

includEd Learning

Independent Specialist Education Provider



SAFER RECRUITMENT POLICY 2026

INCLUDED LEARNING CENTRE

The Head of Centre who has ultimate responsibility for safeguarding is: Noreen Khan
In their absence, the authorised member of staff is: Paul Dearden

Key Staff and Roles

Name	Role	Location and/or Contact Phone Number
Noreen Khan	Head of Centre Designated Safeguarding Lead	8 Alexandra Rd South Manchester M16 8ER 07380 292211
Paul Dearden	Deputy Head of Centre Deputy Designated Safeguarding Lead	8 Alexandra Rd South Manchester M16 8ER 07380 484818
Adeel Kean	Assistant Head - Pastoral Lead Deputy Designated Safeguarding Lead	8 Alexandra Rd South Manchester M16 8ER 07473 397346
Ann Hardy	SEND CO	8 Alexandra Rd South Manchester M16 8ER 07473 397283

Key Members of Advisory Panel

Jehangir Karim	Chair of Advisory Panel	07380 292211
Katrina Garg	Safeguarding Lead	07380 292211

Under the Public Sector Equality Duty, includEd Learning has due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; to advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. IncludEd Learning will take into account equality considerations when policies are being developed, adopted and implemented.

Essential Safeguarding Leads

CHILD PROTECTION AND SAFEGUARDING PROCEDURE

Our procedure if there is a concern about child welfare or safeguarding is:

Head of Centre/DSL: Noreen Khan

MSPRU - DSL/Pastoral Officer - 0161 696 7955

Children's Services Advice & Guidance Helpline/Referrals: 0161 234 5001

Early Help Hubs: North 0161 234 1973, Central 0161 234 1975, South 0161 234 1977

National Society for the Prevention of Cruelty to Children (NSPCC): 0808 800 5000

Local Authority (LA) Safeguarding in Education Team: 0161 245 7171

MANAGING ALLEGATIONS PROCEDURE

Our procedure if there is an allegation that an adult working or volunteering with children has harmed a child or that a child is at risk from an adult working or volunteering with children is :

Head of Centre: Noreen Khan

Chair of Advisory Panel: Jehangir Karim

LADO (sometimes referred to as the Designated Officer or DOLA): 0161 234 1214

NSPCC Whistleblowing Helpline: 08000 280 285

WHISTLEBLOWING PROCEDURE

Our Whistleblowing procedure if staff and volunteers are aware of poor or unsafe practice, a breach of the code of conduct, and or potential failings in our safeguarding regime internally or externally:

Head of Centre: Noreen Khan

Chair of Advisory Panel: Jehangir Karim

NSPCC Whistleblowing Helpline: 08000 280 285

KEEPING CHILDREN SAFE IN EDUCATION, PART 3 SAFER RECRUITMENT

We will adhere to the advice regarding all aspects of safer recruitment, including pre-employment checks and DBS checks as detailed the documents below:

[Keeping Children Safe in Education](#)

See Factual Note on regulated Activity in Relation to Children

[Factual Note on Regulated Activity in Relation to Children](#)

Introduction

IncludEd Learning will continue to operate a safe recruitment, selection and staff induction policy, in order to deter, reject, or identify people who are not suitable for the role concerned, to work at IncludEd Learning, to work with children or to work in a special educational environment.

Recruitment and Selection Process

The recruitment steps outlined below are based on part 3 of Keeping Children Safe in Education (KCSIE)_2026.

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

Advertising

When advertising roles, we will make clear:

- Our school's commitment to safeguarding and promoting the welfare of children
- That safeguarding checks will be undertaken
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account

Application Forms

Our application forms will:

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- Include a copy of, or link to, our child protection and safeguarding policy and our policy on the employment of ex-offenders

Shortlisting

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns
- Once we have shortlisted candidates, we will ask shortlisted candidates to:
- Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage.

