



Safer Recruitment Policy

September 2025 (to be reviewed annually)

1. Introduction

Reach for Inclusion is committed to safeguarding and promoting the welfare of all children and young people in its care. Safer recruitment is a fundamental aspect of this commitment. As an employer, Reach for Inclusion expects all staff, volunteers, governors and contractors to share this commitment.

This policy sets out the safer recruitment practices that Reach for Inclusion follows in order to:

- Ensure compliance with all statutory safer recruitment requirements.
- Prevent unsuitable individuals from working with children and young people.
- Promote equality, fairness and consistency throughout recruitment.
- Ensure thorough pre-employment checking in accordance with current legislation and guidance.
- Recruit the most suitable and appropriately skilled person for each role.

This policy is informed by and has full regard to:

- Keeping Children Safe in Education (KCSIE, 2025)
- Working Together to Safeguard Children (2023)
- Education Act 2002
- Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, as amended)
- DBS Code of Practice
- UK GDPR & Data Protection Act 2018
- Equality Act 2010

2. Responsibilities

The Directors of Reach for Inclusion will ensure that:

- Safer recruitment procedures are fully implemented.
- Recruitment and vetting checks comply with statutory guidance.
- At least one member of every recruitment panel has completed accredited Safer Recruitment training.
- All staff involved in recruitment understand their safeguarding responsibilities.
- Agency and contractor staff are subject to appropriate vetting and verification.
- The Single Central Record (SCR) is fully compliant and regularly reviewed.

3. Recruitment and Selection Procedures

3.1 Advertising

Vacancies will be advertised to attract a wide field of applicants and ensure equality of opportunity unless the post is designated as internal-only or developmental.

All adverts will clearly state Reach for Inclusion's commitment to safeguarding and the requirement for rigorous checks, including:

"Reach for Inclusion is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred-list information will be required."



3.2 Application Forms

All applicants must complete the official Reach for Inclusion application form. CVs alone will not be accepted.

The application form requires:

- Full education and employment history
- Explanations for any gaps
- Declaration of criminal history in line with DBS filtering rules
- Confirmation that the post is exempt from the ROA 1974
- Declaration of suitability to work with children

Applicants are informed that providing false information is an offence and may lead to refusal, dismissal, and possible police involvement.

4. Job Descriptions and Person Specifications

A job description and person specification will be completed before the post is advertised.

These will:

- Accurately describe duties and responsibilities
- Identify the qualifications, skills and experience required
- Include a clear statement of safeguarding responsibilities

5. Shortlisting and Online Checks

Shortlisting will be undertaken by at least two panel members.

Candidates will be assessed against the person specification only.

Mandatory Online Checks (KCSIE 2024 Requirement)

Reach for Inclusion will carry out an online search for shortlisted candidates as part of due diligence. This may include publicly available social media, online content or search engine results to identify any safeguarding or reputational concerns.

Any concerns will be explored at interview.

6. References

References will be sought for all shortlisted candidates before interview, unless the candidate has requested that their current employer is not contacted prior to interview.

- One reference must be from the current or most recent employer.
- If the candidate has worked with children, this reference must comment on suitability to work with children.
- References will be verified directly and not accepted “open” or via the candidate.
- Telephone verification will be conducted where clarification is required.

References will check:

- Suitability to work with children
- Any safeguarding concerns or substantiated allegations
- Disciplinary history (including expired warnings relating to safeguarding)
- Attendance record
- Post held and employment dates

References from relatives or friends will not be accepted.

7. Interviews

All shortlisted candidates will be interviewed in person by the same panel.

Interviews will:

- Test the candidate’s ability to perform the role
- Explore motivation to work with children



- Address gaps or anomalies in employment history
- Follow up any concerns arising from references or online checks
- Discuss any disclosed or disclosed-by-DBS information

Candidates must bring original documents confirming identity, address, qualifications and right to work in the UK.

Copies will be securely stored in line with data protection legislation.

