



| SAFER RECRUITMENT POLICY

This policy was reviewed by on:

Date: 1st September 2025

By: Pedro Proenca (Director of Operations)

Policy will be reviewed on: 1st September 2026

Frequency of review: Every 1 year(s) or sooner if government legislation changes

1 Introduction

1st Staff is committed to safeguarding and promoting the welfare of all children and young people. We recognise that robust safer recruitment practices are essential in preventing unsuitable individuals from working with learners and in ensuring the highest standards of care, safety, and education across our provision.

This policy is informed by and compliant with the following legislation and statutory guidance:

- **Education Act 2002**
- **Safeguarding Vulnerable Groups Act 2006**
- **The Education (Independent School Standards) (England) Regulations 2014**
- **Protection of Freedoms Act 2012**
- **Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, as amended)**
- **Keeping Children Safe in Education (DfE, September 2025)**
- **Working Together to Safeguard Children (2023)**
- **Data Protection Act 2018 and UK GDPR**

This policy should be read alongside the following 1st Staff policies:

- Safeguarding and Child Protection Policy
- Whistleblowing Policy
- Dealing with Allegations of Abuse Against Staff Policy
- Staff Code of Conduct
- Data Protection and GDPR Policy

2 Statement of Intent

1st Staff is dedicated to safeguarding and promoting the welfare of all children and young people who access our provisions. We recognise that safeguarding is a shared responsibility and that safe recruitment is a vital element of creating and maintaining a safe environment.

We are committed to:

- Ensuring robust recruitment and selection procedures that deter, identify, and reject individuals who are unsuitable to work with children and young people.
- Applying consistent and thorough safer recruitment practices to all staff, trustees, volunteers, contractors, and agency workers.
- Upholding statutory requirements and best practice in line with current legislation and statutory guidance, including *Keeping Children Safe in Education (DfE, 2025)*.
- Maintaining a culture of vigilance, where safeguarding concerns are recognised, responded to, and reported appropriately.
- Providing ongoing training, support, and monitoring to ensure all staff remain suitable to work with children and act in accordance with our safeguarding values.

This commitment underpins our approach to recruitment, induction, probation, and continued employment at 1st Staff.

3 Responsibility for Implementation

The Compliance Officer and the Designated Safeguarding Lead (DSL) are responsible for ensuring that safer recruitment practices are implemented consistently across 1st Staff.

They are responsible for:

- Ensuring all statutory pre-employment checks are completed in line with *Keeping Children Safe in Education (2025)*.
- Embedding safer recruitment procedures at every stage of recruitment, from advertising through to appointment and induction.
- Ensuring recruitment decisions are transparent, fair, and compliant with safeguarding and equality legislation.
- Maintaining the Single Central Record (SCR) accurately and ensuring it is kept up to date.
- Ensuring staff involved in recruitment have completed safer recruitment training, with at least one trained member present on every interview panel.
- Acting promptly on any concerns about an applicant's suitability to work with children in line with safeguarding procedures.

All managers involved in recruitment share responsibility for applying this policy and must work with the DSL and Compliance Officer to ensure safer recruitment standards are upheld.

4 Statutory Requirements

This policy is underpinned by the statutory safeguarding framework and adheres to:

- **Safeguarding Vulnerable Groups Act (2006)**
- **Protection of Freedoms Act (2012)**
- **The Education (Independent School Standards) (England) Regulations (2014)**
- **Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, as amended)**
- **Data Protection Act 2018 and UK GDPR**
- **DfE statutory guidance: Keeping Children Safe in Education (September 2025)**

The policy reflects the current legal definitions of *regulated activity* and the statutory requirements for:

- Enhanced Disclosure and Barring Service (DBS) checks, including checks against the Children's Barred List.
- The prohibition on employing or engaging individuals who are barred from working with children.
- Clarification of supervised versus unsupervised activity in line with statutory guidance.
- The duty to refer individuals to the DBS where they have been dismissed or removed from regulated activity due to concerns about harm to a child.
- The requirement to undertake additional pre-employment checks for roles involving teaching, including prohibition from teaching checks.

For candidates who have lived or worked outside the UK, additional safeguarding checks will be required. This includes:

- A police check or equivalent from the country (or countries) of residence.
- Further employment history checks where appropriate to ensure suitability.

