



Recruitment and Selection Policy

1. Introduction

1.1 To help achieve the goals and objectives of Dō University, it is essential that people with the skills, attitude, qualifications and relevant experience.

1.2 The main focus of Dō University is teaching and learning. Therefore, Therefore, it is essential that applicants demonstrate a commitment to the provision of high quality teaching and learning, as well as with continuous improvement, so that students reach their maximum potential.

1.3 Dō University is committed to promoting and safeguarding the well-being of children, youth and adults at risk and this commitment is fundamental for the recruitment and selection of applicants.

1.4 All personnel involved in any stage of recruitment and Personnel selection will be trained in this policy.

2. Scope

2.1 This policy applies to all jobs within Dō University and its subsidiaries, regardless of the length of the position, hours or position, excluding applications or CVs received from workers of agencies or agencies, unless there are any from Dō University specifically commissioned.

2.2 This policy exists to promote good practices and ensure that the recruitment and selection methods used by the Dō University are fair, consistent and in accordance with the legislation relevant.



3. Statutory responsibilities

3.1 The Group will avoid unlawful discrimination in all aspects of employment, including recruitment, selection and promotion opportunities. Therefore, Therefore, the principles of the Equality, Diversity and Inclusion policy of the Dō University and its related documents are inherent to this policy.

3.2 To fulfill our obligations as a Trusted Employer in Disability, from Dō University has agreed to interview any candidate who has declared a disability and meets the requirements essential criteria for the advertised position.

3.3 The Recruitment and Selection Policy complies with the Data Protection Policy Groups (Children and Adults at Risk), which requires that measures be taken suitable to prevent unfit persons from working with children, young people and adults at risk. The Recruitment and Selection Policy also complies with the Child Protection Policy in Education.

3.4 As an organization using the Disclosure and Barring Service (DBS), the Group fully complies with the DBS Code of Practice and is committed to treating all applicants fairly.

Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Group may ask questions about whether an applicant has any conditional cautions or unspent sentences under the Rehabilitation of Offenders Act 1974, and/or whether they have any adult cautions (simple or conditional) or spent sentences that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2020. The Group has a written policy on the recruitment of ex-offenders which is available to all applicants for employment and can be accessed on the Group's website.



3.5 Under the Immigration, Asylum and Nationality Act 2006, the Group must verify that all new employees have the right to work in the UK.

All candidates attending an interview must provide proof of your eligibility to work in the UK, so that you can verify your eligibility before making any job offer.

3.6 Management of information obtained through the recruitment process and selection will be made in accordance with the Data Protection policies, Retention of Documents and Data of Group Employees.

3.7 In accordance with the Child Protection in Education guidelines, Resources Humans will request candidates with periods of lack of employment in their request confirming the reason for such periods. Human Resources will also verify the quality of the references that the candidate has provided in your application to ensure that they meet the required standards.

3.8 In accordance with the guidelines for Child Safety in Education, Human Resources will conduct online searches through Google to all selected candidates and, if deemed necessary, may perform these searches for shortlisted candidates. If it is detected any concerns in these searches, the Human Resources Manager will ensure that a confidential and measured conversation takes place on any concerns relevant to the position.

3.9 In accordance with Child Protection in Education guidelines, shortlisted candidates will receive a link to a self-declaration form, which will ask them to disclose any additional information regarding criminal records or information that would disqualify them from working with children. The self-declaration must be completed before the scheduled interview date.



4. Beginning

- 4.1 Dō University will ensure that the recruitment and selection of staff are carried out in a professional, timely and effective manner, and Resources Humans will oversee the recruitment process. All candidates will be evaluated fairly, consistently and rigorously, without discrimination. Dō University supports the principle of open competition and will strive to appoint the most suitable person for the position, based on their merits. Individuals. Candidates will be assessed in the same way, including internal candidates or others personally known to the interview panel.
- 4.2 All positions within Dō University will be evaluated for determine the corresponding salary category. No one will be hired no position until you have a valid evaluation.
- 4.3 A job description and a job specification are prepared for each position. predefined person, based on justifiable criteria in terms of merit and ability required to perform the job. The evaluation of each applicant for pre-selection and in the interview is will be carried out objectively with respect to the criteria predefined in the specification of the person and must be registered.
- 4.4 All job applicants must complete an application form. Dō University reserves the right to modify the application process request if circumstances require it.
- 4.5 Dō University will not employ any person of school age mandatory, except for those who are entering a learning role or of student worker.



