

SAFER RECRUITMENT POLICY

<i>Policy Title</i>	<i>Safer Recruitment Policy</i>
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Table of Contents

<i>Comprehensive Safer Recruitment Policy</i>	2
Policy Summery	2
Recruitment Policy Statement.....	2
Hiring Process.....	3
Safeguarding statement.....	4
Equality, Diversity, and Inclusion.....	4
Responsibility	5
⇒ Supervisors are responsible for:	5
⇒ Therapists are responsible for:	6
Recruitment Advertising	6
Safer Recruitment Training	7
Safeguarding Training	7
Vacancy/ Job Opening	7
Original documents Check.....	7
Single Central Record Of Recruitment	8
Document Retention	8
Self Declaration Form	8
Read, understood and will comply to ALL Small Steps policies	9
Declaration form	9



Comprehensive Safer Recruitment Policy

Policy Summary

This policy aims to ensure that fair safer recruitment and selection is always conducted. Small Steps recognises its staff as being fundamental to its success. A strategic and professional approach to safer recruitment processes help enable Small Steps to attract and appoint employees in both the Inclusion and administration limbs of the business with the necessary skills, expertise, qualifications, and attributes to fulfil its strategic objectives and make a positive contribution to Small Steps. This policy provides the procedures for appointing new members of staff and the checks that need to be done to ensure the candidate is suitable to work with vulnerable children at Small Steps.

Recruitment Policy Statement

Small Steps is committed to providing the best possible care and behaviour Therapy to its students, and to safeguarding and promoting the welfare of children and young people. Small Steps is also committed to providing a supportive and flexible working environment to all its members of staff. Small Steps recognises that, to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest caliber who share this commitment. The aims of Small Steps safer recruitment policy are as follows:

- Small Steps is committed to attract, select, and retain employees who will successfully and positively contribute to Small Steps values
- Small Steps is committed to safeguarding and promoting the welfare of all its students and expect all employees to share this commitment
- Small Steps seeks to achieve a diverse and inclusive workforce including employees from different backgrounds, with different skills and abilities

- Small Steps is committed to ensuring the safer recruitment and selection of all employees are conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity
- All candidates will be treated fairly and on merit. No individual or potential candidate shall receive more or less favourable treatment or consideration

on the grounds of race, colour, ethnic origin, nationality, national origin, religion or belief, gender, age, disability, marital status or pregnancy

- To ensure compliance with all relevant legislation, recommendations, guidance and best practice including statutory guidance published by UAE labour law, MoE , KHDA and CDA.

Our HR team involved in the safer recruitment and selection of staff are safer recruitment trained and are responsible for familiarising themselves with and complying with the provisions of this policy. Advice and support are available at all stages of the recruitment process from HR.



Hiring Process

- HR staff selects the best CVs from different channel where the adverts are published. Ie; LinkedIn, SSBD Websites career page, other paid websites, social media pages, etc.
- HR manager short list the top candidates, usually the ones with 2-3yrs of extensive ABA Experience, holds a valid RBT, IBAT certificate, attested Degree and any other certificate relevant to the job role.
- HR Staff pre-screen the candidates by getting them to fill in an employee application form, in order to get more detailed information about their visa status, salary expectations, experiences and previous employers' details.
- HR Manager will raise questions in the initial interview if there are any gaps in employment history. This will further require risk assessment for reference purposes. If the risk assessment findings say, further enquiry is needed or there is a red flag in employment history, we do not consider that candidate to be appointed by Small Steps regardless of their qualifications or experiences.

- First Interview usually carried out by the HR manager. Shortlisted candidates are then asked to come back for a demo/practical session with a Small Steps learner.
- Demo session usually lasts 2-3 hours, depending on how cooperative the learner is and how competent is the candidate. Candidates are asked to work with a learner on different activities, and gets observed by the supervisor or a program director.
- Reference check from the previous employer is conducted through phone call by HR staff member.
- We require police clearance certificate of good conduct, copy of attested degree and HOC.



Safeguarding statement

Safeguarding is everybody’s responsibility. All staff working at Small Steps will have contact with special need children and young vulnerable people and will therefore be in a position of trust.

Small Steps staff with delivering therapy duties will be responsible for the students they are working and also the ones they are not working with but other Small Steps students. In addition, Small Steps staff do move around school and will at some point interact with other school staff members and nuro-typical children of the school. In all cases, Small Steps staff’s responsibility for promoting and safeguarding the welfare of other school members to adhere to and always ensure compliance with the school’s safeguarding and child protection policies and procedures to include whistleblowing.

Teaching Staff will also be subject to prohibition from teaching and barring checks.



Equality, Diversity, and Inclusion

Valuing the differences between people and understanding the positive benefits for Small Steps of employing a diverse range of talented individuals is crucial. A positive approach to diversity allows for the selection of the best individual for the role based on merit alone and free from bias on the grounds of factors that are not relevant to the individual’s ability to perform the role.

