

Safer Recruitment Policy



December 2024

Version History

Date Changed	Version	Reason	Completed By	Comments
10/12/2024	1.0	Document Creation	Zara Hopkins	Initial document created
08/01/2026	1.1	Annual Review	Michael White	Annual review

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1. Scope

This policy outlines the framework for safe and effective recruitment in compliance with relevant legislation and best practices. It applies to all employees and is non-contractual, respecting statutory rights.

2. Policy Statement

The Company aims to recruit high-calibre employees based on experience, qualifications, and role suitability. Recruitment decisions will adhere to robust standards and ethical practices, ensuring alignment with safeguarding principles.

Conflicts of Interest: Any conflicts of interest will be promptly investigated by the Semester Learning and Development (Semester) Manager. Decisions on continuing recruitment or sourcing alternative candidates will follow thorough review.

3. Safer Recruitment Practices

- 3.1** Recruitment adheres to the latest Keeping Children Safe in Education (KCSIE) Guidance to ensure suitability for roles involving children and young people.
- 3.2** Pre-employment checks, as required by KCSIE, will be completed and recorded.
- 3.3** At least one panel member must hold safer recruitment training, updated every five years.

4. Recruitment Process

4.1 Vacancy Identification

The Authority to Recruit procedure governs all recruitment for temporary or permanent roles. Only the Semester Operations Director or Operations Manager can authorise job advertisements.

4.2 Internal Opportunities

Vacancies are prioritised for internal candidates through transfer or promotion. External recruitment is pursued when internal candidates are unsuitable, or specialist skills are required.

4.3 Advertising

Vacancies are advertised broadly to attract diverse candidates. Advertisements will:

- Include safeguarding statements and highlight DBS requirements.
- Specify exemptions under the Rehabilitation of Offenders Act (1974).
- State that shortlisted candidates will undergo online screening.

4.4 Applications

External candidates must complete an application form, affirming that they are not barred from child-related work.

Internal candidates must submit an expression of interest and complete an application form.

All applicants receive a Recruitment Privacy Notice explaining data handling during the process.

4.5 Shortlisting

Shortlisting involves a minimum of two panel members, who manage the process from start to finish. Candidates are assessed against the person specification, with documented outcomes retained by HR. Panels scrutinise applications for gaps or concerns, addressing them at interviews.

Shortlisted candidates must complete declarations about criminal history and disqualifications, to be discussed at interview.

4.6 Selection and Interviews

Interviews must be face-to-face, conducted by at least two panel members, with prepared role-specific questions and safeguarding assessments.

Alternative evaluation methods may supplement interviews.

4.7 Employment Offers

Verbal offers are followed by formal written offers, conditional on satisfactory pre-employment checks.

4.8 Pre-Employment Checks

All checks are conducted in line with KCSIE and GDPR:

- **Right to Work:** Eligibility documentation is mandatory before employment begins.
- **DBS Checks:** Enhanced certificates are required for all positions that are required to work with children and vulnerable adults. Risk assessments apply for exceptional cases pending DBS results.
- **Overseas Applicants:** Additional checks include overseas criminal records and regulatory confirmations.
- **References:** Two references are required, including one from a role involving work with children or vulnerable adults, if applicable. Internal candidates require a reference from their current manager.

5. Induction

New employees receive safeguarding, equality and diversity, GDPR, and role-specific training. All staff who have contact with learners are to attend safeguarding briefings with the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

6. Additional Recruitment Provisions

6.1 Agency Staff

Written assurance of recruitment checks is required from third-party suppliers.

6.2 Advertising Coordination

HR coordinates all advertisements, approved by HR and the Line Manager.

6.3 Recruitment Agencies

Only a Semester Manager may engage recruitment agencies, with contracts authorised by a Director.

6.4 Alternative Sourcing

The Company explores alternative recruitment avenues, such as apprenticeships, universities, careers fairs, and job centres.

6.5 Friends and Relatives

Line Managers cannot employ close relatives or friends within their direct reporting line, as per Company policy.

