidance changes.

2 Scope

This policy applies to all althaus digital offices, learning hubs, operations, and activities, and to all althaus digital Employees, Officers, Consultants, Contractors, Volunteers, Casual Workers, and Agency Workers.

3 Plan to Recruit

All plans to recruit require prior authorization from the Chief Executive Officer (CEO) and the Authority To Recruit form must be complete and signed off by all parties.

A Job Description will be produced and included in the application pack. All the below information must be included in the job description:

- The job content and purpose
- How the job fits into the organisation
- The skills and attributes needed to perform the role effectively.
- The key responsibilities applicable to the role, including clear information about Safeguarding and Prevent responsibilities.
- The skills, experience, and knowledge for the role broken down into Essential and Desirable requirements.

4 Advertise the Role

The advertising of the role needs to follow all branding guidelines set out by althaus digital and include the following points as a minimum where required:

- Every advert for a role that includes work with young people should include a statement about althaus' commitment to keeping young people safe.
- All roles with althaus digital will require a criminal records check, this must be included in the advert
- Althaus Digital will conduct right-to-work checks in accordance with the Immigration, Asylum and Nationality Act 2006, verifying original documentation and retaining copies in line with Home Office guidance.
- All vacancies need to be advertised in such a way to attract a wide selection of applicants

Internal candidates will be encouraged to apply for vacancies through the same transparent process as external applicants. All internal moves will follow the principles of fairness, equal opportunity, and safeguarding.

5 Self-Disclosure Form

All applicants must complete a self-disclosure form via Panda Docs, to inform althaus of any unspent criminal convictions, child protection investigation or disciplinary procedures they have on their record. The information will only be accessed once the applicant has accepted a conditional offer of employment.

The self-disclosure form is accessible in the shared althaus Safer Recruitment Folder as part of the application pack.

6 Shortlisting Applicants

Where possible two people will shortlist all applicants and this will be against the essential criteria, where the number of applicants remains high, further shortlisting will be measured against the desirable criteria until the shortlist is manageable. At least one member of each recruitment panel will have completed accredited Safer Recruitment training to ensure robust and compliant hiring decisions.

All applicants who althaus feel meet the requirements set out in the job advert will be shortlisted and contact will be made within 72 hours of the advert closing.

Any applicants who have been unsuccessful at this stage will be sent an email stating that they have not been successful.

7 References

As part of the vetting checks all applicants who have been shortlisted for interview are required to provide two referees. Applicants can be provided with an overview of the questions that will be asked of the referees if they request this.

As a minimum the referee will be asked about the applicant's suitability to work with children and young people, their disciplinary record, and their suitability for the role.

Althaus will not consider information about unsubstantiated concerns or allegations that have been proven to be false when deciding whether to interview or employ a candidate.

8 Online Due Diligence Checks

As part of our pre-interview checks, all shortlisted candidates will be subject to Online Safety Checks in accordance with the legislation set out in Keeping Children Safe in Education 2023. The aim of this is to help identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with the applicant at the interview. These checks will highlight whether an individual's online behavior historically has been, or is:

- Potentially brand and reputation damaging.
- Showcasing undesirable characteristics
- Supportive of terrorist groups
- Connected to lobbyist or activist groups.
- In breach of company policy
- The source of leaked company confidential information
- Likely to negatively impact client relationships.
- Likely to expose your organisation to instances of bribery, corruption, or fraud.
- Offering information contradictory to the advised CV and career history Short listed candidates will be informed that online searches will be carried out.

9 Preparing for Interview

Wherever possible, at least two people will make up the interview panel and at least one of these will be the designated chair of the interview.

Where it is deemed necessary, althaus will include learners/apprentices within the process of recruitment to ensure the applicant can engage with them. All candidates will be made aware of this prior to the interview taking place.

In all circumstances when the candidate will be physically present in any althaus digital premises, they will be supervised at all times.

Ahead of the interview, they will be asked to bring identification and supporting documentation with them to the interview. In addition, all candidates will be asked if they have any access requirements for the interview venue and asked to provide what they need. All candidates must bring the below.

- Valid Photo ID – Passport/Driving License
- Work Permit – If Applicable
- Certificates of Qualification – Originals

10 Interview

All candidates will be asked the same questions during an interview in order to ensure that they are all treated fairly.

Notes will be made during the interview; this will form the evidence which will be used to assess each candidate after the interviews have been completed.

