THE Inspire & Achieve FOUNDATION

SAFER RECRUITMENT POLICY

2026-2027



Safer Recruitment Policy and Procedure

Scope and Purpose

The safer recruitment of staff at Inspire and Achieve Foundation (IAF) is a fundamental element of our safeguarding practice and reflects our statutory duty to safeguard and promote the welfare of children and young people aged 16–18. In line with *Keeping Children Safe in Education*, IAF is committed to ensuring that all recruitment and selection processes are robust and designed to prevent unsuitable individuals from working with children. As an employer, the charity expects all staff, volunteers, and trustees to share this commitment and to understand their individual responsibility for safeguarding.

Policy Aims and objectives

The aim of this Safer Recruitment Policy is to help deter, identify, and reject individuals who may pose a risk of harm to young people, or who are otherwise unsuitable to work with them, by ensuring that robust and appropriate procedures are in place for the recruitment and appointment of staff and volunteers.

The aims of the Inspire and Achieve Foundation (IAF) recruitment policy are to:

- Ensure that the best possible staff and volunteers are recruited based on their merits, abilities, and suitability for the role;
- Ensure that all job applicants are considered consistently and fairly;
- Ensure that no job applicant is treated unfairly on any grounds, including race, colour, nationality, ethnic or national origin, religion or belief, sex, sexual orientation, marital or civil partner status, disability, or age;
- Ensure compliance with all relevant legislation, statutory guidance, and best practice, including:
    - *Keeping Children Safe in Education* (DfE statutory guidance, updated 1 September 2025), which sets out safeguarding and safer recruitment requirements;
    - *Working Together to Safeguard Children* (DfE, 2018, updated 2023), providing statutory guidance for inter-agency safeguarding arrangements;
    - The Counter-Terrorism and Security Act 2015 (Prevent Duty), placing a statutory duty on specified organisations to prevent people from being drawn into terrorism;
    - Guidance and codes of practice issued by the Disclosure and Barring Service (DBS) under the Safeguarding Vulnerable Groups Act 2006; and
    - Relevant legislation governing fair recruitment and data handling, including the Equality Act 2010**,** the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975)**,** and the Data Protection Act 2018 / UK GDPR**.**
- Ensure that the charity meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Roles and Responsibilities

Trustees
It is the responsibility of the trustees to:

- Ensure the charity has effective policies and procedures in place for the recruitment of all staff and volunteers, in accordance with statutory guidance and legal requirements (including *Keeping Children Safe in Education*, *Working Together to Safeguard Children*, and the Prevent Duty);
- Monitor the charity's compliance with these policies and procedures.
- Provide oversight to ensure safeguarding and safer recruitment principles are embedded throughout the organisation.

Senior Leadership Team
It is the responsibility of the SLT involved in recruitment to:

- Ensure that IAF operates safe recruitment procedures and that all appropriate pre-employment and safeguarding checks are carried out for staff and volunteers;
- Monitor contractors' and agency staff compliance with this policy;
- Promote the welfare and safeguarding of children and young people at every stage of the recruitment and selection process.

All Staff
All staff, whether permanent, temporary, or voluntary, are responsible for:

- Acting in accordance with this policy and the charity's safeguarding policies at all times;
- Reporting any concerns regarding the suitability of colleagues or applicants to the SLT or Designated Safeguarding Lead (DSL);
- Declaring any personal or familial relationships with applicants, and avoiding participation in recruitment decisions where a conflict of interest exists;
- Participating in relevant safer recruitment and safeguarding training as required by the charity.

Definition of Regulated Activity and Frequency

A position undertaken at, or on behalf of, Inspire and Achieve Foundation will amount to regulated activity in relation to children (under 18) if it involves the opportunity for unsupervised contact and is carried out:

- Frequently – once a week or more; or
- Overnight – between 2:00 am and 6:00 am; or
- Period condition – four or more times in a 30-day period; and
- Involves contact with children or young people aged 16–18 for the purpose of teaching, training, supervising, caring for, or providing advice/guidance in an educational setting.

Roles undertaken on an unpaid or voluntary basis are considered regulated activity only if they meet the above conditions and involve unsupervised contact.

IAF is not permitted to check the Children's Barred List unless an individual will be engaging in regulated activity. For all staff, temporary staff, and volunteers who will be engaging in regulated activity in an educational context, IAF is required to obtain an enhanced DBS check with barred list check.

