



# Safe Recruitment Policy

This policy was reviewed by on:

**Date:** 1<sup>st</sup> September 2024

**By:** Coren Murley in collaboration with the Compliance and Safeguarding Team.

**Policy will be reviewed on:** 1<sup>st</sup> September 2025

**Frequency of review:** Every 1 year(s)

This policy outlines 1st Staff Ltd's commitment to safeguarding children by ensuring the safe recruitment and retention of staff. It is informed by and compliant with the following legislation and guidance:

- Education Act (2002)
- Safeguarding Vulnerable Groups Act (2006)
- The Education (Independent School Standards) (England) Regulations (2014)
- Protection of Freedoms Act (2012)
- Keeping Children Safe in Education (DfE September 2024)

This policy works in conjunction with the following 1st Staff policies:

- Safeguarding and Child Protection
- Whistleblowing
- Dealing with Allegations of Abuse against Staff
- Staff Code of Conduct
- Data Protection

### **Statement of Intent:**

1st Staff Ltd is dedicated to ensuring the safety and well-being of all children accessing our provisions. This commitment is paramount in our recruitment and retention practices for all staff, trustees, and volunteers.

### **Responsibility for Implementation:**

The Compliance and Designated Safeguarding Lead (DSL) are responsible for ensuring safe recruitment practices and preventing the employment of unsuitable individuals.

### **Statutory Requirements:**

This policy adheres to the Safeguarding Vulnerable Groups Act (2006), the Protection of Freedoms Act (2012), and the DfE's "Keeping Children Safe in Education" (September 2024). It reflects the current legal definitions of regulated activity and the requirements for DBS checks, referrals to the DBS, and other pre-employment checks. Specifically, it addresses the legal obligations regarding barred individuals, supervised vs. unsupervised activity, and the duty to refer.

For overseas online teacher recruitment, additional requirements include a police check from the country of residence.

### **Practice:**

1st Staff Ltd. operates safe recruitment procedures, fulfilling statutory duties to check staff working with children and adhering to guidance on volunteers. We make proportionate decisions regarding additional checks and ensure recruitment panel members are

appropriately trained. We are committed to non-discrimination based on disability, in accordance with the 2010 Equality Act.

We ensure that no individual known to pose a risk of harm to children engages in regulated activity or any role within the organisation. Regulated activity includes teaching, training, caring for, or supervising young people; providing well-being advice or guidance; and driving vehicles solely for transporting young people.

#### **Checks on New Staff:**

We obtain barred list checks and enhanced DBS checks for all newly appointed staff, even those transferring from other regulated activity employment (unless the DBS is portable). We follow KCSiE guidance regarding enhanced DBS checks for volunteers not engaged in regulated activity.

For overseas online teachers, we also require a police check from their country of residence, apostilled or legalised.

#### **Recruitment Procedure:**

- Job descriptions and person specifications are developed for all vacancies.
- Shortlisting is based on the person specification.
- Interview panels include at least one member with safe recruitment training within the past two years.
- Offers of employment are conditional upon satisfactory pre-employment checks.

#### **Pre-Employment Checks:**

These checks, conducted by the chair of the interviewing panel, include:

- Identity verification
- Qualification verification
- Right to work in the UK verification
- Overseas criminal record checks (if applicable, following NSPCC guidance of three months residency abroad)
- Enhanced DBS check
- Medical fitness verification
- Prohibition check (for teaching roles)
- EEA teacher restriction check
- Reference checks (two, ideally before the interview)

All checks are completed before employment commences. Pending the enhanced disclosure, employment may begin with appropriate safeguards (documented and reviewed fortnightly).

#### **References:**

Two references are obtained, ideally before the interview, including inquiries about suitability to work with children. Telephone references are documented. Gaps in employment history are explored.

**Probation:**

All posts begin with a probationary period.

**Referrals to the DBS:**

1st Staff Ltd. refers all staff for a DBS.

**Management Checks:**

Checks are conducted to ensure management staff are not barred from holding such positions.

**Agency Staff:**

We require written confirmation from agencies that they have conducted all necessary checks (identity, enhanced disclosure, right to work, DBS, prohibition, qualifications, overseas checks, references, medical fitness, employment history). We always require direct sight of the agency worker's DBS check. For overseas online teachers provided by agencies, we also require a police check from their country of residence, apostilled or legalised.

**Volunteers:**

We conduct risk assessments for all volunteers and obtain enhanced DBS checks. We consider the nature of the work, existing knowledge of the volunteer, and other employment/voluntary activities. Supervised volunteers in regulated activity are overseen by someone also in regulated activity, with regular, documented supervision. For overseas volunteers, we may require a police check from their country of residence.

**Supervision by External Organisations:**

We require written confirmation from any external organisation providing staff to supervise our students that appropriate checks have been conducted. We retain responsibility for safeguarding our students at all times.

**Single Central Register (SCR):**

We maintain an electronic SCR, containing required information for all staff and individuals in contact with children. Copies of identity, right to work, and qualification documents are kept in individual staff files.

For overseas online teachers, a copy of the legalised/apostilled police check is also kept.