



A Holistic Approach
To The Education of Young People

Safer Recruitment Policy

1. Statement of Intent

ElevatEd AP Ltd is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. This Safer Recruitment Policy outlines the robust procedures we follow to ensure that all prospective employees and volunteers are thoroughly vetted and suitable to work with children. We are committed to deterring, identifying, and rejecting applicants who are unsuitable to work with children and young people.

This policy applies to all paid employees, volunteers, agency staff, and any other individuals who will have regular contact with pupils, or access to sensitive information about pupils, in our provision. It will be reviewed annually and updated as necessary to reflect changes in legislation, guidance (especially "Keeping Children Safe in Education"), and the specific needs of our provision.

Signed: Mark Aitken Date: 01.09.25 Review: 01.09.26

2. Principles of Safer Recruitment

Our safer recruitment practices are underpinned by the following principles:

- Child Protection: The welfare of children is paramount in all recruitment decisions.
- Compliance: Adherence to all relevant legislation and statutory guidance, including "Keeping Children Safe in Education" (KCSIE), the Data Protection Act 2018, and the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.
- Fairness and Transparency: All applicants will be treated fairly and consistently, and the recruitment process will be transparent.
- Prevention: Proactive measures will be taken to prevent unsuitable individuals from gaining access to pupils.

Continuous Improvement: Our recruitment procedures will be regularly reviewed and improved.

3. Roles and Responsibilities

3.1 The Leadership Team:

- Responsible for ensuring the provision has a comprehensive and effective Safer Recruitment Policy.
- Ensuring that at least one person on any recruitment panel has completed accredited safer recruitment training.
- Holding the Head of Provision accountable for the effective implementation of this policy.

3.2 The Head of Provision:

- Overall responsibility for ensuring all recruitment procedures comply with this policy and statutory guidance.
- Ensuring that all staff involved in recruitment have received appropriate safer recruitment training.
- Making final decisions on appointments, ensuring all necessary checks have been satisfactorily completed.
- Reporting to the Independent Body on recruitment practices and compliance.

3.3 Recruitment Panel Members:

- All members of a recruitment panel will have completed accredited safer recruitment training.
- Will adhere strictly to the procedures outlined in this policy.
- Will ensure objective assessment of candidates and thorough exploration of safeguarding suitability.

4. The Recruitment Process

The following steps outline the comprehensive safer recruitment process undertaken by ElevatEd:

4.1 Job Description and Person Specification:

- All roles will have a clear, up-to-date job description outlining duties and responsibilities.
- A person specification will clearly define the qualifications, experience, skills, and personal attributes required for the role, with a strong emphasis on suitability to work with children. This will explicitly state: "This post is exempt from the Rehabilitation of Offenders Act 1974 and subject to an enhanced Disclosure and Barring Service (DBS) check."

4.2 Advertising:

- All advertisements will include a prominent statement about the provision's commitment to safeguarding and the requirement for an enhanced DBS check. For example: "ElevatEd is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and satisfactory references."
- Advertisements will clearly state that references will be sought prior to interview.

4.3 Application Form:

- Only application forms will be accepted, not CVs, as they may contain insufficient information.
- The application form will require:
- Full employment history, with explanations for any gaps in employment.
- Details of qualifications.
- Declaration of any spent or unspent convictions (as permitted by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975).
- The names and contact details of two professional referees, one of whom must be the applicant's current or most recent employer (or educational institution if no employment history).

4.4 Shortlisting:

- Shortlisting will be conducted by at least two individuals, both of whom will have completed safer recruitment training.
- The shortlisting process will objectively assess candidates against the person specification, identifying any inconsistencies or gaps in employment history or other information that may need to be explored at interview.

4.5 References:

- References will always be sought directly from the referees prior to interview for shortlisted candidates.
- Reference requests will specifically ask about:
 - The applicant's suitability to work with children.
 - Any disciplinary investigations or sanctions relating to children.
 - Any concerns about the applicant's behaviour.
- References will be carefully scrutinised for any inconsistencies or areas that require further clarification. Any negative or concerning information will be thoroughly investigated.
- If a reference is not received prior to interview, the interview will proceed but no offer of employment will be made until satisfactory references are obtained.

4.6 Interview Process:

- All interviews will be conducted by a panel of at least two individuals, both of whom have completed safer recruitment training.
- Interviews will include open, competency-based, and probing questions designed to:
 - Assess the candidate's skills, experience, and suitability for the role.
 - Explore any anomalies or gaps identified in the application form or references.
 - Specifically assess the candidate's understanding of and commitment to safeguarding and child protection.

- Include a question about the candidate's past conduct or behaviour, including any disciplinary action or sanctions related to children.
- Candidates will be given the opportunity to clarify any information or concerns raised during the interview.

4.7 Pre-Appointment Checks (Essential for all successful candidates):

No offer of employment will be confirmed, and no individual will commence work (paid or unpaid) until all of the following checks have been completed and deemed satisfactory:

- Enhanced Disclosure and Barring Service (DBS) check (including Barred List check): This will be obtained for all roles involving regulated activity. The check will identify any convictions, cautions, warnings, or reprimands, and whether the individual is on the children's barred list.
- Identity Check: Verification of the applicant's identity (e.g., passport, driving licence, birth certificate).
- Right to Work in the UK Check: Verification of eligibility to work in the UK (e.g., passport, visa).
- Professional Qualifications Check: Verification of relevant qualifications (e.g., teaching qualifications, social work qualifications) with the issuing body where appropriate.