Trustees:

- Trustees are not automatically required to have a DBS check simply because they hold a governance role.
- If a trustee regularly engages in regulated activity or has direct contact with children, the charity must obtain an enhanced DBS check with barred list check.
- Trustees whose role is governance-only, with no direct contact with children, may be subject to an enhanced DBS check without a barred list check at the charity's discretion.

IAF may also request an enhanced DBS check (without barred list check) for roles that *would constitute regulated activity if carried out more frequently*, ensuring that all individuals working with young people are appropriately vetted even if their current role does not strictly meet the regulated activity criteria.

Recruitment and selection Procedure

Advertising

To ensure equality of opportunity, IAF will advertise all vacant posts to attract the widest possible field of applicants. This will normally involve an external advertisement, but internal advertising may also be used where appropriate.

All advertisements will clearly state IAF's commitment to safeguarding and promoting the welfare of children and young people.

All documentation relating to applicants will be treated confidentially and in accordance with the Data Protection Act 2018 (UK GDPR). Information will only be shared with those directly involved in the recruitment and selection process and will be stored securely in line with IAF's data protection policies.

Application Forms

IAF requires all applicants for employment to complete the charity's own application form**,** which collects information on:

- Academic and professional qualifications;
- Full employment history, including explanations for any gaps or discrepancies;
- Suitability for the role, as measured against the job description and person specification.

Applications submitted incomplete will not be considered for the position.

The application form will also include:

- A declaration regarding convictions and eligibility to work with children, making clear that the post is exempt from the Rehabilitation of Offenders Act 1974;
- A statement that providing false information is a criminal offence and may result in the application being rejected, or in dismissal if the applicant has been appointed, and referral to the police and/or the DBS.

It is **u**nlawful for the charity to employ anyone barred from working with children**,** and it is a criminal offence for any barred individual to apply for a position at IAF. All applicants will be made aware of these requirements.

Job Descriptions and Person Specifications

A job description is a key document in the recruitment process and must be finalised before any other steps are taken. It will clearly and accurately set out the duties, responsibilities, and reporting lines of the role, ensuring applicants understand the scope and expectations of the position.

The person specification is of equal importance and guides the selection decision. It details the skills, experience, qualifications, abilities, and expertise required to perform the role effectively. The person specification will also include a specific reference to suitability to work with children and young people, reflecting the charity's commitment to safeguarding in both educational and charitable settings.

References

All offers of employment at IAF are subject to the receipt of a minimum of two references deemed satisfactory by the charity.

- One reference must be from the applicant's current or most recent employer.
- If the current/most recent employment did not involve working with children, the second reference should be from the employer with whom the applicant most recently worked with children.
- Referees must not be relatives.

References will always be sought and obtained directly from the referee. Their purpose is to provide objective and factual information to support appointment decisions. A start date cannot be confirmed until all satisfactory references have been received.

Referees will be asked:

- Whether they believe the applicant is suitable for the role applied for;
- Whether they have any reason to believe the applicant is unsuitable to work with children or young people;
- Whether they have any safeguarding concerns, including concerns related to radicalisation or extremism.

Health or medical fitness will not be discussed prior to any offer of employment being made.

Any discrepancies or anomalies in references will be followed up, including direct contact by phone to verify the information provided.

IAF does not accept open references, testimonials, or references from relatives.

Interviews
Wherever possible, interviews will be conducted face-to-face, and a minimum of two interviewers will meet each applicant for a vacant position.

The interview process will:

- Assess the applicant's ability to carry out the duties outlined in the job description and meet the criteria in the person specification;
- Explore any gaps, anomalies, or inconsistencies in the application to ensure the applicant is suitable for the role;
- Allow the panel to consider safeguarding concerns, in line with Safer Recruitment training, including any information disclosed on the application form regarding past disciplinary action, allegations, cautions, or convictions.

All applicants invited to interview must bring original documents confirming their identity, address, and qualifications. Photocopies will be taken for verification and retained securely.

Documents of unsuccessful applicants will be destroyed 12 months after the recruitment programme closing date, in accordance with data protection requirements.

