



A Holistic Approach To The Education of Young People

Recruitment & Selection Policy (Including Safer Recruitment and DBS Disclosure Process)

Date Adopted: 1st September 2025

Review Date: 1st September 2026

Policy Lead and Approved by: Mark Aitken, Head of Provision

1. Statement of Intent

ElevatEd AP Ltd is committed to recruiting and selecting staff who share our values and commitment to safeguarding children, young people, and vulnerable adults. Our recruitment and selection procedures are designed to deter, identify, and reject individuals who are unsuitable to work with children. We comply fully with statutory requirements and guidance, including *Keeping Children Safe in Education (KCSIE)*.

2. Guiding Principles

- **Safeguarding First:** Every stage of recruitment prioritises the welfare of children.
- **Transparency:** Recruitment procedures are open, fair, and consistent.
- **Equality:** All candidates are treated fairly and without discrimination.

- **Accountability:** Clear documentation is maintained to evidence decisions.
- **Compliance:** All safer recruitment requirements, including DBS checks, are rigorously applied.

3. Scope and Definitions

- **Scope:** Applies to all permanent, temporary, supply, and volunteer roles at ElevatEd.
- **DBS Disclosure:** A check undertaken by the Disclosure and Barring Service to identify criminal records and whether an individual is barred from working with children or vulnerable adults.
- **Safer Recruitment:** A process that reduces the risk of appointing individuals who may harm children.

4. Roles and Responsibilities

- **Head of Provision:** Ensures safer recruitment practices are followed and approves final appointments.
- **Designated Safeguarding Lead (DSL):** Advises on safeguarding aspects of recruitment, including DBS clearance.
- **Interview Panel:** At least one member must be Safer Recruitment trained.
- **HR/Admin Team:** Maintains the Single Central Record (SCR) and verifies all checks.

5. Recruitment and Selection Procedures

Advertising and Applications:

- All adverts include safeguarding commitments.
- Application forms require full employment history with explanation of gaps.
- CVs alone are not accepted.

Shortlisting:

- Completed by at least two staff members.
- Discrepancies or gaps in employment must be explored.

References:

- At least two references are obtained, including the most recent employer.
- References must be verified and checked for safeguarding concerns.

Interviews:

- At least one panel member has completed Safer Recruitment training.
- Questions include safeguarding scenarios.

Pre-Employment Checks:

- Enhanced DBS with barred list check.
- Identity verification.
- Right to work in the UK.
- Qualification verification.
- Overseas criminal records check (if applicable).
- Medical fitness declaration.

DBS Disclosure Process:

- All staff and regular volunteers must complete an Enhanced DBS.
- Original certificates must be seen by HR/Admin.
- Any positive disclosures are risk-assessed by the Head of Provision and DSL.
- Staff cannot commence unsupervised work until clearance is obtained.

Single Central Record (SCR):

- Maintained securely and regularly audited.
- Records all required checks for staff, volunteers, and contractors.

6. Training and Awareness

- At least one staff member involved in recruitment will have completed accredited Safer Recruitment training.
- All managers involved in recruitment will refresh safer recruitment knowledge every 3 years.

7. Monitoring, Evaluation, and Review

- Policy reviewed annually in line with KCSIE updates.
- Audits of recruitment files and SCR conducted termly.

- Lessons learned from recruitment processes are documented and used to improve practice.

8. Related Policies

- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Grievance Policy
- Inclusion and Equal Opportunities Policy