SAFER RECRUITMENT POLICY

EFFECTIVE: SEPTEMBER 2026 | REVIEW: SEPTEMBER 2027

SAFE PEOPLE • POSITIVE PATHWAYS • COMPLIANT PRACTICE | Impact Alternative Learning - commissioned alternative provision.

1 PLANNING AND JOB ADVERTS

- For every role define child contact, regulated activity status, supervision, safeguarding duties and suitability requirements before advertising.
- Adverts, person specifications and candidate packs reflect child safeguarding and safer-recruitment commitments.

2 APPLICATION AND SHORTLISTING

- Require consistent applications, work history, references, reasons for gaps and declarations appropriate to lawful processes.
- Shortlist consistently against objective role criteria; investigate gaps and inconsistencies rather than simply noting them.

3 INTERVIEW AND ONLINE CHECKS

- Use role-related safeguarding questions and record interview notes. Conduct online searches of shortlisted candidates where appropriate, proportionate and consistent with KCSIE.
- Inform candidates of lawful vetting arrangements and provide an opportunity to respond to relevant findings.

4 REFERENCES AND IDENTITY

- Obtain appropriate references, including most recent employment where relevant, check identity and eligibility to work; clarify ambiguous references directly.
- Do not rely only on testimonials or unverified personal referrals.

5 DBS AND BARRED-LIST ELIGIBILITY

- Determine lawful eligibility for enhanced DBS and children's barred-list information based on role and regulated activity. Do not request checks an individual is not legally eligible for.
- Record original verification, certificate details where lawful, date, reviewer and risk decisions; do not routinely retain copies longer than necessary.

6 MANAGEMENT AND SECTION 128

- For positions where legally applicable, check section 128 directions and other prohibitions / restrictions relevant to teaching or management of independent schools.
- Ensure the register of checks accurately distinguishes AP requirements from those which become mandatory if/when registered as an independent school.

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7 SINGLE CENTRAL RECORD AND DEPLOYMENT

- Keep a controlled single central record/checks matrix containing date, person, role, check type and verifier. Review before deployment and audit termly.
- No adult may begin unsupervised work with children unless mandatory checks are complete. Any legally permissible supervised pending-check arrangement requires recorded risk controls.

8 AGENCY STAFF, VOLUNTEERS AND CONTRACTORS

- Receive written assurance of checks from supplying agencies and verify identity on arrival. Determine volunteer and contractor checks by actual contact, supervision and role.
- Maintain site sign-in, induction and direct supervision appropriate to risk; do not mistake a badge or agency assertion for adequate safeguarding assurance.

9 INDUCTION AND ONGOING SUITABILITY

- All adults read KCSIE Part One in full where relevant to roles and receive safeguarding, low-level concern, allegation, code of conduct and data security induction.
- Reassess suitability if a concern arises; manage disciplinary, safeguarding, DBS referral and LADO duties as applicable. Keep decisions confidential and auditable.

10 AUDIT AND APPROVAL

- Principal reviews recruitment files against SCR, missing evidence and periodic suitability checks; safeguarding governor samples processes.
- Only approved personnel may authorise appointment and sign off file completion.

11 APPLICATION DECLARATIONS AND EQUAL TREATMENT

- Job applications seek full work history and relevant disclosures in accordance with law; consider convictions fairly and do not blanket exclude unrelated protected history.
- Document safeguarding criteria and decision-making for appointment and disciplinary risk.

12 OVERSEAS WORKERS AND PROFESSIONAL CHECKS

- Check overseas criminal record / professional history information where required and reasonably available, and relevant qualifications for regulated occupations.
- Where information cannot be obtained, record legal guidance and extra suitability measures rather than silently marking checks complete.

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13 SUITABILITY ISSUES AND APPOINTMENT DECISIONS

- Any adverse information is assessed by appropriate leaders with written reasons, safeguarding considerations, role relevance and lawful restrictions.
- Consult DBS/LADO/police or relevant regulator if needed; record who approved the deployment decision.

14 STAFF FILES AND TRANSFER TO REAL EMPLOYMENT

- For each member of staff retain job description, application, verified references, identity, right-to-work, appropriate checks, induction, training and conduct declarations.
- Do not include medical details unnecessarily in the SCR. Protect files under retention policies.

15 SAFEGUARDING SUPERVISION AND VOLUNTEERS

- Where legally appropriate volunteers are supervised, document that supervision is regular, day-to-day, reasonable in all circumstances and never simply assumed.
- For contractors and agency staff, check specific responsibilities for instruction, identity, barred-list eligibility and physical access to children.

16 DBS REFERRAL AND MANAGING ALLEGATIONS

- Consider legal duty to refer to DBS when an individual is removed from regulated activity (or would have been) for relevant harm/risk criteria.
- Meet LADO, police and other referral obligations; protect confidentiality and prevent reappointment where prohibited.

17 LINKED STATUTORY AND DFE GUIDANCE

- Keeping Children Safe in Education 2026 (in force 1 September 2026); DfE Non-school alternative provision voluntary national standards (August 2025; non-statutory) This policy is a provider operational policy; the primary guidance and any commissioner requirements take precedence where applicable.

18 POLICY OWNERSHIP AND REVIEW

- Policy owner: Kate Willis, Principal and Proprietor. Effective date: September 2026. Next review: September 2027, or sooner if legislation, safeguarding guidance, commissioning requirements or provision changes.
- The Principal manages implementation and policy review, with governance oversight where appropriate; relevant staff are informed of updates and confirm understanding.