Offer of employment and new employee process

Any offer of employment following a formal interview and submission of a completed application form will be conditional upon the following:

1. Agreement of a mutually acceptable start date and the signing of a contract incorporating IAF's standard terms and conditions of employment;
2. Verification of the applicant's identity (if not previously verified);
3. Receipt of two satisfactory references, one of which must be from the applicant's most recent employer;
4. For positions involving teaching work:
    - IAF being satisfied that the applicant is not, and has never been, subject to a sanction, restriction, or prohibition issued by the Teaching Regulation Agency (formerly the National College for Teaching and Leadership), or by a regulator of the teaching profession in any other European Economic Area country, which prevents or renders the applicant unsuitable to work at the charity;
    - IAF being satisfied that the applicant is not, and has never been, the subject of proceedings before a professional conduct panel or equivalent body, in the UK or any other country, for reasons which prevent or render them unsuitable to work at IAF;
5. Where the position amounts to regulated activity:
    - Receipt of a satisfactory enhanced DBS disclosure;
    - Confirmation that the applicant is not named on the Children's Barred List;
6. Confirmation that the applicant is not subject to directions under the Education Acts:
    - Section 142 of the Education Act 2002, which prohibits, disqualifies, or restricts individuals from providing education, participating in the management of an independent school, or working in roles involving regular contact with children;

- Section 128 of the Education and Skills Act 2008, which prohibits or restricts individuals from involvement in the management of an independent school;

These checks are relevant as IAF subcontracts work with education establishments.

7. Verification of the applicant's right to work in the UK;
8. Any additional checks required due to the applicant having lived or worked outside of the UK;
9. Verification of professional qualifications required for the post, or those cited in support of the application (if not previously verified).

Whether a position constitutes regulated activity must be considered to determine which pre-employment checks are required. In most cases, IAF will carry out an enhanced DBS check and a Children's Barred List check.

A personal file checklist (Appendix A) will be used to track and audit all pre-employment documentation obtained in line with Safer Recruitment training. This checklist will be retained on the applicant's personal file.

The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions that involve working with, or having access to, children and young people. Therefore, any convictions or cautions that would normally be considered "spent" must be declared when applying for any position at IAF.

Failure to disclose such information may result in the application being rejected, or in dismissal if the applicant has already been appointed, and may lead to referral to the police and/or the DBS.

DBS (Disclosure and Barring Service) Check

IAF applies for **an** enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity**)** for all positions at the charity that constitute regulated activity, as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended)**.**

The purpose of an Enhanced Check for Regulated Activity is to:

- Determine whether an applicant is barred from working with children; and
- Obtain any other relevant information regarding the applicant's suitability to work with children and young people**.**

It is IAF policy that the DBS disclosure must be obtained before the commencement of employment for any new employee. A start date cannot be confirmed until the DBS check has been received by the charity**.**

To maintain safeguarding standards:

- Employees' DBS certificates are re-checked every three years**;**
- Any employee who takes leave of more than three months (e.g., maternity leave, career break) must undergo a new DBS check before returning to work.

All staff are aware of their obligation to inform the Senior Management Team of any cautions, convictions, or other safeguarding concerns that arise between DBS checks**.**

Enhanced DBS checks will also be requested for:

- Applicants who have recent periods of overseas residence; or
- Applicants with little or no previous UK residence**.**

Portability of DBS Certificates Checks
Staff may choose to join the DBS Update Service if they are likely to require another DBS check in the future. This allows for portability of a DBS Certificate across employers, reducing the need to obtain multiple checks.

IAF may also use the Update Service, subject to the following procedures:

- Obtain the applicant's consent to carry out an update check;
- Confirm that the DBS Certificate matches the individual's identity;
- Examine the original Certificate to ensure it is for the appropriate workforce and level of check (i.e., Enhanced or Enhanced including Barred List information).

The Update Service will identify and notify IAF of any changes to the information recorded since the original Certificate was issued. Applicants can view a full list of organisations that have carried out a status check on their account.

DBS Certificate
The DBS no longer issues disclosure certificates directly to employers. Therefore, employees and applicants must bring their original DBS Certificate to the Senior Management Team (SMT) for verification:

- Current employees: within 7 days of issue;
- New applicants: before commencing work or participating in any project that involves regulated activity.

The SMT will check the original certificate, confirm that it matches the individual's identity, and record the verification in line with IAF's safer recruitment procedures.

Dealing with convictions
IAF operates a formal procedure if a DBS Certificate is returned containing information about convictions or cautions.