At all points during the interview process, candidates will be expected to showcase the following:

- Establish and maintain professional boundaries and professional integrity.
- Establish and maintain relationships with children and young people.
- If they can take appropriate action to protect children and young people

Conditional Offer and Identity Checks All offers are conditional on@

- Receipt of references from last 2 employers
- Enhanced DBS Check
- Right to work in the UK being established

References will be sought to clarify information provided by the successful candidate, including specific questions relating to their suitability to work with children and young people and their knowledge and adherence of safeguarding procedures.

Given that althaus digital operate in a regulated provision, the expectation will be that all successful candidates will complete and provide a clear enhanced DBS check.

In line with all schools and colleges, althaus digital carry out pre-employment checks on the successful candidate to give an additional layer of security and reassurance. These include the following.

- Confirmation of no previous unacceptable professional conduct
- If required - Checks on all teaching qualifications to confirm eligibility to work in the set role

11 Reference/Vetting Concerns

If a reference expresses concerns, is incomplete or vague, althaus will contact the referee directly to address these issues. A written record of any telephone conversations will be kept on file. If the issue is significant, althaus will ask the referee for further details in writing.

Successful candidates on the barred list will not be given a role that requires them to work with children or young people at althaus digital. It is illegal for an employer to knowingly employ somebody to work in the education sector whilst they are on the barred list.

Any candidates vetting that returns with information stating they are on the barred list will be removed from the process and the police will be notified.

12 Employment Risk Assessments

Upon the role being offered to the successful candidate, if they have completed a self-disclosure form, this must now be reviewed, and a full risk assessment carried out to establish if this is relevant to the post.

If the successful candidate has not been barred from working with children but the checks have raised concerns (for example if they have a criminal record), althaus will carry out a risk assessment to ascertain whether the candidate is suitable to work with children and young people.

Althaus will discuss all disclosures that have appeared on the vetting and barring check with the successful candidate in order to support the risk assessment process. All final decisions will be objective, rational and easy to understand. All notes written regarding this process will be kept secure and disposed of in any instance where the offer of employment is withdrawn.

As part of this risk assessment process, althaus will consider the below points when making a final decision.

- The nature of the offence and its seriousness
- The relevance of the offence to other staff, volunteers, young people, and their families
- The length of time since the offence took place.
- The length of the sentence
- Whether the offence was an isolated incident or part of a pattern or history of offending
- The circumstances which led to the offence being committed
- Whether these circumstances have changed (if so, do these changes increase or reduce the likelihood of similar offences happening in future?)
- Whether the individual has changed since the offence (if so, what has led to the change and does this reduce or increase the likelihood of them committing further offences?)
- The level of remorse expressed by the applicant and/or any efforts to change.
- Whether the new role provides opportunities to re-offend
- Any legal constraints relevant to the role, for example if the person has lost their driving license and the role requires driving.

Further information can be seen in the 'Recruitment of Ex-offenders Policy'.

13 Induction

All new members of staff will be inducted into althaus digital irrespective of experience. The purpose of the induction is to introduce the new staff member to the rest of the team and give them a chance to familiarize themselves with the company values, ethics, policies, and procedures. There will be a specific focus on the safeguarding and prevent policies which will state what behavior is expected from every althaus staff member.

14 Probationary Period

All appointments are subject to a probationary period of 6 months. This is to determine their suitability within the business and how their own skills, knowledge, attitudes, and performance have been demonstrated. All probation periods can be extended for up to 3 months.

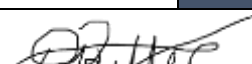
15 Confirmation of Appointment

Upon completion of the probation period, the appointment will be confirmed as permanent.

16 GDPR

All personal and sensitive information obtained during the recruitment process will be handled in line with the UK GDPR and the Data Protection Act 2018. Information will only be used for recruitment purposes, securely stored, and retained or destroyed according to Althaus Digital's Data Protection and Retention Policy.

Policy Management

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Date of revision	28.10.2025	Revised by	G Shaw		
Signed off at Board			Name / Role	PB / CEO	
Date Review Due:	28.10.2026				

Version History				
Version	Approved by	Revision Date	Description of change	Author
1	Pete Buller	30.04.2021	Update to new practice	Pete Buller
2	Pete Buller	04.02.2022	New Policy control procedure	Pete Buller
3	Pete Buller	12.04.2023	New branding updated / Updates regarding KCSIE 2022/23 (Online Checks)	Pete Buller

4	Pete Buller	13.08.2024	Reviewed and updated clause 5	G Shaw
5	Pete Buller	28.10.2025	The policy has undergone a full review, including updates to content, structure, and layout to enhance clarity, readability, and ease of use.	G Shaw