

# The Ace Academy

## *Safer Recruitment in Education Policy*

---

### 1. Policy Statement

The Ace Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers, and contractors to share this commitment. Our safer recruitment policy ensures that all individuals working with or on behalf of The Ace Academy are suitable to do so and do not pose a risk to the safety or well-being of students. This policy outlines our approach to recruiting staff and volunteers safely and in line with statutory guidance, including *Keeping Children Safe in Education (KCSIE)* and the *Education Act 2002*.

---

### 2. Scope

This policy applies to:

- All permanent and temporary staff
  - Volunteers and mentors
  - Contractors and agency workers
  - Trustees and governors
  - Any individual working with students in any capacity, including outreach and 1:1 mentoring
- 

### 3. Aims

- To ensure all recruitment practices prioritise the safety and welfare of children.
  - To deter, identify, and reject individuals who may pose a risk to children.
  - To ensure compliance with legal and regulatory requirements.
  - To promote a culture of vigilance and accountability in recruitment.
- 

### 4. Key Principles

- **Child-Centred:** The safety of children is paramount in all recruitment decisions.
  - **Transparency:** Recruitment processes are open, fair, and consistent.
  - **Rigour:** All applicants are subject to thorough vetting and background checks.
  - **Confidentiality:** All information is handled securely and in accordance with data protection laws.
- 

### 5. Recruitment and Selection Procedure

#### 5.1. Planning and Advertising

- All job descriptions include a clear statement about safeguarding responsibilities.
- Person specifications outline essential safeguarding competencies.
- Adverts include a safeguarding statement and reference to the requirement for an enhanced DBS check.

#### 5.2. Application Process

- All applicants must complete a standard application form (CVs alone are not accepted).
- The application form includes:
  - Full employment history with explanations for any gaps
  - Declaration of any criminal convictions or investigations
  - Agreement to undergo vetting checks

### 5.3. Shortlisting

- Applications are reviewed by at least two trained staff members.
- Incomplete applications or those with unexplained gaps may be rejected.
- Shortlisted candidates are informed of the next steps and required documentation.

### 5.4. Interviews

- Interviews are conducted by at least two trained panel members.
- Questions assess both professional competence and safeguarding awareness.
- Candidates are asked about:
  - Their understanding of safeguarding
  - Their motivation to work with children
  - Any concerns or gaps in employment history

---

## 6. Pre-Employment Checks

Before any appointment is confirmed, the following checks are completed:

Check	Requirement
Enhanced DBS with Barred List	Mandatory for all roles involving regulated activity
Identity Verification	Passport, driving licence, or official ID
Right to Work in the UK	Passport, visa, or other legal documentation
Qualifications	Verified where relevant to the role
References	Minimum of two, including most recent employer
Employment History	Full history with explanations for any gaps
Medical Fitness	Declaration of fitness to work
Prohibition from Teaching	Checked for teaching roles via the Teaching Regulation Agency
Overseas Checks	Required for applicants who have lived or worked abroad

---

## 7. Induction and Training

- All new staff receive a comprehensive induction, including:
  - Safeguarding and child protection training
  - Code of conduct
  - Whistleblowing procedures
  - Health and safety protocols
- Staff are required to read and understand *Keeping Children Safe in Education (Part 1)*.
- Ongoing safeguarding training is provided annually.

---

## 8. Volunteers and Contractors

- Volunteers undergo a risk assessment to determine the level of supervision and checks required.
- Regular volunteers are subject to the same checks as staff.
- Contractors working directly with students must provide evidence of DBS clearance.
- All visitors and contractors are supervised unless checks have been completed.

---

## 9. Single Central Record (SCR)

- The Ace Academy maintains a Single Central Record of all staff, volunteers, and contractors.
- The SCR includes:

- Identity checks
    - DBS details
    - Right to work
    - Qualifications
    - References
    - Prohibition checks
  - The SCR is reviewed and updated regularly by the DSL and HR Lead.
- 

#### **10. Allegations and Concerns**

- Any concerns about an applicant or staff member are reported to the Designated Safeguarding Lead (DSL).
  - Allegations are managed in line with the *Managing Allegations Against Staff* policy.
  - The Local Authority Designated Officer (LADO) is consulted where appropriate.
- 

#### **11. Monitoring and Review**

- Recruitment processes are audited annually.
  - This policy is reviewed annually or following changes in legislation or guidance.
  - Feedback from staff and applicants is used to improve recruitment practices.
- 

#### **12. Related Policies**


- Safeguarding and Child Protection Policy
  - Whistleblowing Policy
  - Code of Conduct
  - Equality and Diversity Policy
  - Data Protection Policy
- 


#### **13. Contact Information**

For queries or concerns related to recruitment or safeguarding, please contact:

**Aaron Shelton**

**Designated Safeguarding Lead (DSL)**

 Phone: 07305949506

 Email: [ashelton@theaceacademy.co.uk](mailto:ashelton@theaceacademy.co.uk)

 Website: [www.theaceacademy.co.uk](http://www.theaceacademy.co.uk)

---