



Safer Recruitment Policy

Introduction

The safer recruitment of staff to work in schools/nurseries is our first step to safeguarding and promoting the welfare of children in education. Pleiades Leisure Ltd is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, Pleiades Leisure Ltd (PLL) expects all staff and volunteers to share this commitment.

Aims

The aims of our Safer Recruitment policy is to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The aims of our Safer Recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all applicants are considered equally and consistently;
- to ensure that no applicant is treated unfairly on any grounds, including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age
- to ensure that we, PLL, meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Pre-Employment Checks

All potential employees will be required to pass a satisfactory DBS check prior to beginning work, to ensure the company's commitment to safeguarding is upheld.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

PLL has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job based on the applicant's abilities, qualification, experience and merit measured against the job description.

Recruitment

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation and relevant safeguarding legislation.

PLL aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies within our company.

Employing from Overseas

If recruiting from overseas Gov.uk advises to check their overseas criminal record, by contacting the embassy or High Commission of the country in question.

[Contact details for embassies and High Commissions in the UK can be found on the Foreign & Commonwealth Office \(FCO\) website.](#)

You can also contact the FCO Response Centre on [020 7008 1500](#).

If the foreign check needs translating, the embassy of the country concerned may be able to help.

The DBS is not involved in the processing of applications made by individuals to overseas authorities and will not be responsible for the contents or the length of time taken for information to be returned.

This policy was adopted by: Charlie Adams	Date:22nd October 2023
To be reviewed: 22nd October 2025	Signed: 