The information we may ask for includes:

- If they have a criminal history
- Whether they are included on the barred list
- Whether they are prohibited from teaching
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
- Any relevant overseas information
- If they are known to the policy and children's local authority social care and
- If they have been disqualified from providing childcare
- Sign a declaration confirming the information they have provided is true

We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process.

Seeking References and Checking Employment History

We will obtain references before the interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

- Not accept open references (for example, "To whom it may concern")
- Not rely on applicants to obtain their reference
- Liaise directly with referees and verify any information contained within references with the referees

- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children. If the applicant has never worked with children, then ensure a reference is from their current employer
- Ensure electronic references originate from a legitimate source
- Contact referees to clarify where information is vague or insufficient information is provided
- Establish the reason for the applicant leaving their current or most recent post, and ensure any concerns are resolved satisfactorily before appointment is confirmed
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed

Interview and Selection

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- Explore any potential areas of concern to determine the candidate's suitability to work with children
- Record all information considered and decisions made

Pre-Appointment Vetting Checks

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New Staff

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken
- Obtain a separate barred list check:
- For newly appointed staff or volunteers if they will start work in regulated activity before the DBS certificate is available
- Where an individual has worked in a post in a school or college that brought them into regular contact with children or young persons which ended not more than three months prior to their appointment to the school
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include, where available:
- For all staff, including teaching positions: [criminal records checks for overseas applicants](#)
- For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to teach
- Check that candidates taking up a management position* are not subject to a prohibition from management (section 128) direction made by the secretary of state

*Management positions are most likely to include, but are not limited to, headteachers, principals and deputy/assistant headteachers.

Regulated activity means a person who will be:

- Responsible, on a frequent basis in a school or college, for teaching, training instructing, caring for or supervising children, providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children, or
- Engaging in intimate or personal care or healthcare or any overnight activity, even if this happens only once

The above applies to both paid staff and volunteers.

Existing Staff and Volunteers

In certain circumstances we will carry out all the relevant checks on existing staff or volunteers as if the individual was a new member of staff or a new volunteer. These circumstances are when:

- There are concerns about an existing member of staff's or the volunteer's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in [relevant conduct](#); or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or
- We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

This duty applies equally to paid staff and volunteers where they were engaged in regulated activity.

Agency and Third-Party Staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors, or request to see the certificate if the self-employed person has obtained their own check and ensure that it is at the level required by the school.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

Trainee/Student Teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

Volunteers

We will:

- Never allow an unchecked volunteer to work in regulated activity, or leave them unsupervised
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity

- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment

The chair of the board will have their DBS check countersigned by the secretary of state.

All proprietors, advisory panel members will also have the following checks:

- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

The chair of the board will have their DBS check countersigned by the secretary of state.

Staff Working in Alternative Provision Settings

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

Adults Who Supervise Pupils on Work Experience

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

Pupils Staying with Host Families

Where the school makes arrangements for pupils to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), we will request enhanced DBS checks with barred list information on those people.

Where the school is organising such hosting arrangements overseas and host families cannot be checked in the same way, we will work with our partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

