

The Purpose of this Policy

The aims of this Safer Recruitment Policy are to help deter, reject or identify people who might abuse children or young people or are otherwise unsuited to working in locations such as schools by having appropriate procedures for appointing staff.

The Scope of this Policy

This policy applies to recruiting staff that may be deployed to locations where children or young people may be present such as schools, care homes.

Aims and objectives

The aims of the RISO (UK) Ltd.'s 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 job applicants are considered equally and consistently
- to ensure that no job 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 compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2019 (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS)
- to ensure that RISO (UK) Ltd meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks

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

RISO (UK) Ltd 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 at RISO (UK) Ltd based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

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 and statutory guidance (including KCSIE 2019 and Prevent Duty Guidance).

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

RISO (UK) Ltd aims to operate this procedure consistently and thoroughly while obtaining, collating, analyzing and evaluating information from and about applicants applying for job vacancies at RISO (UK) Ltd.

Roles and responsibilities

The Managing Director is responsible for:

- Ensure RISO (UK) Ltd has effective policies and procedures in place for recruitment of all staff in accordance with DfE guidance and legal requirements
- Monitor the RISO (UK) Ltd's compliance with the policies and procedures

It is the responsibility of Managers involved in recruitment to:

- Ensure that RISO (UK) Ltd operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff who are deployed to locations such as schools and care homes.
- To monitor contractors' and agencies' compliance with this Policy.
- Promote welfare of children and young people at every stage of the procedure.

Advertising and application forms

Adverts and application forms for positions where the role may include visiting schools or care home that are attended by children and young people state that RISO (UK) Ltd is committed to safeguarding vulnerable people and that applicants will undergo strict vetting procedures before appointment. The application form will include the applicant's declaration regarding convictions and working with children and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

References

Offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory. The referee should not be a relative. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will also be asked to confirm that the applicant has not been radicalized, so that they do not support terrorism or any form of "extremism".

Interviews

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has been disclosed on the application form.

Offers of employment

Checks are conducted that include evidence of their identity, address and qualifications (if applicable).

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- receipt of an enhanced disclosure from the DBS that RISO (UK) Ltd considers to be satisfactory
- that the applicant is not named on the Children's Barred List
- verification of the applicant's right to work in the UK
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK

Induction training programme

All new employees will be given induction training that will clearly identify the RISO (UK) Ltd.'s policies and procedures, including RISO (UK) Ltd.'s Safeguarding Policy, and make clear the expectations which will govern how staff carry out their roles and responsibilities.

Signed:



Tatsuo Murakami
Managing Director