- Prohibition from Teaching Check (for teaching roles): Verification with the Teaching Regulation Agency (TRA) for any prohibition orders.
- Overseas Checks (where applicable): For applicants who have lived or worked outside the UK, additional checks will be conducted to ensure they are suitable to work with children, proportionate to the time spent overseas and the risk assessment. This may include obtaining a certificate of good conduct from the relevant embassy or police force.
- Section 128 check (for management roles in independent schools/APs): Verification that individuals in leadership/management positions are not prohibited from being involved in the management of an independent school/AP.
- Health Declaration: A satisfactory health declaration to ensure the individual is fit to undertake the role, with reasonable adjustments made where necessary under the Equality Act.
- Satisfactory References: Confirmation that two satisfactory professional references have been received and verified (as per section 4.5).
- Childcare Disqualification Check (for relevant roles): Where applicable, a check to ensure staff are not disqualified from working with children (e.g., in early years or childcare roles).

4.8 Single Central Record (SCR):

- A Single Central Record will be maintained for all staff, including temporary staff, volunteers, and those working for external agencies.
- The SCR will record that the essential pre-appointment checks have been completed, verified, and dated. It will include:
 - Identity checks
 - Right to work checks
 - Enhanced DBS check (including children's barred list check)
 - Prohibition from teaching check (where applicable)
 - Section 128 check (where applicable)
 - Childcare Disqualification check (where applicable)
 - Qualifications check
 - References (confirmation of satisfactory receipt)
 - Any relevant overseas checks

5. Induction and Probation

- All new staff will undergo a thorough induction process, which will include comprehensive safeguarding training and a clear understanding of the provision's safeguarding policies and procedures.
- All new appointments will be subject to a probationary period, during which performance and conduct, including safeguarding responsibilities, will be closely monitored.
- Regular supervision and support will be provided during the induction and probationary periods.

6. Recruitment of Agency Staff and Contractors

- We will only use reputable employment agencies or supply companies who are able to confirm that their vetting procedures meet or exceed those required by this policy and statutory guidance.
- Written agreements will be in place with agencies, clearly outlining their responsibilities for conducting all necessary pre-appointment checks.
- For individual contractors working on site, the Head of Provision will assess the level of supervision required and ensure that appropriate DBS checks are conducted if they will be working unsupervised with pupils.

7. Volunteers

- All volunteers who will have regular contact with pupils will be subject to the same pre-appointment checks as paid staff, including an enhanced DBS check.
- Volunteers will receive appropriate safeguarding training and a clear induction.
- Casual or one-off visitors who are supervised at all times by a member of staff may not require a DBS check. This will be determined by a risk assessment.

8. Managing Allegations Against Staff and Volunteers

- Any allegations or concerns about staff or volunteer conduct towards a child will be dealt with immediately and in accordance with our Safeguarding and Child Protection Policy and statutory guidance.
- The Head of Provision will immediately refer any allegations that meet the criteria for a referral to the Local Authority Designated Officer (LADO).
- The Head of Provision will notify the DBS and the Teaching Regulation Agency (TRA) where appropriate.

9. Data Protection

- All personal information obtained during the recruitment process will be handled in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
- Information will be stored³ securely and retained only for as long as necessary, as outlined in the provision's Data Retention Policy.

10. Policy Review

- This policy will be reviewed annually by the Head of Provision, or sooner if there are changes in legislation, guidance, or the provision's operational practices.
- Records of all reviews will be maintained.

Appendix 1: Summary of Pre-Appointment Checks (Example)

Check Type

Purpose

Timing

Recorded on SCR

Application Form

Information on employment history, qualifications, gaps, and declarations.

Received pre-shortlisting

N/A

References (x2)

Assessment of suitability, past conduct, disciplinary issues.

Prior to interview

Yes

Interview

Assess suitability, explore gaps, test safeguarding commitment.

Post-shortlisting

N/A

Enhanced DBS Check (with Barred List)

Identify criminal records, suitability to work with children.

Pre-employment offer

Yes

Identity Verification

Confirm applicant's identity.

Pre-employment offer

Yes

Right to Work in UK

Confirm legal right to work.

Pre-employment offer

Yes

Qualifications Verification

Confirm stated qualifications.

Pre-employment offer

Yes

Prohibition from Teaching (TRA)

Ensure not prohibited from teaching.

Pre-employment offer

Yes

Section 128 Check (management roles)

Ensure not prohibited from managing an independent school/AP.

Pre-employment offer

Yes

Overseas Checks (if applicable)

Assess suitability based on overseas experience.

Pre-employment offer

Yes

Health Declaration

Confirm fitness for role (with reasonable adjustments).

Pre-employment offer

N/A

Childcare Disqualification (if applicable)

Confirm not disqualified from childcare roles.

Pre-employment offer

Yes