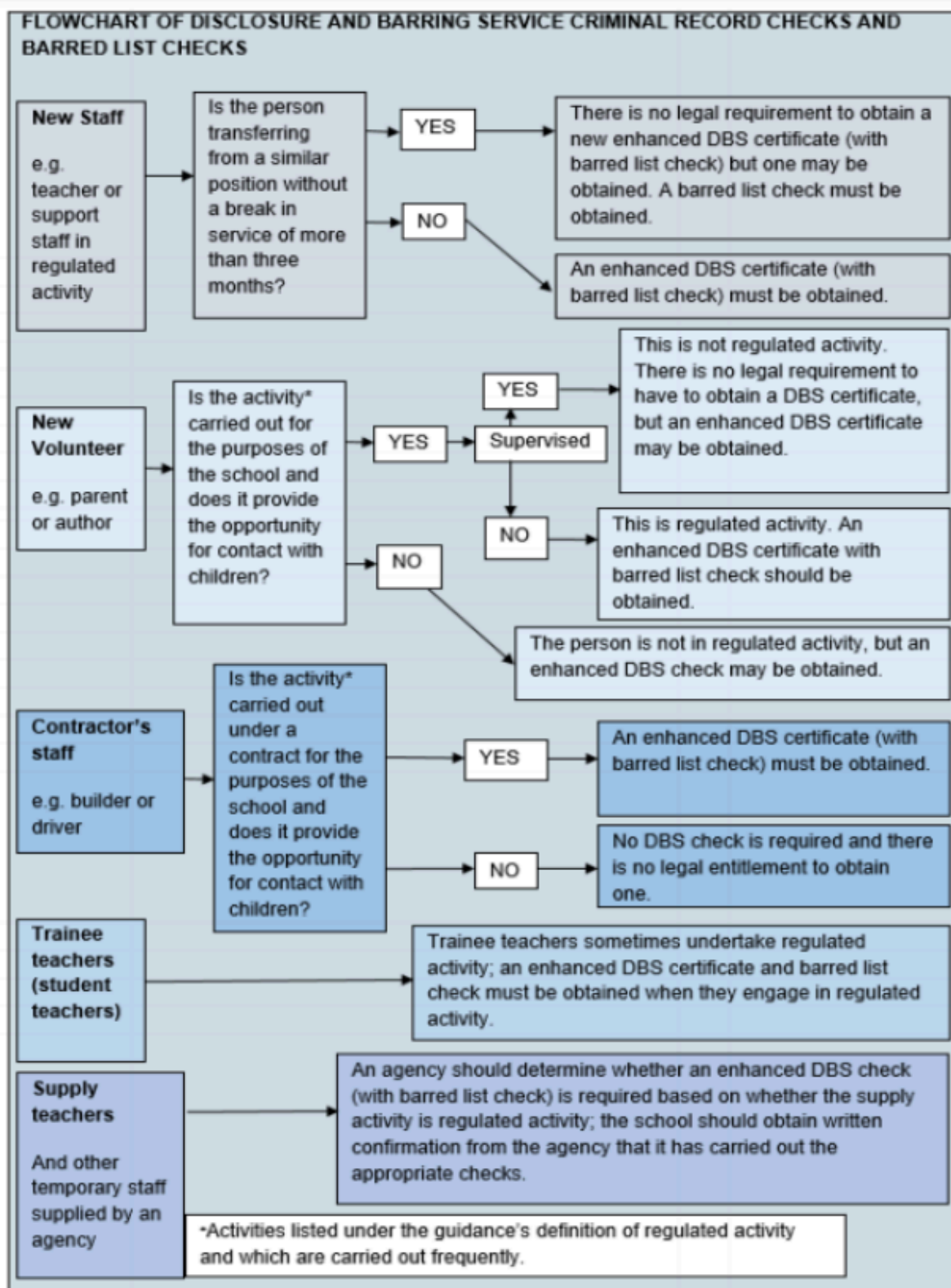
Monitoring the Effectiveness of this Policy

Date of Adoption: September 2026
Date of Review: September 2027

→ Appendix 1: Recruitment Checklist

Policy and Procedure	In Place	Not in Place	In Progress	Notes
Safer Recruitment Policy updated and monitored on a regular basis	✓			
Consistency in recruitment procedures applied to all categories of employment	✓			
Use of application Form	✓			
Use of Job Description & Person Specification	✓			
Referees asked to specifically comment on suitability of applicant	✓			
Two written references taken up	✓			
One member of panel to examine references prior to interview	✓			
References followed up by a telephone reference	✓			
References to be obtained for volunteers/supply/agency staff	✓			
Questions asked on applicants child protection awareness	✓			
Explanation of gaps in employment	✓			
Proof of identity sought – originals not copies	✓			
Academic qualification checked – originals not copies	✓			
Medical clearance prior to employment	✓			
No employment until DBS Certificate has been completed and original disclosure received	✓			
Above checks applied as appropriate to Overseas staff, supply/agency staff/gap/volunteers	✓			
Panel interviews undertaken	✓		✓	Panel Interviews for Support staff, some panel interviews for Teaching staff.
Formal induction programme undertaken	✓			
Child Protection training / issue of Child Protection policy, Code of Conduct and Part One of KCSIE to new employee	✓			

