



**NEXT  
GEN  
TEACHING**

**Empower through Education**

# Safer Recruitment Policy

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# 1 | Policy Statement

A Safer Recruitment Policy is essential to ensure that all staff, volunteers, and consultants are thoroughly vetted to safeguard students, participants and other vulnerable individuals.

This policy sets out the framework for ensuring that recruitment practices within the organisation meet the standards required, to safeguard participants and students, particularly vulnerable individuals. The organisation is committed to promoting the welfare of children, young people, and adults and expects all staff, consultants and volunteers to share this commitment.

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## 2 | Scope

This policy applies to:

- All employees, including full-time, part-time, and temporary staff.
  - Consultants
  - Industry Expert Advisors
  - Volunteers
  - Governors, trustees, and other board members.
  - Anyone engaged in providing services on behalf of the organisation.
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## 3 | Core Principles

- Ensure that the organisation recruits individuals who are suitable to work with children, young people, and vulnerable adults.
  - Comply with all relevant legislation and guidance, including the Keeping Children Safe in Education (KCSIE, 2024) and the Safeguarding Vulnerable Groups Act.
  - Minimise the risk of hiring individuals who pose a risk to children, or vulnerable adults.
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## 4 | Legal Framework

- The Children Act (1989 and 2004)
  - The Education Act (2002)
  - Keeping Children Safe in Education (KCSIE, 2024)
  - The Safeguarding Vulnerable Groups Act (2006)
  - The Equality Act (2010)
  - The Data Protection Act (2018)
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## 5 | Recruitment and Selection Procedure

### 5.1. Pre-Recruitment Planning

Before initiating the recruitment process, the following steps will be taken:

- A detailed job description and person specification will be prepared, clearly stating the responsibilities related to safeguarding.
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- A statement about the organisation's commitment to safeguarding will be included in all job advertisements.

## 5.2. Job Advertising

All job advertisements will:

- Clearly state that the post is subject to an Enhanced Disclosure and Barring Service (DBS) check.
- Mention that safeguarding children, young people, and vulnerable adults is a priority.
- Specify that employment is conditional upon satisfactory reference checks.

## 5.3. Application Form

The application form will:

- Include a section for applicants to provide a full employment history, including explanations for any gaps in employment.
- Ask for details of referees, including one from the applicant's current or most recent employer.
- Include a declaration requiring applicants to disclose any criminal convictions or pending investigations.

## 5.4. Shortlisting

When shortlisting candidates:

- At least two members of staff, who are suitable in their job role and experience, will be involved.
- Candidates will be assessed against the job description and person specification, with attention to safeguarding-related criteria.

## 5.5. Interviews

The interview process will include:

- A panel interview with at least two individuals.
- Safeguarding-related questions to assess the candidate's knowledge, attitudes, and experience in protecting children, young people and vulnerable adults.
- A discussion on any gaps in employment and clarification of any discrepancies in the application form.

## 5.6. Pre-Employment Checks

Before making an offer of employment, the organisation will carry out the following checks:

- [Pre-Hire Clearance - Rapid onboarding check through PeopleCheck](#). PeopleCheck is a DBS umbrella body company, registered with Gov.uk as a recognised provider for DBS. The pre-hire clearance includes:
  - Digital ID Validation
  - FaceMatch
  - UK Right to Work
  - 5-year Address History
  - Basic Disclosures and Barring Services (DBS) check
  - UK Financial Check; County Court Judgement Orders (CCJ's), Insolvencies and Bankruptcies
  - Global Sanction; Including Politically Exposed Persons (PEP's) and thousands of "Adverse Lists"
- Two references, one of which must be from the current or most recent employer, and will be verified.
- References will not be accepted from employers or individuals who have not worked with the applicant for more than 2 years

- Verification of qualifications and professional status, in relation to the required job description:
  - Qualified Teacher Status
  - Relevant degree qualification in line with the level of course
  - Relevant NPQ (e.g. NPQLTD/NPQH), relevant to role
- Confirmation, through application process, of fitness to work

#### 5.7. Prohibition from Teaching Checks

- For teaching positions, a prohibition check will be conducted, to ensure that the candidate is not prohibited from teaching by the Department for Education.
  - [Check a teacher's record](#)

#### 5.8. Individuals prohibited from managing or governing schools

- For positions on the Governing Body, the [Individuals prohibited from managing or governing schools list](#) will be checked before appointment

#### 5.9. Offer of Employment

- An offer of employment will be conditional until all pre-employment checks are completed satisfactorily.