5 Practice

1st Staff implements safer recruitment procedures to ensure that all statutory checks are completed for individuals employed to work with children and young people. This applies to all staff and contractors engaged by the organisation.

We ensure that:

- Recruitment and selection decisions are based on safeguarding principles and proportionate checks appropriate to each role.
- At least one member of every recruitment panel has completed accredited safer recruitment training.
- All required pre-employment checks are carried out, including identity, references, qualifications, right to work in the UK, enhanced DBS checks (with barred list information where applicable), prohibition from teaching checks, and any additional overseas checks.
- Recruitment processes are fair, transparent, and compliant with the **Equality Act 2010**, ensuring no discrimination on the grounds of disability or any other protected characteristic.

1st Staff is committed to ensuring that no individual known to pose a risk of harm to children or young people is permitted to work in, or be engaged by, the organisation.

For the purposes of this policy, **regulated activity** includes (but is not limited to):

- Teaching, training, instructing, caring for, or supervising children.
- Providing advice or guidance on a child's well-being.
- Driving a vehicle solely for the purpose of transporting children.

6 Pre-Employment Checks

1st Staff obtains **enhanced DBS checks including barred list checks** for all newly appointed staff, including those transferring from other roles involving regulated activity, unless a **portable DBS** from a previous role is verified.

In line with *Keeping Children Safe in Education (2025)* guidance, we also follow statutory requirements regarding enhanced DBS checks for individuals not engaged in regulated activity where relevant.

For overseas based or online teachers, additional safeguarding checks are required, including:

- A police or criminal record check from the country (or countries) of residence.
- The document must be **apostilled or legally verified**.
- Verification of employment history and qualifications to ensure suitability to work with children.

All pre-employment checks are completed **before the individual starts work**, and any concerns or discrepancies are addressed in accordance with our safeguarding procedures.

7 Recruitment Procedure

1st Staff follows a robust and consistent recruitment process to ensure that all appointments are made safely and in line with safeguarding requirements.

- **Job Descriptions and Person Specifications:**
Every vacancy is accompanied by a clear job description and person specification, detailing the responsibilities of the role and the skills, qualifications, and experience required. These documents include clear safeguarding responsibilities where applicable.
- **Shortlisting:**
Candidates are shortlisted against the person specification to ensure fairness, transparency, and consistency in assessing suitability for the role.
- **Interview Panels:**
Interview panels include at least one member who has completed accredited safer recruitment training within the past two years. Panels assess candidates' suitability to work with children and young people, including their attitudes toward safeguarding.
- **Conditional Offers of Employment:**
All offers of employment are conditional upon satisfactory completion of **pre-employment checks**, including identity verification, references, qualifications, right to work in the UK, enhanced DBS checks (including barred list checks where applicable), and any additional overseas checks.
- **Verification and Compliance:**
No candidate commences work in regulated activity until all required checks have been completed, and any concerns resolved.

8 Pre-Employment Checks

All pre-employment checks are conducted by the chair of the interview panel or an appropriately trained member of staff. The following checks are carried out for every appointment:

- **Identity Verification:** Confirmation of legal name, date of birth, and right to work in the UK.
- **Qualification Verification:** Confirmation of qualifications required for the role.
- **Overseas Criminal Record Checks:** Required for candidates who have lived or worked outside the UK. Checks follow NSPCC guidance for candidates with three months or more residency abroad.
- **Enhanced DBS Check:** Including barred list check where the role involves regulated activity.
- **Medical Fitness Verification:** Assessment of the candidate's physical and mental fitness for the role.
- **Prohibition from Teaching Check:** Required for roles involving teaching in accordance with statutory guidance.
- **EEA Teacher Restriction Check:** Where applicable for candidates from European Economic Area countries.
- **Reference Checks:** A minimum of two references are obtained, preferably prior to interview, and verified for authenticity.

All checks must be completed before the individual commences work in regulated activity.

Conditional Start:

In exceptional circumstances, an individual may begin work before the enhanced DBS certificate is received, provided:

- Appropriate safeguards are in place and documented (e.g., supervised activity).
- Arrangements are reviewed fortnightly until the DBS clearance is confirmed.

9 References

1st Staff obtains a minimum of **two professional references** for all candidates, ideally **prior to interview**.

References must include specific questions regarding the candidate's suitability to work with children and young people.

