

# **IMPACT ALTERNATIVE LEARNING SAFER RECRUITMENT POLICY & APPENDICES (ELITE VERSION)**

## **1. INTRODUCTION**

Impact Alternative Learning is fully committed to safeguarding and promoting the welfare of children and young people. Safer recruitment is a critical component of safeguarding and is embedded within all recruitment and selection practices.

This policy ensures that all staff are recruited safely and that rigorous vetting procedures are consistently applied. It also ensures that unsuitable individuals are deterred from applying and prevented from working with children.

## **2. STATUTORY FRAMEWORK**

This policy is written in accordance with Keeping Children Safe in Education (KCSIE) 2025 and reflects all statutory requirements.

It also aligns with the Equality Act 2010, the Children Act 1989 & 2004, and Working Together to Safeguard Children 2023.

Safer recruitment must always be viewed through a safeguarding lens and not as an administrative process.

## **3. SAFEGUARDING CULTURE**

Impact promotes a strong safeguarding culture where recruitment decisions prioritise pupil safety above all else.

All staff are expected to understand safeguarding responsibilities and demonstrate safe professional behaviours from the outset.

Safer recruitment is reinforced through ongoing monitoring, supervision, and training.

## **4. RECRUITMENT PROCESS**

All vacancies are advertised with a clear safeguarding statement. Job descriptions include safeguarding responsibilities.

Applicants must complete a full application form. CV-only applications are not accepted.

All gaps in employment must be clearly explained and verified.

## **5. SHORTLISTING AND SCRUTINY**

Shortlisting is carried out against the person specification.

Any anomalies, inconsistencies, or safeguarding concerns are identified and recorded.

These concerns are explored fully during the interview process.

## **6. ONLINE CHECKS**

Online searches are carried out on shortlisted candidates to identify potential safeguarding risks.

This includes reviewing publicly available social media and online presence.

Findings are documented and considered as part of the recruitment decision.

## **7. INTERVIEW PROCESS**

Interviews include structured safeguarding questions, scenario-based questioning, and behavioural assessments.

Candidates must demonstrate a clear understanding of safeguarding procedures and professional boundaries.

At least one panel member must hold safer recruitment training.

## **8. PRE-EMPLOYMENT CHECKS**

All successful candidates must undergo enhanced DBS checks including barred list.

Identity, right to work, qualifications, and references must be verified.

Additional checks may include prohibition checks and overseas criminal checks where applicable.

## **9. REFERENCES**

A minimum of two references must be obtained and scrutinised.

References must include information about the candidate's suitability to work with children.

Any concerns must be followed up prior to appointment.

## **10. SINGLE CENTRAL RECORD**

Impact maintains a live Single Central Record (SCR) documenting all required checks.

The SCR is regularly audited and must be inspection-ready at all times.

## **11. INDUCTION**

All new staff receive a safeguarding-focused induction including KCSIE, Code of Conduct, and DSL procedures.

Staff must confirm understanding before commencing unsupervised work with pupils.

## **12. ONGOING MONITORING**

Staff suitability is continuously monitored through supervision, safeguarding culture, and low-level concern reporting.

Concerns are recorded and reviewed to ensure early intervention.

## **13. ALLEGATIONS AND LOW LEVEL CONCERNS**

All allegations are managed in line with safeguarding procedures and referred to the LADO where required.

Low-level concerns are recorded, monitored, and addressed proactively.

## **14. DISCIPLINARY ACTION**

Failure to adhere to safer recruitment or safeguarding standards may result in disciplinary action including dismissal.

Serious concerns may be referred to external agencies including the DBS and police.

# APPENDICES

## SCR FULL FORMAT

Name	Role	DBS	Barred	ID	Quals	RTW	Refs	Start

## RISK ASSESSMENT TEMPLATE

Risk	Concern	Controls	Decision	Signed