

Safer Recruitment and Selection Policy

Empowering Futures Academy Ltd

(Alternative Provision)

Policy Name	Safer Recruitment & Selection Policy
Site	Birmingham
Version	1.0
Approved By	Director / DSL
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Next Review Due	January 2027

1. Introduction

Empowering Futures Academy Ltd (“Empowering Futures”) is committed to safeguarding and promoting the welfare of all children, young people, and vulnerable adults. We recognise that safer recruitment is one of the most critical safeguarding controls within any education or Alternative Provision setting.

Recruitment is not viewed as a single event, but as a **continuous safeguarding process** that begins at workforce planning and continues through appointment, induction, supervision, and ongoing review. Robust safer recruitment practices help ensure that individuals who pose a risk to children and young people are deterred, identified, and prevented from working within the organisation.

This policy sets out the safer recruitment and selection procedures used by Empowering Futures to ensure that all appointments are made safely, lawfully, and in line with statutory guidance and Local Authority commissioning requirements.

2. Policy Statement

The welfare of children and young people is paramount at all times. Empowering Futures will take **all reasonable steps** to ensure that individuals who are appointed are suitable to work with learners and are committed to safeguarding, professional boundaries, and ethical

practice.

Recruitment decisions are based on a balanced assessment of:

- Skills and qualifications
- Experience and competence
- Values, behaviours, and attitudes
- Understanding of safeguarding responsibilities

Empowering Futures operates safer recruitment practices that are:

- Fair and inclusive
- Transparent and consistent
- Proportionate and evidence-based
- Fully compliant with safeguarding legislation

3. Scope of the Policy

This policy applies to:

- Permanent and temporary employees
- Sessional staff and tutors
- Agency and supply staff
- Volunteers
- Contractors and visiting professionals
- Work placement supervisors

The policy applies across all Empowering Futures delivery sites and activities.

4. Legal and Statutory Framework

This policy is informed by and aligned with:

- **Keeping Children Safe in Education (KCSIE) 2025** (effective from 1 September 2025)
- **Working Together to Safeguard Children (2023)**
- **Children Acts 1989 and 2004**
- **Safeguarding Vulnerable Groups Act 2006**
- **Education Act 1996**
- **Equality Act 2010**
- **Rehabilitation of Offenders Act 1974**
- **Data Protection Act 2018 and UK GDPR**
- **Local Authority Alternative Provision commissioning guidance**

5. Safer Recruitment Principles

Empowering Futures adheres to the following safer recruitment principles:

- Safeguarding is embedded at every stage of recruitment
- No individual is allowed to work unsupervised until checks are complete
- Decisions are evidence-based and properly recorded
- Gaps, inconsistencies, or concerns are explored and resolved
- Safeguarding responsibilities continue beyond appointment

6. Recruitment Planning and Approval

All recruitment activity must be approved by the Director prior to advertising.

Recruitment planning includes:

- Confirmation of business need
- Review of safeguarding risk associated with the role
- Identification of appropriate checks and supervision arrangements

Every role has:

- A **job description** outlining duties and safeguarding responsibilities
- A **person specification** identifying essential and desirable criteria, including safeguarding competence and values

7. Advertising

All advertisements:

- Promote equality, diversity, and inclusion
- Include a clear safeguarding statement
- State that enhanced DBS checks, references, and pre-employment checks are required

Safeguarding wording is used to deter unsuitable applicants.

8. Application Process

Applications must be completed using Empowering Futures' standard application form.

The form requires:

- Full employment and education history
- Explanations for all gaps
- Disclosure of criminal history (in line with DBS filtering rules)
- Confirmation of right to work in the UK
- A personal statement addressing suitability to work with children

Standalone CVs are not accepted as a basis for appointment.

All applicant data is handled in accordance with UK GDPR.

9. Shortlisting

Shortlisting is conducted by at least **two trained members of staff**.

The process:

- Uses the published person specification
- Is evidence-based and documented
- Flags safeguarding-related concerns or anomalies

Any concerns are explored at interview.

10. Interviews and Selection

Interviews are conducted by a panel of at least two people, one of whom has completed safer recruitment training.

Interviews:

- Assess professional competence
- Explore attitudes, values, and behaviours
- Include safeguarding and boundary-based questions
- Test responses to hypothetical safeguarding scenarios

Candidates must present original:

- Identification documents
- Right-to-work documentation
- Qualification certificates

Interview records are retained securely.

11. Pre-Employment Vetting Checks

No individual may begin work until all checks are satisfactorily

completed. **Mandatory checks include:**

- **Enhanced DBS check** with barred list information (where regulated activity applies)
- **DBS Update Service** status (where applicable)
- **Overseas police checks** for individuals who have lived/worked abroad for 3+ months in the last 5 years
- **At least two written references**, including the most recent employer
Wherever practicable, references are obtained and reviewed **before interview** to allow concerns to be explored directly.

- Identity verification
- Qualification verification
- Right to work in the UK

Additional checks (where applicable):

- Prohibition from teaching check
- Section 128 check for leadership roles
- Consideration of **disqualification by association**

Online Checks

Any online checks are:

- Proportionate
- Role-relevant
- Non-discriminatory
- Conducted in line with data protection legislation

12. Single Central Record (SCR)

All vetting outcomes are recorded on the **Single Central Record**, including:

- Identity
- DBS details
- Barred list checks
- References

- Right to work
- Additional statutory checks

The SCR is maintained and audited regularly by the DSL.

13. Induction and Probation

All new staff complete a structured induction before working independently.

Induction includes:

- Safeguarding and Prevent training
- Reading and signing **KCSIE 2025**
- Code of Conduct
- Safer working practices

All appointments are subject to a **minimum three-month probation period**, with regular review meetings.

14. Allegations Against Staff

Empowering Futures follows **Part Four of KCSIE 2025** for managing

allegations. Any allegation that a member of staff:

- Has harmed or may have harmed a child
- May have committed a criminal offence
- May pose a risk to children

will be referred immediately to the **Designated Safeguarding Lead** and escalated to the **Local Authority Designated Officer (LADO)** where required.

15. Volunteers, Contractors, and Agency Staff

- Volunteers working regularly undergo the same checks as employees
- Contractors provide evidence of safeguarding compliance and are supervised where required
- Agency staff are only used where written confirmation of full vetting is provided

16. Record Keeping and Confidentiality

Recruitment records are:

- Accurate
- Confidential
- Securely stored

Records are retained in line with data protection and record retention guidance.

17. Roles and Responsibilities

Director

Overall accountability for safer recruitment compliance.

Designated Safeguarding Lead (DSL)

Oversight of vetting, SCR, and safeguarding escalation.

Recruitment Panels

Ensure consistent and safe recruitment decisions.

18. Monitoring, Audit, and Review

- Safer recruitment practices are audited regularly
- SCR is reviewed at least termly
- Policy is reviewed annually or following changes in legislation

19. Contact

Rhean White

Director & Designated Safeguarding Lead

✉️ rae@empowering-futures.co.uk

☎️ 07480 122774