#### 5.10 Appointment of Responsible Officer and Senior Officers

In line with the requirements of the Ofqual General Conditions of Recognition, the organisation follows a rigorous recruitment process to ensure the integrity, suitability, and accountability of individuals appointed as the Responsible Officer and other Senior Officers.

##### Responsible Officer

The Responsible Officer is a statutory role under Ofqual regulation and must be a senior individual with the authority to ensure full compliance with Ofqual's Conditions of Recognition.

Recruitment for this role includes:

- A robust application and interview process focused on regulatory understanding, decision-making authority, and ethical leadership.
- Enhanced background screening, including:
  - A detailed employment and regulatory history.
  - Financial checks (e.g. CCJs, bankruptcies).
  - A full criminal records check (Enhanced DBS).
  - Global sanctions and politically exposed persons (PEP) screening.
- An assessment of the candidate's understanding of Ofqual compliance and their capacity to represent the awarding organisation in regulatory matters.
- Board approval prior to final appointment.

The individual appointed must demonstrate high levels of personal and professional integrity, with no history that might bring the awarding organisation or the qualifications system into disrepute.

##### Senior Officers

Senior Officers, including directors, trustees, and executives involved in the management or governance of the organisation, are also subject to enhanced due diligence prior to appointment.

This includes:

- Declaration of any prior sanctions, criminal convictions, or misconduct.
- Professional reference verification covering at least the past two years.
- Confirmation that no individual is disqualified from acting as a company director or trustee.
- A structured interview process to evaluate suitability, leadership ethics, and regulatory awareness.

All Senior Officers must provide written confirmation of their willingness to uphold Ofqual's Conditions of Recognition and declare any conflicts of interest.

## 6 | Post-Recruitment Induction and Training

- All new employees and volunteers will undergo a safeguarding induction within their first month of employment, which includes training on the organisation's safeguarding policies and procedures.
- Staff members will receive regular safeguarding training and updates, at least annually, to ensure they remain aware of their responsibilities.

[See Next Gen Teaching Safeguarding Policy]

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## 7 | Single Central Record

The organisation will maintain a Single Central Record (SCR) of all staff, volunteers, and contractors, detailing the checks that have been carried out. The SCR will be updated regularly and audited annually to ensure compliance.

## 8 | Equal Opportunities

The organisation is committed to ensuring that recruitment decisions are made without discrimination on the grounds of race, gender, religion, age, disability, or sexual orientation, whilst maintaining the safeguarding requirements.

[See Next Gen Teaching Equal Opportunities Policy]

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## 9 | Whistle Blowing

Any concerns about the conduct of staff or volunteers in relation to safeguarding must be reported in accordance with the organisation's whistleblowing policy, contained in the Next Gen Teaching Safeguarding Policy.

## 10 | Policy Approval and Review

### Review

#### Annual Review

This Safer Recruitment Policy is subject to regular review to incorporate feedback from staff, students, and external reviewers and to stay aligned with evolving professional teaching standards.

#### Stakeholder Input



Engage stakeholders, including current participants, alumni, and teaching professionals, in the review process, to ensure the policy remains relevant and effective.

This Safer Recruitment Policy will be reviewed annually, or as required, to ensure it remains effective and relevant, to the requirements of certifications and qualifications provided by Next Gen Teaching.

### Approval

This Safer Recruitment Policy has been reviewed and approved by a minimum of two members of the Next Gen Teaching Governing Body and the Director of Next Gen Teaching.

### Signatures

			
<b>Name:</b>	Samantha Cuthbert	<b>Name:</b>	Ian Elliott
<b>Responsibility:</b>	Founder and Director	<b>Responsibility:</b>	Chair of Governors
			
<b>Name:</b>	Siobhan Brady	<b>Name:</b>	Helen Hemingway
<b>Responsibility:</b>	Governor	<b>Responsibility:</b>	Governor