



# Safer Recruitment Policy

November 2025

## Purpose

The purpose of this policy is to ensure that the Company employs and promotes the most appropriate employees in a fair and consistent manner, free from discrimination.

## Scope

This policy covers all current employees and applicants for employment with the Company.

## Policy

The Company is committed to ensuring that there is no discrimination on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment process or in the terms and conditions offered to new employees, or promoted employees.

The Company will monitor the composition of its workforce, to identify areas that may need positive action measures to promote equal opportunity and diversity.

## Advertising

Advertising of all positions will be carried out internally to offer progression opportunities, and subsequently externally if the positions cannot be filled internally.

All employees (including fixed-term employees) will be notified of any positions that arise during their employment by way of these being posted on the employee notice board, or boomsatsuma Employee Google Drive.

Advertisements will make clear, in both wording and illustration, that the positions are open to all suitably qualified candidates, regardless of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation.

## Application forms

Application forms will contain relevant questions needed for selection.

## Screening

Screening will be carried out by matching details of applicants to the requirements of the job. The screening criteria will be applied consistently to all applicants. Records of the screening process will be retained for a period of one year by the HR Department.

## Interviewing

The interviewing process will be carried out in the following way:

- no assumptions will be made on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation
- questions will relate to the requirements of the job as established in the job description and the person specification
- interviews will be carried out by more than one person and the interview panel will preferably comprise of individuals of different genders
  - applicants will be assessed at the end of interviewing against pre-defined criteria
- interviewers will complete Interview Evaluation Forms [scoring sheets] for each candidate
- records of the interview process will be retained for a period of one year, including questions asked, answers given, any interview notes, and interview evaluation forms for all candidates.
- The selection process may include a requirement to teach a lesson, or make a presentation, if the role is in management for example

## References

All external candidates will be required to provide two satisfactory references prior to appointment. References will be checked in accordance with the standard reference checking form. Referees must not be contacted without the permission of the candidate to whom they relate. Should a candidate not be in a

position to provide two references, the issue will be dealt with by the Company on a case-by case basis.

## **Right to work Checks**

The Company will only employ workers who are legally entitled to work in the United Kingdom. All employees will be required to undertake an appropriate right to work check, regardless of their nationality, by carrying out a check of the approved documents face to face (e.g. a) Passport or b) Birth Certificate with evidence of NI number).

For non-UK nationals, an online right to work check will be carried out using theShareCodeobtainedfrom [https://www.gov.uk/prove-right-to-work/get-a-share\\_code-online](https://www.gov.uk/prove-right-to-work/get-a-share_code-online) and the applicant's date of birth.

These checks will be carried out before employment commences.

## **DBS checks**

Employment with boomsatsuma education limited will be subject to the Company receiving the appropriate advanced DBS checks.

## **Records**

The Company will retain, for at least one year, all records arising through the recruitment process.

This Policy does not form part of your contract of employment.

Approved by; Beth Griffiths

Review date; November 2026