4.6 All job offers are subject to verification of

Dō University selection and verification as described in the offer letter.

4.7 Sound recording of any interview, meeting or

discussion that takes place at any stage of the process recruitment and selection, unless there is consent by written by all parties.

5. Complaints

5.1 The Human Resources Director will investigate any complaint received in relationship with the Recruitment and Selection process. It will be maintained The candidate will be informed of each stage and a response will be sent to him/her formal in writing.

6. Pre-employment checks

6.1 All candidates must provide contact details of two references. The first should be your current or most recent employer (a unless the candidate has not worked for more than five years). The Second reference should be from the last time the candidate worked with children (e.g. in a school, daycare, etc.). If this applies to your current or most recent employer, the second reference must be from your second most recent employer within the last five years. As Alternatively, a character reference may be accepted if the candidate has worked for your current or most recent employer for more than five years. If the candidate has not worked for more than five years and has never worked with children, a character reference may be accepted. If the candidate is currently self-employed, one of the references must be your lawyer, accountant, or a client.



Character references should not be family or friends.

Normally, they will only be contacted once an offer has been received.

employment.

6.2 Dō University will perform a DBS check using a company online umbrella called Care Check for all staff employed in the Group at an enhanced level, except for certain agreed roles that are assess at risk (e.g. roles that primarily work from home), which will include a check of the Exclusion Lists according to the type of force employment in which they are employed to work. Dō University will only accept existing DBS certificates if the candidate is subscribed to the Service DBS update and verification is at the same level and workforce than the one being assigned to you.

6.3 All selected candidates must read the Privacy Policy of standard/enhanced verification

<https://www.gov.uk/government/publications/standard-andenhanced-dbs-check-privacy-policy> before submitting your DBS form through Care Check, which describes how DBS will process your personal data and what it is the options available to them.

6.4 If the successful candidate has resided outside the UK for a continuous period of 6 months or more in the last 5 years, Dō University You can perform a criminal record check in the country or countries corresponding. If the candidate cannot present a Certificate of Good Conduct (or equivalent), an external verification will be carried out.

6.5 In addition to the DBS checks described, any person who is employed to provide childcare for children under eight years of age years, or who is directly involved in the management of that care child, you must sign a self-declaration of disqualification form to confirm that you have not been disqualified for this type of work, in accordance with the Law



6.6 Any person who is appointed to carry out teaching duties will require a additional verification to ensure that you are not subject to a restraining order ban issued by the Secretary of State, using the Access Service Online for Employers.

6.7 In accordance with the Child Protection in Education Act, Human Resources must have received and checked DBS clearance and references before before an employee starts working for the Group. If no received before the agreed start date, a Pre-The Authorization Risk Assessment process must be followed, which involves work restrictions for the employee until Resources Humans receive and verify DBS clearances (including checks made abroad) and references. Please note that this does not applies to staff hired to work in the Accommodation program for Minors under 18 years of age of the Group or in the subsidiaries of First Steps of the Group, since that Human Resources must have received and DBS clearance and references checked before the employee can start work.

7. Rehiring of staff previously employed by the Group

7.1 Staff members who left the Group for one of the following reasons:

The following reasons may be considered for being rehired:

- Voluntary resignation
- Dismissal (voluntary or compulsory, but not within six months of its entry into force)
- Fixed-term contract expired
- Dismissal for breach of law that has already been resolved (for example, work visa renewal, driver's license reinstatement)



7.2 Staff members who have left the Group for one of the following reasons:

The following reasons will generally not be considered for your rehiring:

- Dismissal for disciplinary or capacity reasons
- Dismissal for any other substantial cause
- Abandonment of work, i.e., leaving work with immediate effect without authorization
- Do not join after accepting a job offer, unless
provide an acceptable reason (for example, a change in personal circumstances)

NB These grounds are set aside if a court decides that the Group is forced to rehire a staff member.

8. State

The Director of Human Resources will periodically review the operation of this policy. The Human Resources Committee may review and amend it periodically. Its equality impact has been assessed to ensure it does not negatively affect staff. If you would like to review this policy in another format, please contact Human Resources.

Date of the last revision: MARCH 2025

Next date for review: MARCH 2030