Employment and progression will be determined solely by the application of objective criteria, personal performance, and merit. No candidate will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the role, or which constitutes indirect unfair discrimination.

Safer recruitment and other employment decisions and procedures will be monitored and reviewed to ensure that everybody is treated fairly. Where there is under- representation of groups, the circumstances will be investigated and, where appropriate, practical measures taken to remedy the situation. The composition of the existing employees and of candidates for roles will be monitored in terms of ethnicity, gender, and certain age groups, including the number of people with disabilities within the groups.

Safer recruitment and selection will be conducted in a fair and equitable manner.

Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary.



Responsibility

⇒ *Supervisors are responsible for:*

- Ensuring that everyone is treated fairly and equally.
- Ensuring that Small Steps learners and employees are encouraged, supported, and able to reach their full potential.
- Implementing and supporting the aims of this policy.

Documentation relating to candidates will be treated confidentially by all staff involved in the recruitment process and in accordance with Small Steps Data Protection Policy.

⇒ *Therapists are responsible for:*

All Therapist have responsibility for the wellbeing of the Small Steps learner (this includes mental and physical health) They are responsible for the management of health and wellbeing risks for those, that fall under their remit.

- Implementing and promoting the principles and behaviours embedded in the Small Steps ethos and procedures that contribute to positive learner wellbeing.
- Ensuring that significant risks to health and wellbeing are assessed and that identified control measures, including control measures relating to emergency situations, are implemented so that risks are reduced to a tolerable level.
- Ensuring that any confidential health information disclosed by learner's parents is maintained as confidential and is only shared where there is a need to do so in order to support the individual or to protect their health, safety, and wellbeing or that of anyone else who might be affected.
- Ensuring that risk assessments include appropriate consideration of potential significant risks to health and wellbeing.
- Ensuring that risk assessments identify appropriate control measures to reduce risks to health and wellbeing as far as reasonably practicable.
- Aware that all Small Steps learners, employers, and employees have a responsibility to ensure that they do not ignore, trivialise, or condone discrimination, harassment, victimisation and bullying by others of any kind and to ensure their own conduct conforms to the expected standards and reflects this policy document.



Recruitment Advertising

ABA Therapist, BCBA's positions, and admin job opening will be advertised on websites career page and externally with HR using the most appropriate and cost effective medium/platform to attract suitably qualified applications. All advertising should adhere to the Small Steps visual identity and be within the advertising/recruitment budget.

The use of external recruitment agencies may be recommended if the position open is difficult to fill (for example a late vacancy, management or senior leadership role).

All applicants will be treated with respect and be provided with sufficient information to make informed decisions regarding their suitability for the role.

Safer Recruitment Training

It is mandatory for all employees who are involved in the recruitment process of a candidate, to undergo the safer recruitment training and obtain a certificate of attendance.

Safeguarding Training

As part of their induction, all new members of staff are required to undergo safeguarding training and obtain a certificate. Furthermore, all employees at Small Steps are required to attend a safeguarding training annually and renew their certificate after successfully completing an online safeguarding quiz.

Vacancy/ Job Opening



All candidates are required to submit:

- a copy of their full CV
- a covering letter no longer than two pages, explaining their strengths as a candidate and why they are interested in the position
- 2 referee details (one must be current line manager/previous employer)
- ABA Certificates, 40 hours field hours
- Any safeguarding level 1, 2 or 3 certificates, de-escalation certificates or First-Aid Certificates if any.
- Attested copy of their degree
- Police clearance certificate of good conduct
- HOC Certificate



Original documents Check

Candidates will be required to produce to HR the original copies:

- Passport (for identity check)

- Emirates ID (front and back) and visa (if applicable)
- Current and valid police certificate of good conduct from all countries in which he/she resided/worked plus home country
- The most relevant attested degree/qualification together with the teaching/professional qualification (ABA certificates)

Single Central Record Of Recruitment

The HR will maintain an active Single Central Record of Recruitment for the Small Steps employees.

Document Retention

Small Steps will retain all relevant documentation for the successful candidate within their physical and electronic employee file; upon separation, physical files will be retained for 12 months and electronic files will be retained indefinitely. Potential candidate applications will be retained for a period of 12 months and thereafter destroyed confidentially.

Self Declaration Form

All Small Steps staff are required to submit a Self Declaration Form as part of their employment check. The Self Declaration form requires the employee to declare

- Whether they have ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police either in this country or any other countries of which they have been a previous resident
- Whether they have ever been disqualified legally from work with children or vulnerable adults or subject to any other sanctions imposed by a regulatory body in any country
- Whether they have ever been subjected to any disciplinary measures including but not limited to safeguarding of children at any of their previous employers