7. Record Keeping

Recruitment documentation is securely retained for 12 months for non-appointed candidates and archived for successful applicants. GDPR compliance ensures records are factual and objective. Complaints, grievances, or employment disputes may refer to interview documentation.

8. Feedback to Candidates

Recruiting Managers provide constructive feedback to unsuccessful shortlisted candidates, detailing strengths and areas for improvement. Internal candidates may receive development recommendations for updating personal development plans.

9. Expenses

Internal candidates are not reimbursed for interview expenses.

External candidates may have expenses reimbursed at the Recruiting Manager's discretion, considering distance or special needs.

10. Policy Review

This policy supports compliance with legal and safeguarding standards, ensuring transparent and equitable recruitment.

The effectiveness of this Policy will be monitored annually and reviewed every five years in light of experience, guidance from the Department for Education, the Disclosure and Barring Service, changes in legislation and best practice. This mechanism recognises that changes to employment legislation may prompt a review of the Procedure before the five years stipulated.



Director

8th January 2026

Date

Recruitment Privacy Notice

Effective Date: 10th December 2024

Semester Learning and Development (referred to as "we," "us," or "our") is committed to protecting your personal data and respecting your privacy. This Recruitment Privacy Notice explains how we collect, use, store, and protect the personal information of applicants during the recruitment process for learning and development opportunities in our Semester programs.

1. Information We Collect

We may collect and process the following types of personal data:

- Personal Identification Information
- Name, address, phone number, and email address.
- Professional Information
- Resume/CV details, qualifications, work history, certifications, and references.
- Academic Records
- Transcripts, academic achievements, and any additional documents submitted as part of your application.
- Sensitive Personal Data (where permitted by law and only if necessary)
- DBS Checks
- Data related to diversity, health conditions, or disabilities to ensure equal opportunity and reasonable accommodations.

2. How We Use Your Information

Your personal data is used exclusively for recruitment and evaluation purposes, including:

- Assessing your suitability.
- Communicating with you regarding the recruitment process.
- Verifying your qualifications and references.
- Complying with legal obligations or defending our legal rights.

3. Legal Basis for Processing

We process your personal data on the following legal bases:

- Consent: For optional information you provide.
- Contractual Obligation: To take steps before entering into an agreement with you.
- Legal Obligation: To comply with applicable laws and regulations.
- Legitimate Interest: To recruit and evaluate candidates effectively.

4. Data Sharing and Disclosure

We do not sell your data. However, we may share it with:

- Internal Personnel involved in the recruitment process.
- Service Providers for background checks, application management, or data storage (subject to confidentiality agreements).
- Legal Authorities if required by law.

5. Data Retention

Your personal data will be retained for:

- The duration of the recruitment process and for 12 months thereafter.
- Longer periods only where necessary to comply with legal obligations or resolve disputes.
- If your application is successful, your data will be retained and transferred to your employee file.

6. Security Measures

We implement robust security measures to protect your data, including:

- Encryption of sensitive information.
- Access controls limiting who can view your data.
- Regular audits and monitoring of our systems.

7. Your Rights

You have the following rights regarding your personal data:

- Access: Request a copy of your data.
- Correction: Rectify any inaccuracies in your data.
- Erasure: Request deletion of your data, subject to legal exceptions.
- Restriction: Limit how we process your data.
- Objection: Object to processing based on legitimate interest.

8. International Transfers

If your data is transferred outside your country of residence, we ensure appropriate safeguards are in place, such as standard contractual clauses or equivalent measures.

9. Updates to This Notice

We may update this Privacy Notice to reflect changes in our practices or legal requirements. The updated version will be posted on our website with the "Effective Date" noted above.

10. Contact Us

For questions or concerns about this Privacy Notice, contact:

Michael White

Semester Learning and Development

Michael.White@semesterlearning.com

By submitting your application, you acknowledge that you have read, understood, and agreed to this Privacy Notice.