



## Safer Recruitment Policy

Business Name: SENnections

Policy Owner: Caitlin Latimer

Effective Date: 13.04.2026

Review Date: 13.04.2027

### Statement of Intent

SENnections is committed to safeguarding and protecting all children and young people by implementing robust safer recruitment practices. We recognise our responsibility to ensure that all individuals placed into educational settings are suitable to work with children and share our commitment to safeguarding.

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### Purpose of the Policy

The purpose of this policy is to:

- Safeguard and protect all children and young people by implementing robust safer recruitment practices
  - Identify and reject applicants who are unsuitable to work with children and young people
  - Respond appropriately to concerns about the suitability of applicants during the recruitment process
  - Respond effectively to concerns about the suitability of employees and volunteers once they have begun their role
  - Ensure all new staff and volunteers participate in an induction which includes child protection
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### Scope

This policy applies to all recruitment activity undertaken by SENnections, including the recruitment and placement of:

- Temporary staff
  - Permanent staff
  - Volunteers
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## **Safer Recruitment Principles**

We are committed to the following principles:

- The welfare of children is paramount
  - All applicants are subject to thorough checks and vetting procedures
  - Recruitment processes are transparent, consistent, and compliant with UK safeguarding legislation
  - Any concerns about suitability are taken seriously and acted upon promptly
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## **Recruitment and Vetting Procedures**

All candidates will undergo the following checks prior to placement:

- Enhanced DBS check (including children's barred list where applicable)
- Verification of identity
- Right to work in the UK checks
- Verification of qualifications where required
- Full employment history with explanations for gaps
- A minimum of two references, including the most recent employer

Candidates are required to disclose any criminal convictions, cautions, or ongoing investigations.

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## **Identifying and Rejecting Unsuitable Applicants**

SENnections will:

- Carefully review all application forms and employment histories
- Explore any inconsistencies or gaps in employment
- Assess attitudes towards safeguarding during the recruitment process
- Reject any applicant who:
  - Provides false or misleading information
  - Fails to meet safeguarding requirements
  - Raises concerns regarding their suitability to work with children

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## Responding to Concerns During Recruitment

If concerns arise during the recruitment process, we will:

- Seek clarification from the applicant
- Request additional references or information where necessary
- Delay or withdraw offers of work where concerns remain unresolved
- Record decisions and rationale clearly

Where appropriate, concerns may be escalated to relevant authorities.

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## Responding to Concerns After Placement

If concerns arise about the suitability of an employee or volunteer after they have begun their role, SENnections will:

- Act immediately to ensure the safety of children
  - Liaise with the placement setting (e.g. school)
  - Follow safeguarding procedures, including referral to the Designated Safeguarding Lead (DSL)
  - Consider suspension or removal from placement where appropriate
  - Refer to external agencies, including the Local Authority Designated Officer (LADO), DBS, or other relevant bodies if required
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## Induction and Training

All new staff and volunteers will receive an induction which includes:

- Safeguarding and child protection training
- Understanding of their responsibilities to safeguard children
- Awareness of reporting procedures
- Expectations around professional conduct and boundaries

Candidates are expected to follow both this policy and the safeguarding procedures of the setting in which they are placed.

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## Supporting Procedures

This policy should be read alongside the following documents:

- Safeguarding and Child Protection Policy
  - Candidate Code of Conduct
  - Whistleblowing Policy
  - Complaints Procedure
  - DBS and Vetting Procedure
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## Monitoring and Review

This policy will be reviewed annually, or sooner if there are changes to legislation or safeguarding guidance.

**Effective Date:** 13.04.2026 **Next Review Date:** 13.04.2027

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**Signed:** C.Latimer

**Name:** Caitlin Latimer

**Position:** Director