



BRIGHTFIELD
— A C A D E M Y —

Inclusion. Choice. Growth.

Safer Recruitment



Inclusion.



Choice.



Growth.

N. Larcombe
March 2026



Safer Recruitment Policy

Brightfield Academy

Policy Owner: Head of Provision

Approved by: Directors of Brightfield Academy

Date Adopted: March 2026

Review Cycle: Bi-Annually (or until change in legislation/best practise)

Next Review: September 2026

1. Policy Statement

The Brightfield Academy is committed to safeguarding and promoting the welfare of children and young people.

We recognise that:

Some individuals may seek to work with children in order to harm them.

For this reason, Brightfield operates a **robust safer recruitment process** to ensure that:

all staff and volunteers are suitable to work with children

safeguarding is central to all recruitment decisions

risks are identified and mitigated at every stage

This policy aligns with:

Keeping Children Safe in Education (KCSIE)

The Safeguarding Vulnerable Groups Act 2006

The Rehabilitation of Offenders Act 1974

2. Scope

This policy applies to:

all staff (paid and unpaid)

volunteers

agency workers

contractors and visitors working with learners

3. Principles of Safer Recruitment

Brightfield Academy will ensure that:

- safeguarding is embedded throughout recruitment
- all roles include safeguarding responsibilities
- checks are thorough, consistent and recorded
- decisions are evidence-based and risk assessed

4. Recruitment Process

Brightfield follows a structured safer recruitment process.

Stage 1 – Advertising Roles

Vacancies are advertised clearly and include:

- job description

- person specification

- safeguarding responsibilities

- requirement for DBS and vetting checks

Candidates are informed that:

- safeguarding is central to the role and checks will be carried out.

Stage 2 – Application

Candidates submit:

- CV (initial stage)

- completed application form

The application form requires:

- full employment history

- explanation of gaps in employment

- safeguarding suitability

A **Self-Disclosure Form** (Appendix A) is also completed.

Stage 3 – Shortlisting

Applications are reviewed against:

- person specification

- safeguarding suitability

- experience working with children

Any concerns or inconsistencies are noted and explored further.

Stage 4 – References

A minimum of **two references** are requested prior to appointment.

Referees are asked about:

- suitability to work with children

- safeguarding knowledge and practice

- any concerns regarding behaviour

Brightfield will:

- verify references

- follow up discrepancies

- ensure consistency with application and interview.

Stage 5 – Interview

Shortlisted candidates attend an interview.

Interviews:

are conducted by at least two trained staff

include safeguarding and scenario-based questions

assess attitudes towards child protection

Candidates are reminded of Brightfield's safeguarding expectations.

Stage 6 – Pre-Employment Checks

Before appointment, candidates must provide:

proof of identity (photo ID)

original qualification certificates

right to work documentation

Stage 7 – DBS and Vetting Checks

All staff must undergo:

Enhanced DBS check with children's barred list

Additional checks include:

prohibition from teaching (where applicable)

disqualification from working with children

overseas checks (where relevant)

Where DBS checks cannot be obtained (e.g. overseas candidates):

alternative vetting checks will be completed

additional references will be requested

a risk assessment will be undertaken

Stage 8 – Trial Period

Candidates may undertake:

a supervised trial session or observation day

This allows Brightfield to assess:

interaction with learners

professionalism

safeguarding awareness

No formal offer is confirmed until checks are complete.

Stage 9 – Induction

All new staff complete a structured induction, including:

safeguarding and child protection

health and safety

behaviour expectations

code of conduct

Staff must confirm they have read and understood key policies.

Stage 10 – Probationary Period

New staff will complete a probationary period during which:
performance is monitored
safeguarding practice is reviewed
suitability is assessed

5. Training and Ongoing Supervision

All staff must:

- complete safeguarding training (minimum Level 2)
- maintain up-to-date knowledge
- participate in ongoing supervision

Designated Safeguarding Leads must hold **Level 3 training**.

Regular supervision ensures:

- safeguarding remains a priority
- concerns can be raised early
- practice is continually improved

6. Vetting, Disclosure and Risk Assessment

Where a candidate discloses a conviction or concern:

a risk assessment will be carried out (Appendix B)

decisions are made on a **case-by-case basis**

Factors considered include:

- nature and seriousness of offence
- relevance to role
- time elapsed
- evidence of change
- risk to learners

All decisions are:

- documented
- justified
- stored securely

7. Confidentiality

Information relating to disclosures is:

- treated as confidential
- shared only with those who need to know
- stored securely in line with data protection legislation

8. Record Keeping

Brightfield will maintain a **Single Central Record (SCR)** including:

identity checks

DBS details

qualifications

right to work

recruitment decisions

DBS certificates are not stored beyond required periods.

9. Agency Staff and Visitors

Brightfield ensures that:

agency staff have undergone appropriate checks

written confirmation is received from agencies

identification is verified on arrival

Visitors are:

supervised where appropriate

not left alone with learners unless fully vetted

10. Safeguarding Culture

Brightfield Academy promotes a culture where:

safeguarding is everyone's responsibility

concerns are raised without delay

staff feel supported to report issues

11. Monitoring and Review

This policy will be:

reviewed annually

updated in line with legislation

monitored through recruitment practice

Approval

Approved by:

Directors – The Brightfield Academy

Date: March 2026



BRIGHTFIELD ACADEMY

Self-Disclosure Form (Confidential)

"Safeguarding begins with honesty, transparency, and trust."