8. Offer of Appointment

A conditional offer of employment will be made subject to successful completion of:

- Enhanced DBS with barred list check
- Verification of identity and right to work
- Two satisfactory references
- Verification of qualifications
- Verification of professional status where required (e.g., QTS, EYTS)
- Prohibition from teaching check
- Prohibition from management check (Section 128) where applicable
- Overseas criminal record checks as required
- Confirmation of medical fitness to work

No member of staff will start work until all required checks are completed, in accordance with Reach for Inclusion policy.

9. DBS Checks and Criminal Disclosure

All staff must obtain an enhanced DBS certificate with barred list information before starting work.

Filtering Rules

Applicants must not disclose:

- Protected cautions
- Protected convictions

The application form and guidance clarify what should and should not be disclosed.

Positive DBS Results

Where a DBS certificate contains information, a formal risk assessment meeting will be held.

Considerations will include:

- Nature, seriousness and relevance of the offence
- Time elapsed
- Whether the offence is isolated or part of a pattern
- Changes in circumstances
- Evidence of rehabilitation

A decision will be recorded and stored appropriately.

Ongoing Duty to Disclose

Staff must notify the Directors of:

- Any cautions, arrests or convictions during employment
- Any change affecting suitability
- Any disqualification from providing early years or later years childcare (under the Childcare Act 2006 as amended)

Disqualification by association no longer applies, but individuals may still be disqualified on their own grounds.



10. Overseas Checks

Where applicants have lived or worked overseas, additional checks will be obtained, including:

- Overseas criminal records checks
- Certificates of good conduct
- Additional checks recommended by the Home Office, DfE or local guidance

11. Induction

All new staff will receive a formal induction which includes:

- Code of Conduct
- Child Protection and Safeguarding Policy
- Behaviour Policy
- Whistleblowing Policy
- Keeping Children Safe in Education (Part 1 or Annex A)
- Role-specific training

The induction period will provide opportunities to raise concerns and assess suitability for working safely with children.

12. Single Central Record (SCR)

Reach for Inclusion maintains a fully compliant SCR for all staff, volunteers, Directors, supply staff and contractors.

The SCR records:

- Identity checks
- Barred list checks
- DBS checks (date, type, certificate number, who carried out the check)
- Prohibition from teaching checks
- Section 128 Prohibition from management checks
- Right to work in the UK
- Overseas checks
- Professional qualifications
- References obtained
- Confirmation that safer recruitment training was undertaken by panel members
- Agency confirmation of checks for supply staff

The Designated Safeguarding Lead conducts regular audits of the SCR.

13. Agency and Contractor Staff

Agencies must provide written confirmation that all required checks have been completed.

Reach for Inclusion will:

- Verify the identity of agency staff on arrival
- Ensure the individual is the person described by the agency
- Record all confirmation on the SCR

Contractors working regularly with children are subject to the same checks as staff.

14. Retention, Storage and Disposal of Information

Recruitment records, including DBS information, will be handled in accordance with:

- UK GDPR
- Data Protection Act 2018
- DBS Code of Practice

Reach for Inclusion will:



- Store DBS certificates securely in locked, non-portable containers
- Not retain DBS certificates for more than six months
- Record relevant certificate details (date, type, number, role)
- Retain personnel files for seven years after employment ends, unless safeguarding concerns require longer retention
- Retain unsuccessful candidate documents for six months unless explicit consent is given for longer retention

15. Ongoing Employment

Safer recruitment continues beyond appointment. All staff receive:

- Annual safeguarding training
- Ongoing supervision and appraisal
- Updates to policy changes
- Refresher training where required

Concerns about staff suitability will be managed under the Safeguarding and Child Protection Policy.

16. Ceasing Employment

Reach for Inclusion will:

- Refer to the DBS or Teaching Regulation Agency (TRA) where required
- Record safeguarding concerns in line with statutory guidance
- Follow safer practice in handling allegations against staff

Policy	Safer Recruitment & Procedure
Date created	September 2023
Date Reviewed	September 2025
Date of Next Review	September 2026
Signed:	
Siobhan Williams	S Williams
Jo Garner	J. Garner