



Recruitment & Selection Policy

The Odyssey Hub Ltd

1. Purpose

The purpose of this policy is to ensure that The Odyssey Hub Ltd recruits, selects, and trains staff and volunteers in a fair, safe, and transparent manner, promoting equality of opportunity while safeguarding children and young people.

We are committed to employing and engaging individuals who are suitably skilled, experienced, and values-driven, and who will deliver our provision professionally, inclusively, and safely.

2. Scope

This policy applies to:

- All employees, sessional staff, and tutors
 - All volunteers
 - All individuals involved in the recruitment, selection, induction, and training of staff and volunteers
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3. Principles

Recruitment and selection at The Odyssey Hub Ltd are underpinned by the following principles:

- Equality, diversity, and inclusion
- Safer recruitment and safeguarding
- Transparency and consistency
- Professional conduct and accountability
- Compliance with relevant legislation and guidance

Recruitment decisions are based on merit, suitability, and safer recruitment checks, not on personal characteristics or background.

4. Legal and Regulatory Framework

This policy is informed by, and complies with:

- Equality Act 2010
- Keeping Children Safe in Education (where relevant to commissioned work)
- Safeguarding Vulnerable Groups Act 2006



- Data Protection Act 2018 (UK GDPR)
 - The Odyssey Hub Ltd Safeguarding Policy
 - The Odyssey Hub Ltd Equality & Diversity Policy
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5. Recruitment Process

5.1 Role Definition

All roles will have:

- A clear role description
- Defined responsibilities and boundaries
- Required skills, experience, and values
- Clarity on whether the role involves regulated activity with children

5.2 Advertising

Vacancies and volunteer opportunities are advertised in a way that:

- Encourages a diverse range of applicants
- Clearly states safeguarding commitments
- Explains required checks and training

All adverts include a statement confirming our commitment to safeguarding and equality.

6. Selection Process

6.1 Application and Shortlisting

- Applicants complete an application form (CVs alone are not accepted)
- Shortlisting is based on skills, experience, and suitability for the role
- Gaps in employment are explored as part of the process

6.2 Interviews

- Interviews are conducted by at least one trained representative
 - Questions assess experience, values, safeguarding awareness, and suitability
 - Professional boundaries and expectations are clearly explained
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7. Safer Recruitment Checks

All staff and volunteers working in regulated activity must complete the following before starting work:

- Enhanced DBS check with children's barred list check
- Identity verification
- Right to work in the UK check



- At least two references, including the most recent employer (where applicable)
- Verification of qualifications or experience relevant to the role

Prohibition from Teaching checks are not required unless a role involves formal teaching in a school setting where Qualified Teacher Status would normally be expected.

All staff and volunteers undertaking regulated activity with children are required to hold an Enhanced DBS check with a children's barred list check.

8. Induction and Training

8.1 Induction

All staff and volunteers receive an induction covering:

- Safeguarding and child protection
- Equality, diversity, and inclusive practice
- Professional conduct and boundaries
- Health and safety
- Role expectations and reporting procedures

8.2 Ongoing Training

The Odyssey Hub Ltd is committed to ongoing professional development. Training includes:

- Regular safeguarding updates
- Trauma-informed and inclusive practice
- SEND awareness (including SEMH, ASD, anxiety)
- Updates relevant to the individual's role

Training records are maintained and reviewed regularly.

9. Employment and Engagement of Service Users

Where service users are involved in volunteering, peer mentoring, or paid roles:

- Participation is voluntary and appropriate to their age and capacity
- Safeguarding and risk assessments are undertaken
- Roles are clearly defined and supervised
- Reasonable adjustments are made to support participation
- Engagement is reviewed regularly to ensure wellbeing and safety

Service users are never placed in positions of unsupervised responsibility for other learners.

10. Equality and Fairness

The Odyssey Hub Ltd ensures that:



- No applicant, staff member, volunteer, or service user is treated less favourably due to a protected characteristic
 - Reasonable adjustments are made during recruitment and employment
 - Recruitment practices align with our Equality & Diversity Policy
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11. Confidentiality and Data Protection

All recruitment information is handled confidentially and in line with UK GDPR. Information is:

- Stored securely
 - Accessed only by authorised personnel
 - Retained only for as long as necessary
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12. Monitoring and Review

- Recruitment practices are monitored to ensure fairness and effectiveness
 - This policy is reviewed annually or sooner if legislation or guidance changes
 - Any concerns are addressed through supervision or policy review
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Organisation: The Odyssey Hub

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Designated Safeguarding Lead (DSL): Alexandra Mery