IMPORTANT INFORMATION

This role involves working with children and young people. As part of Brightfield Academy's safer recruitment process, you are required to complete this confidential self-disclosure form.

All information will be treated in strict confidence and processed in accordance with the Data Protection Act 2018.

CANDIDATE DETAILS

Full Name: _____

Previous Name(s) (with dates): _____

Address History (last 5 years): _____

Telephone Number: _____ Date of Birth: _____

SAFEGUARDING DECLARATIONS

Have you ever been known to Children's Services or the Police as a risk or potential risk to children? YES ☐ NO ☐

Details: _____

Have you been subject to any investigation relating to your behaviour towards children? YES ☐ NO ☐

Details: _____

Have you ever been dismissed due to behaviour towards children? YES ☐ NO ☐

Details: _____

Do you have any unspent convictions in the UK or overseas? YES ☐ NO ☐

Details: _____

DECLARATION

I confirm that the information provided is accurate and complete.
I understand this information will be used for safeguarding purposes.

Signature: _____ Date: _____

Risk Assessment Procedures (Disclosure & Vetting)

“Every decision is made with the safety of learners at its heart.”

1. Purpose

Where a disclosure or concern arises during the recruitment process, The Brightfield Academy will undertake a **structured, fair and evidence-based risk assessment**.

This process ensures that:

- safeguarding remains the primary consideration
- decisions are consistent, transparent and justifiable
- applicants are treated with dignity and respect

2. Gathering Information

The Brightfield Academy will approach all disclosures with **sensitivity, professionalism and empathy**, recognising that such discussions may be difficult for applicants.

We will:

- take all reasonable steps to gather relevant and proportionate information
- ensure a second member of staff is present during discussions to support and record
- plan questions in advance to maintain a clear and focused discussion
- ensure discussions remain relevant to the role and safeguarding considerations
- avoid making judgements about the legal outcome of any offence

Our responsibility is not to judge past decisions, but to assess **current suitability to work with children and young people**.

3. Making the Decision

All recruitment decisions will be:

- objective
- evidence-based
- clearly documented

The outcome of the risk assessment will be communicated in writing and retained securely.

Factors Considered

When assessing suitability, Brightfield will consider:

- the nature and seriousness of the offence
- the relevance of the offence to the role
- the impact on learners, staff and the wider community
- the length of time since the offence occurred
- the length and outcome of any sentence
- whether the offence was isolated or part of a pattern
- the circumstances surrounding the offence
- any changes in circumstances since the offence
- evidence of rehabilitation or positive change
- the level of remorse shown
- whether the role presents opportunities to re-offend
- any legal restrictions relevant to the role (e.g. driving requirements)

4. Confidential Information

Where information is provided as confidential (e.g. via DBS checks):

it will not be shared with the applicant where doing so may:

compromise a criminal investigation

place another individual at risk

breach legal requirements under the Police Act 1997

Where a decision is made not to appoint:

the applicant will be informed that the decision is based on recruitment checks and references

detailed confidential information will not be disclosed

5. Recording and Storage

The Brightfield Academy will comply with data protection legislation when handling all disclosure information.

We will:

not retain DBS certificates unless required for dispute resolution

maintain a confidential record of:

date of check

type and level of check

certificate reference number

recruitment decision and rationale

Where a dispute arises:

a copy of the DBS certificate may be retained for up to 6 months only
after this period, it will be securely destroyed.

6. Safeguarding Priority

At all stages of this process:

The safety and wellbeing of children and young people remains the overriding priority.

No appointment will be made where risk cannot be safely managed.

All risk assessments relating to disclosures will be reviewed by the Designated Safeguarding Lead or a senior leader prior to a final decision.



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STAFF INDUCTION RECORD

Strong teams create safe, consistent, and inspiring environments for every learner.

STAFF DETAILS

Name

Role

Start Date



SAFEGUARDING

- ☐ Child Protection & Safeguarding Policy
- ☐ Recognising signs of abuse
- ☐ Reporting procedures
- ☐ Supervision expectations



HEALTH & SAFETY

- ☐ Fire procedures and evacuation
- ☐ First aid arrangements
- ☐ Safe working practices
- ☐ Appropriate clothing and footwear
- ☐ Trip and slip hazard awareness



PROFESSIONAL CONDUCT

- ☐ Code of Conduct
- ☐ Confidentiality
- ☐ Professional boundaries
- ☐ Mobile phone use
- ☐ Social media expectations



DAILY PRACTICE

- ☐ Session preparation
- ☐ Welcoming learners
- ☐ Supporting emotional regulation
- ☐ De-escalation strategies
- ☐ Maintaining a safe environment



I confirm that I have completed the induction and understand my responsibilities in relation to safeguarding, learner wellbeing, and professional conduct.

SIGN-OFF

Staff Signature

Date

Senior Leader Signature

Date