→ Appendix 2: DBS Flowchart



→ Appendix 3: Appointment Checklist

Appointment Checklist for New Staff

Name of Employee	
Job Title	
Department	
Start Date	
End Date (if applicable)	

PROOF OF ELIGIBILITY AT INTERVIEW STAGE	Completed Signature	Date/Comment
Application Form		
Confidential Disclosure Form		
Applicant Monitoring Form		
CV		
ID checked and copied		
Qualifications checked and copied		
1st reference received		
2nd reference received		
DBS application completed & checked		
JOB OFFER DOCUMENTATION ISSUED	Completed Signature	Date/Comment
Letter of appointment		
Contract of employment signed		
DBS form (if not completed at interview)		
Health questionnaire		
Pension Explanatory Notes		
Job Description signed		
Staff contact form		
Acceptable Use Policy		

HR COMPLIANCE CHECKS	Completed Signature	Date/Comment
DBS posted for processing		
DBS disclosure received and logged		
Overseas certificate of good conduct received		
List 99 check completed		
Prohibition check completed		
Risk assessment completed (if applicable)		
Signed offer/contract received		
Health questionnaire received		
Disqualification disclaimer received (if applicable)		
References verified by phone		
Child Protection training certificate received		
Prevent training certificate received		
Induction pack issued		

→ Appendix 4: Useful Links

1. [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-on-the-rehabilitation-of-offenders-act-1974-and-the-exceptions-order-1975)
2. [DBS filtering guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db-filtering-guide)
3. [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-on-the-rehabilitation-of-offenders-act-1974-and-the-exceptions-order-1975)
4. [FAQs: How to carry out KCSiE online checks | Education Law](https://www.gov.uk/guidance/faqs-how-to-carry-out-kcsie-online-checks)
5. [How to prove and verify someone's identity - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/how-to-prove-and-verify-someones-identity)
6. DBS checks – see KCSiE p63 [Keeping children safe in education 2023 - GOV.UK](https://www.gov.uk/guidance/keeping-children-safe-in-education-2023)
7. [Checking a job applicant's right to work - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/checking-a-job-applicants-right-to-work)
8. [Criminal records checks for overseas applicants - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/criminal-records-checks-for-overseas-applicants)
9. [Regulated professions database - European Commission \(europa.eu\)](https://ec.europa.eu/eurostat/tgm/table.do?tab=table&init=1&language=en&code=sdg-8.4.1)
10. <https://cpq.ecctis.com/>
11. [Recruit teachers from overseas - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/recruit-teachers-from-overseas)
12. [Qualified teacher status \(QTS\): qualify to teach in England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/qualified-teacher-status-qts-qualify-to-teach-in-england)
13. [The Childcare \(Disqualification\) and Childcare \(Early Years Provision Free of Charge\) \(Extended Entitlement\) \(Amendment\) Regulations 2018 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/2018/1100/contents/make)
14. [Disqualification under the Childcare Act 2006 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/disqualification-under-the-childcare-act-2006)
15. [Regulated activity in relation to children.pdf](#)
16. [Keeping children safe in education 2023.pdf](#)
17. [Children Act 1989: private fostering - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/children-act-1989-private-fostering)
18. [DBS barring referral guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db-barring-referral-guidance)
19. [Making barring referrals to the DBS - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs)
20. [Teacher misconduct: referring a case - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/teacher-misconduct-referring-a-case)