

Safer Recruitment Policy



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Safer Recruitment Policy

Recruitment and Selection Process

To ensure we recruit the most suitable individuals, all staff involved in the recruitment and employment of those working with children will receive appropriate safer recruitment training.

We have implemented the following measures in our recruitment and selection process to demonstrate our commitment to safeguarding and promoting the welfare of children.

Advertising

When advertising we will make clear:

- Our Organisation's commitment to safeguarding and promoting the welfare of children
- That safeguarding checks will be undertaken
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- That social media checks will be undertaken on shortlisted candidates, according to KCSIE guidelines. These checks align with Equal Employment Opportunity (EEO) laws, and avoid biases based on race, religion, or personal beliefs.
- Processing of data will be conducted under the legal basis of Article 6(e) public task in line with the guidance laid out in para 221 of Keeping Children Safe in Education (KCSIE) 2024. Any data collected during this search will be retained in line with our retention schedule which is available on request.

The role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. As such, applicants are required to declare any criminal convictions, cautions, warnings, or bind-overs, including those that are considered "spent."

Application Forms

Our application forms will:

Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children.

Include a link to our child protection and safeguarding policy.

Shortlisting

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns
- Shortlisted candidates will be asked to:
- Complete a self-declaration regarding any criminal record or other relevant information that may affect their suitability to work with children. This provides an opportunity to disclose and discuss any pertinent details during the interview stage. The information requested will include:
 - If they have a criminal history
 - Whether they are included on the barred list
 - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
 - Any relevant overseas information
- Sign a declaration confirming the information they have provided is true

We will also carry out online searches on shortlisted candidates to help identify any incidents or issues that are publicly available online. Candidates will be informed on the application form that we carry out these checks as part of our due diligence process.

Seeking References and Checking Employment History

Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references, we will:

- Not accept open references
- Liaise directly where possible with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- Compare the information on the application form with that in the reference and take up and inconsistencies with the candidate
- Resolve any concerns before any appointment is made

Interview and Selection

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently and ask the candidate to explain this
- Undertake a social media search
- Explore any potential areas of concern to determine the candidate's suitability to work with children
- Record all information considered and decisions made

Pre-Appointment vetting checks

Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks as set out below:

New staff

All offers of appointment will be conditional until satisfactory completion of the pre-employment checks. When appointing new staff we will:

- Verify their identity and undertake a digital verification check through UK CRB where possible
- Undertake an enhanced DBS check, including barred list and Section 128 check for those who will be engaging in regulated activity (see definition below). We will obtain the DBS check result before, or as soon as practicable, after appointment, including when using the DBS update service. We will not keep a copy of the certificate but we will keep a copy of the disclosure result and proof that vetting took place, the result of the check and recruitment decision taken
- Obtain a separate barred list check if they start work in regulated activity before the result of the DBS check is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications as appropriate
- Ensure they are not subject to a Section 128 prohibition order
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside the UK. These could include, where available:
 - For all staff, including teaching positions: criminal records checks for overseas applicants

Regulated activity means a person who will be:

- Responsible on a regular basis in a Organisation or college for teaching, training, instructing, caring for or supervising children; or

- Carrying out paid or unsupervised, unpaid work regularly in a Organisation or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity even if this happens only once and regardless of whether they are unsupervised or not

Existing Staff

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing staff member's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one which is; or
- There has been a break in service of 12 weeks or more
- An enhanced DBS check is undertaken every 3 years for all staff members

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in relevant conduct; or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without a right to make representations) offence under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- We believe the 'harm test' is satisfied in respect of the individual (ie they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

Third Party Staff

We do not use agency or supply staff.

When we employ staff under a Service Level Agreement (SLA) we will carry out the necessary safer recruitment checks.

Contractors

Contractors who have not undergone any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity

Trustees and Governors

All trustees and governors will have an enhanced DBS check without barred list information. They will have barred list information if working in regulated activity.

All proprietors, trustees and governors will also have the following checks:

- Section 128 (to check on prohibition on participation in management under section 128 of the Education and Skills Act 2008)
- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

Adults who supervise students on work experience

Our work experience placements are almost always carried out in our in-house business settings and all staff therefore undergo vetting and training.

On rare occasions where it is deemed appropriate for a student to undertake external work experience we will consider whether it is necessary for barred checklists to be carried out on the individuals who supervise a student on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity and whether the activity is regulated.

Links to other policies

[Child Protection Policy 2024.25.pdf](#)

[Safeguarding Policy 2024.25.pdf](#)