All references are verified for authenticity, and any concerns are followed up directly with the referee.

Telephone references are acceptable, provided a written record of the conversation is retained.

References are used to explore employment history, gaps, and consistency of experience, and any discrepancies are discussed with the candidate during the interview.

References are retained and recorded in accordance with data protection requirements.

10 Probation

All newly appointed staff at 1st Staff begin their employment with a probationary period.

- The probationary period allows the organisation to assess the suitability, conduct, and performance of the employee in their role, including their ability to work safely with children and young people.
- During this period, the employee's adherence to safeguarding policies, professional standards, and organisational procedures is closely monitored.
- Probationary reviews are conducted at regular intervals, and feedback is provided to support development and address any concerns.
- Continuation of employment beyond the probationary period is subject to satisfactory performance, conduct, and completion of all pre-employment checks.
- Probationary arrangements are documented and kept on file for reference.

11 Referrals to the DBS

1st Staff refers any individual to the **Disclosure and Barring Service (DBS)** where they have:

- Been dismissed from employment, or would have been dismissed if not for resignation, due to concerns that they have caused harm or posed a risk of harm to a child or young person.
- Been removed from regulated activity, or would have been removed if not for resignation, due to safeguarding concerns.

All referrals are made **promptly** in accordance with statutory guidance to ensure that individuals who pose a risk to children are **barred from working in regulated activity**.

Records of all referrals, including decisions and actions taken, are **retained securely** in compliance with data protection legislation.

12 Management Checks

1st Staff ensures that all management staff are suitable to hold positions of responsibility and are **not barred from management or regulated activity**.

- All management appointments are subject to **enhanced DBS checks**, including barred list checks where applicable.
- Prohibition checks, disqualification checks, or other statutory restrictions are carried out where relevant to the role.
- References and employment history are verified to confirm **integrity, experience, and suitability** for management positions.
- These checks are completed **before the individual assumes their management responsibilities**.
- The outcome of all checks is **recorded in the Single Central Record (SCR)**.

This ensures that management staff are both **legally compliant and fit to uphold safeguarding standards** across 1st Staff.

13 Supervision by External Organisations

1st Staff requires that any **external organisation providing staff** to work with or supervise our students provides **written confirmation** that all appropriate pre-employment checks have been completed.

- Confirmation must cover **identity, enhanced DBS checks, barred list checks (where applicable), references, qualifications, and right to work in the UK**.
- 1st Staff retains **overall responsibility for safeguarding** students at all times, including when external staff are engaged.
- Arrangements for supervision and safeguarding oversight are **documented and monitored** to ensure that external staff operate within the organisation's safeguarding framework.
- Any concerns about the suitability or conduct of external staff are **reported immediately** to the Designated Safeguarding Lead (DSL) and appropriate action is taken in line with statutory guidance.

This ensures that, even when external staff are involved, **safeguarding standards are maintained consistently**.

14 Single Central Register (SCR)

1st Staff maintains a Single Central Record (SCR) of pre-employment checks for all staff and contractors engaged to work in regulated activity. The SCR ensures that the organisation can demonstrate compliance with statutory safeguarding requirements and provides a single, easily auditable record of all necessary checks.

Content of the SCR

The SCR includes, for each individual:

- Full name and role.
- Date of appointment.
- Identity checks carried out.
- Right to work in the UK verification.
- Qualification verification.
- Enhanced DBS check, including barred list check where applicable.
- Overseas criminal record checks (if applicable).
- Prohibition from teaching check (for teaching roles).
- EEA teacher restriction checks (where applicable).
- Two verified references.
- Date checks were completed.
- Any additional safeguarding checks or notes relevant to the role.

Management of the SCR

- The Compliance Officer and DSL are responsible for maintaining and updating the SCR.
- The SCR is updated immediately after each new appointment or check and reviewed at least termly to ensure it remains complete and accurate.
- Access to the SCR is restricted to authorised personnel only, in line with data protection requirements.
- Copies of the SCR, or summaries for inspection purposes, are made available to relevant authorities as required (e.g., Ofsted, DfE).

Purpose

- The SCR provides a single source of truth demonstrating that all staff have undergone the required safer recruitment checks.

- It supports ongoing safeguarding vigilance and ensures legal compliance with Keeping Children Safe in Education (2025).