



SAFER RECRUITMENT POLICY

Date of last review: **01/09/25**

Date of next review: **01/09/26**

1. INTRODUCTION

1.1 The Department for Education's (DfE) statutory safeguarding guidance, **Keeping Children Safe in Education (KCSIE), 2025**, explains how governing bodies and proprietors of schools should prevent people who pose a risk from working with children.

1.2 In line with **paragraph 71 of KCSIE 2025**, the Centre has **written recruitment and selection policies and procedures** in place to ensure that only suitable candidates are appointed.

1.3 The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable to work with children or young people
- Identify and reject applicants who are unsuitable to work with children and young people

2. STATUTORY GUIDANCE AND SAFER RECRUITMENT PRACTICES

2.1 The Centre pays full regard to **KCSIE 2025**. Safer recruitment practices include:

- Scrutinising applicants
- Verifying identity and qualifications
- Obtaining professional and character references
- Checking previous employment history
- Ensuring health and physical capacity for the role
- **Conducting interviews that include safeguarding-specific questions and scenarios**

2.2 Pre-employment checks include:

- Enhanced **DBS checks**



- **Prohibition order checks** for teachers
- **Overseas criminal record checks**, where applicable

3. IDENTIFICATION OF RECRUITERS

3.1 Cydina York, Patrick George & Megan Wilson have completed **Safer Recruitment training**.

3.2 At least one trained panel member will be involved in all staff/volunteer recruitment processes and sit on the recruitment panel.

4. INVITING APPLICATIONS

4.1 All advertisements will include the statement:

“The Centre is committed to safeguarding children and young people. All postholders are subject to enhanced DBS and other statutory pre-employment checks.”

4.2 Prospective applicants will receive:

- Job description and person specification
- The Centre’s Child Protection and Safeguarding Policy
- The Centre’s Recruitment Policy (this document)
- An application form (mandatory)
- Self-disclosure form

5. SHORT-LISTING AND REFERENCES

5.1 Candidates will be short-listed against the person specification for the post.

5.2 References will, where possible, be obtained **before the selection stage** to address any discrepancies during interview.

5.3 References will always be sought **directly from the referee**; references provided by candidates will not be accepted.

5.4 Referees will be asked about:

- Suitability for working with children and young people
- Any disciplinary warnings, including safeguarding-related



- Candidate's suitability for the post

5.5 Previous employers not listed as referees will be contacted if necessary to clarify discrepancies.

5.6 A written record will be kept of all reference checks.

6. INTERVIEWS

6.1 Interviews will:

- Include at least one Safer Recruitment-trained panel member
- Include questions and scenarios to assess **safeguarding awareness and suitability for working with children**
- Probe gaps, anomalies, or concerns from references or application forms

7. EMPLOYMENT CHECKS

7.1 All successful applicants must:

- Provide proof of identity (passport, driving licence, etc.)
- Complete a **DBS disclosure application** and receive satisfactory clearance
- Provide actual certificates of qualifications
- Provide proof of eligibility to live and work in the UK
- Disclose any offences on the self-disclosure form; discrepancies will be investigated

7.2 Additional checks where relevant:

- **Overseas criminal record checks** for applicants with recent international employment or residence

7.3 Ongoing checks:

- DBS, prohibition and other statutory checks will be reviewed periodically according to regulatory requirements

8. INDUCTION AND PROBATION

8.1 All new staff will receive induction training, including:



- Safeguarding and Child Protection Policy
- Centre policies relevant to their role
- Behaviour expectations when working with children

8.2 Regular meetings will be held during the first **six months** between new employees and their line managers to monitor performance, integration, and safeguarding compliance

9. RECORD-KEEPING AND MONITORING

9.1 All recruitment records, references, interview notes, and pre-employment checks will be securely stored.

9.2 Records will be maintained in compliance with **KCSIE 2025** and data protection laws.