




Safer Recruitment Policy

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Policy Approval

Approval Required:	Please Check		Annual Review Required:	Please Check	
	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Approval Panel:	Shane Carter				
Approved By:	Name		Signature		Date
	Shane Carter				01/09/2025
Policy Review Date:	August 2026				
Policy Writer/s:	Shane Carter				

Purpose

Shape Academy is committed to safeguarding and promoting the welfare of all learners in its care. The Company expects all employees, contractors, and volunteers to share this commitment. This policy overlaps with the following company policies:

- Recruitment and selection
- Policy on giving references
- Policy on requesting references

Aims and objectives

The aim of the Safer Recruitment policy is to:

- Ensure the best possible staff are recruited based on their merits, abilities, and suitability for the position.
- Ensure job applicants are considered equally and consistently.
- Ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex, or sexual orientation, marital or civil partner status, disability, or age
- Ensure compliance with all relevant legislation, recommendations, and guidance, including the statutory guidance
- Provide guidance on the documents and process to be followed.

The Management team are responsible for ensuring that Shape Academy follows recruitment procedures that help to deter, reject, or identify people who might abuse children whether through volunteer or paid employment. All recruitment panels will have at least one member who has completed Safer Recruitment training.

Shape Academy endeavours to ensure that we do our utmost to employ 'safe' staff by following the guidance in 'Keeping Children Safe in Education 2022' together with the local authority and the organisation's individual procedures.

Requirement of applicants

Safer recruitment means that all applicants will:

complete an application form

- provide two referees, including at least one who can comment on the applicant's suitability to work with children
- provide evidence of identity and qualifications
- be checked through and registered with the Disclosure and Barring Service as appropriate to their role, (for more information Gov.uk)

All new members of staff will undergo an induction that includes familiarisation with the child/adult protection policy and identification of their own safeguarding training needs. All staff sign to confirm they

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have received a copy of the child/adult protection policy.

Both the Safeguarding Team and Team Managers are alerted of any DBS that have passed or failed by the HR Department.

For most appointments, an enhanced DBS check with barred list information will be required as the majority of staff will be engaging in regulated activity. A person will be considered to be in 'regulated activity' if as a result of their work they:

- will be responsible, on a regular basis, in a school or college, for teaching, training, instructing, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- engage in intimate or personal care or overnight activity, even if this only happens once.

Self-disclosure form

As part of our duty to safeguard and promote the welfare of our Learners and staff, and in particular children and vulnerable adults, all staff are required to complete an Annual Self Declaration form in August. It is the employee's responsibility as an employee to notify the HR Department of any convictions that occur as soon as they arise.

Single central record

In addition to Hi Bob, Shape Academy have a single central record covering all members of staff:

The information recorded for all staff includes the following information:

- an identity check;
- a barred list check;
- an enhanced DBS check/certificate;
- a check of professional qualifications; and
- a check to establish the person's right to work in the United Kingdom.
mandatory training – safeguarding, Prevent, Channel, Keeping Children Safe in Education

Shape Academy recognise that we have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult; where the harm test is satisfied in respect of that individual; where the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that individual has committed a listed relevant offence; and that individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. Referrals should be made as soon as possible after the resignation or removal of the individual. Guidance on referrals can be found on GOV.UK.

Allegations of abuse made against members of Cinders Training staff or an employer

Any allegation made against a member of staff, or another learner will be treated seriously and investigated immediately. A SDSL will report to the Directors and appropriate action will be taken to safeguard the welfare of the child/young person, adult at risk or any others who it may affect. If necessary, Children's

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social care and the Police may have to be notified.

This is about managing cases of allegations that might indicate a person will pose a risk of harm if they continue to work in regular or close contact with children, young people (and in some cases adults at risk) in their present position, or in any capacity. It should be used in respect of all cases in which it is alleged that a member of Shape Academy staff has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

Employers have a duty of care to their employees. They should ensure they provide effective support for anyone facing an allegation and provide the employee with a named contact if they are suspended. It is essential that any allegation of abuse made against a member of staff is dealt with very quickly, in a fair and consistent way that provides effective protection for the child/young person and at the same time supports the person who is the subject of the allegation.

Allegations of abuse from a staff member towards any learner should be reported to the Senior Designated Safeguarding Lead as soon as possible, who will then inform the Directors. The Senior Designated Safeguarding Lead will follow the guidelines set out in

Whistleblowing

All staff should feel able to raise concerns about poor or unsafe practice and potential failures in Shape Academy safeguarding regime and know that such concerns will be taken seriously by the Senior Designated Safeguarding Lead.

Appropriate whistleblowing procedures which are reflected in staff training and behaviour policies and these concerns should be brought to the attention of the Senior Designated Safeguarding Lead.

Where a staff member feels unable to raise an issue within Shape Academy or feels that their genuine concerns are not being address, other whistleblowing channels may be open to them.

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