



Safer Recruitment Policy

Effective from: April 2026

Review date: April 2027

Safeguarding and safer recruitment will be embedded in policy and practice throughout Bridge 2 Education and Employment. We will undergo internal audits to routinely inspect safer recruitment evidence — especially the **Single Central Record (SCR)** — to ensure safeguarding is ‘met’. We will also undergo regular Local Authority monitoring visits where they will also inspect safer recruitment processes and records.

Purpose

This section ensures that B2EE recruits and appoints staff, volunteers, governors, contractors, and proprietors safely, consistently, and in compliance with statutory guidance (KCSIE), the Independent School Standards (ISS), and Ofsted’s expectations under the 2025 EIF as well as the Alternative Provision standards August 2025.

Safer Recruitment Policy Requirements

Bridge 2 Education & Employment will maintain a **Safer Recruitment Policy** that:

- Is integrated with the wider **Safeguarding & Child Protection Policy**.
- Reflects statutory and regulatory requirements and is reviewed **at least annually**.
- Is applied to all appointments, including teaching, leadership, support staff, volunteers, governors, and proprietors.

Pre-Appointment Checks

All appointments must be subject to the following **pre-employment checks before an individual starts work** (as required under KCSIE and reinforced through ISS Part 4 suitability checks):

- **Identity verification** (photographic ID and date of birth).
- **Enhanced DBS check with children's barred list (where applicable)**.
- **Right to work in the UK** verification.
- **Professional qualifications** check (including QTS/TRA where relevant).
- **Prohibition from teaching check** for teaching roles.
- **Section 128 check** for leadership/management roles (including proprietors).
- **Overseas checks** for any employment or residence abroad (police or equivalent).
- **References** from at least two previous employers (one should be the most recent where applicable).
- Due diligence checks including **online/social media checks** on shortlisted candidates as part of vetting and professionalism checks (good practice and expected under statutory guidance).

All checks *must be documented* and dated.

Single Central Record (SCR)

B2EE will maintain an accurate, **up-to-date Single Central Record** that records all required checks for:

- Employees.
- Directors.
- Supply and agency staff (with written confirmation from agencies that required checks have been completed).
- Third-party contractors engaged in regulated activity.
- Volunteers in regulated activity (where appropriate).

Each SCR entry must show the **date checks were completed or certificates received** and be available for inspection.

Independent School Standards & Alternative Provision compliance: the SCR is a **statutory requirement** under Part 4 of the Independent School Standards (Suitability of Staff and Proprietors).

Recruitment Panels & Training

- At least **one member of every recruitment panel** will have completed **formal safer recruitment training**, refreshed regularly.
- Senior leaders responsible for appointments should also undertake such training.

- Recruitment panels must include someone with awareness of safeguarding and equality obligations.
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Interview & Selection Process

Recruitment decisions must be based on robust evidence gathered from:

- Application forms (not CVs alone).
- Written references obtained
- Structured interviews that include safeguarding scenario questions and professional integrity checks.
- Checks on gaps in employment history and explanations provided.

Job descriptions and person specifications *must include* clear responsibilities for safeguarding.

Induction & Ongoing Monitoring

All new staff must receive a **safeguarding induction** that covers:

- The organisation's safeguarding and child protection policies.
- Reporting procedures for concerns.
- Online safety expectations.
- Confirmation that the individual has read and understood Part 1 (and Annexes where required) of *KCSIE 2025*.

Bridge 2 Education & Employment will monitor staff suitability and performance, ensuring training is refreshed and any change in status (e.g., DBS, conduct concerns) is followed up promptly.

Agency, Supply & Third-Party Staff

When engaging staff via agencies or partners (e.g., tutors, work placement supervisors):

- Obtain **written confirmation** that all required safer recruitment checks have been completed to the same standard B2EE would apply.
 - Record this confirmation on the SCR with dates and verification evidence.
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Volunteers, Governors & Proprietors

- Volunteers who are in regulated activity contact with pupils must be appropriately checked however will not be left on their own without a member of staff from B2EE present.
 - All trustees, and Directors must undergo enhanced and prohibition/section 128 checks and be included on the SCR where appropriate.
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Quality Assurance & Audit

- Regularly **audit the SCR** to ensure accuracy and completeness.
 - Conduct periodic internal reviews of recruitment practices to ensure compliance with **KCSIE, ISS Part 4, and Ofsted EIF expectations & Alternative Provision standards.**
 - Document all audits and actions taken.
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Inspection Preparedness

- The SCR must be readily available and complete.
- Leaders must be able to demonstrate that safe recruitment processes were followed consistently and documented thoroughly.
- Evidence of training, induction, and monitoring should be available.

Policy Approval

Policy Owner: Bridge 2 Education and Employment

Approved by: Director of Operations

Date Approved: April 2026

Next Review Date: April 2027