



**Safer Recruitment Policy-Swift Learning Alternative Provision**

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## **1. Introduction and Policy Statement**

At Swift Learning we recognise that the recruitment of staff and volunteers is one of the most important aspects of safeguarding. Our commitment to safeguarding and promoting the welfare of children underpins every decision we make during the recruitment process. We understand that robust safer recruitment practices help to deter, identify, and reject individuals who are unsuitable to work with children.

This policy sets out our approach to safer recruitment and provides a framework for ensuring that all recruitment activity places safeguarding at its core. It is essential reading for all staff and governors involved in recruitment and selection and will be made available to commissioning schools and Ofsted.

## **2. Legal and Statutory Framework**

This policy is informed by statutory guidance including Keeping Children Safe in Education (DfE, 2024 effective from 1 September 2024) and Working Together to Safeguard Children (DfE, 2023). We are also guided by relevant legislation such as the Education Act 2002, the Safeguarding Vulnerable Groups Act 2006, the Equality Act 2010, and the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975).

Compliance with the Data Protection Act 2018 and UK GDPR is also central to how we handle personal information throughout the recruitment process.

By adhering to this framework, Swift Learning ensures that our practices meet national safeguarding standards and that we fulfil our statutory duty to protect children and young people.

## **3. Scope**

This policy applies to the recruitment of all staff, whether full-time, part-time, permanent, temporary, agency, or supply. It also applies to the recruitment of volunteers, governors, contractors, and any individual who may have direct or indirect contact with children during their role.

## **4. Our Commitment to Safer Recruitment**

Our guiding principle is that safeguarding is everyone's responsibility. Recruitment is not just about appointing the most skilled candidate, but also about ensuring that the person we appoint shares our values, understands safeguarding responsibilities, and can demonstrate professional integrity.

We embed safeguarding into every stage of the process: from the wording of advertisements to the structure of interviews, to the thoroughness of pre-employment checks. We are committed to transparency, fairness, and equality in all decisions, ensuring that recruitment is carried out without bias while keeping child safety as our highest priority.

## **5. Recruitment and Selection Procedures**

### **5.1. Advertising and Application Process**

All advertisements and candidate information packs will make clear Swift Learning's safeguarding commitment. For example, adverts will include the statement:

Swift Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. An enhanced DBS check and satisfactory references are required for all positions.

Candidates will be required to complete a standardised application form. CVs alone will not be accepted, as they do not provide a consistent or reliable method for collecting the full range of safeguarding information. The application form will request a full employment history and require candidates to explain any gaps.

## **6. Shortlisting**

Shortlisting will always be undertaken by at least two members of staff, one of whom has completed safer recruitment training. Applications will be scrutinised for discrepancies, safeguarding concerns, and unexplained gaps. Candidates with incomplete applications or with safeguarding risks will not be shortlisted.

## **7. Interviews**

At interview, candidates will be asked a mixture of questions to assess both their professional competence and their attitudes towards safeguarding and child protection. The interview panel will explore any gaps in employment history, anomalies in references, or information disclosed during the DBS process.

At least one member of the panel will have completed accredited safer recruitment training, ensuring the process meets national standards. Candidates will also be required to provide original identity documents at interview.

## **8. Pre-Employment Checks**

No appointment will be confirmed until all safer recruitment checks have been completed. These checks include:

- **Enhanced DBS Check:** All staff and volunteers will be required to undergo an enhanced Disclosure and Barring Service (DBS) check, including barred list information where appropriate.
- **Overseas Checks:** Where a candidate has lived or worked overseas, Swift Learning will seek criminal records checks or equivalent from the relevant country.
- **References:** Two written references will be required, one of which must be from the current or most recent employer. References must be obtained before interview wherever possible, and they will be verified for authenticity. Open references or references from relatives will not be accepted.
- **Identity and Right to Work:** All candidates must provide proof of identity and eligibility to work in the UK.
- **Qualifications and Registration:** Where a role requires specific qualifications, certificates will be checked and verified.

Only when all checks are satisfactorily completed will an offer of employment be confirmed.

### **9. Induction and Probation**

All new staff and volunteers will complete a structured induction programme that includes safeguarding training, familiarisation with Swift Learning's safeguarding policies, and clear expectations regarding professional conduct.

Every appointment is subject to a probationary period (normally six months), during which the individual's suitability for the role will be assessed. Where concerns arise during this period, employment may be terminated.

### **10. Single Central Register (SCR)**

Swift Learning maintains a Single Central Record of all staff, governors, volunteers, and regular contractors. The SCR includes details of identity checks, DBS checks, barred list checks, right to work checks, references, qualifications, and any additional safeguarding checks carried out.

The SCR is monitored regularly by the Designated Safeguarding Lead and senior leadership to ensure compliance.

### **11. Ongoing Safeguarding Responsibility**

Safer recruitment does not end once a member of staff is appointed. We promote a culture of vigilance in which all staff are aware of their safeguarding responsibilities and know how to raise concerns. Concerns about staff conduct will be managed in line with our Managing Allegations policy and, where appropriate, referred to the Local Authority Designated Officer (LADO).

All staff will be required to undertake regular safeguarding training, renew their DBS status where required, and uphold Swift Learning's code of conduct.

### **12. Monitoring and Review**

This policy will be reviewed annually, or sooner if there are changes to statutory guidance. The review will be overseen by the Designated Safeguarding Lead and the Management Committee. Feedback from recruitment processes will be used to strengthen practice and ensure the policy remains effective.

**Policy Review Date:** 01.09.2025

**Next Review Date:** 01.09.2026