In considering the relevance of any disclosure, the Senior Management Team (SMT) will take into account:

- The nature, seriousness, and relevance of the offence;
- How long ago the offence occurred;
- Whether the offence was a one-off incident or part of a history of offending;

- Any changes in circumstances since the offence;
- Evidence of decriminalisation, rehabilitation, or remorse**.**

A formal, face-to-face meeting will be held with the SMT to establish the facts and review the information. A decision regarding suitability for employment will be made following this meeting.

If relevant information—whether relating to previous convictions or other safeguarding concerns—is volunteered by an applicant during the recruitment process or obtained through a DBS disclosure, the SMT will evaluate all risk factors listed above before confirming or offering a position.

Applicants who wish to dispute any information on a DBS Certificate may contact the DBS directly. Where the disputed information would otherwise prevent an appointment, the charity may, at its discretion and where practicable, defer a final decision until the applicant has had a reasonable opportunity to challenge the disclosure information**.**

Prohibition Orders and Section 128 Directions

In all cases where an applicant is to undertake a teaching role of any kind, a Prohibition Order check will be carried out using the Employer Access Online Service. This check is normally conducted at the offer stage.

A person who is prohibited from teaching must not be appointed to work in any teaching capacity within the charity.

Background:

- Prohibition Orders are issued by the Secretary of State following consideration by a professional conduct panel convened by the Teaching Regulation Agency (TRA).
- Pending such consideration, an interim prohibition order may be issued if it is deemed to be in the public interest.

A Section 128 direction under the Education and Skills Act 2008 prohibits or restricts a person from:

- Participating in the management of an independent school;
- Serving as a governor on any governing body in an independent school;
- Holding any management position in an independent school with delegated management responsibilities.

Checks for a Section 128 direction are carried out using the Teacher Services system. For individuals who will be engaging in regulated activity, the DBS Barred List check will also identify any Section 128 direction.

Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status.

All applicants invited to attend an interview at IAF are required to bring original identification documents to verify their identity and eligibility to work in the UK, in accordance with the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines. Acceptable documents include, but are not limited to, a passport, birth certificate, or driving licence. IAF does not discriminate on the grounds of age.

Applicants who have changed their name (e.g., by deed poll, marriage, adoption, or statutory declaration) must provide documentary evidence of the change.

Applicants must also provide original documentation for any academic or vocational qualifications that are legally required for the position or claimed in their application form, to confirm that the qualifications have been legally obtained.

Overseas checks

IAF will comply with UK Visas and Immigration (UKVI) requirements and, where applicable, may sponsor foreign nationals in line with the charity's Certificate of Sponsorship procedures.

Applicants who have lived or worked overseas for a period of three months or more will be required to obtain an overseas criminal records check (or equivalent certificate of good conduct) from the relevant country or countries.

An applicant will not normally be permitted to commence employment until all required overseas checks have been received, verified, and deemed satisfactory by the charity. Any exceptional decision to allow a start prior to receipt of checks will be subject to a documented risk assessment and appropriate safeguarding controls, in line with statutory guidance.

Where overseas criminal record checks are unavailable or incomplete, IAF will carry out additional safeguarding checks and a formal risk assessment, in accordance with DfE guidance and safer recruitment best practice.

Following the UK's exit from the European Union, criminal record checking processes for European countries may take longer than previously and will be managed accordingly.

Certificates of Sponsorship (CoS)

If an appointed applicant is a national of a non-UK country and requires permission to work in the UK, a Certificate of Sponsorship (CoS) from IAF may be necessary before employment can begin. Before making any offer of employment, the Senior Management Team (SMT) must consult with an independent HR consultant to determine whether the charity has available CoS allocations and to confirm the applicant's eligibility under UK Visas and Immigration (UKVI) requirements.

IAF may only issue a CoS where UKVI criteria are met. These include, but are not limited to:

- The job meets the skill and salary thresholds as required by the current UK immigration rules;
- The position is eligible under the appropriate skilled worker route (which replaces the old Resident Labour Market Test);
- The role meets or exceeds the minimum skill level (typically RQF Level 3 or above) and appropriate minimum salary requirement as defined by UKVI;

- IAF has a valid Sponsor Licence and unallocated CoS slots available.

Only an authorised representative (in this case the HR consultant) acting on behalf of IAF may assign a CoS in the Home Office's Sponsor Management System (SMS).

In addition to receiving a CoS, the applicant must apply to UKVI for entry clearance or leave to remain and comply with all UKVI requirements, including maintenance funds where applicable.

The immigration application process can take several weeks to months. Staff may not commence employment until UKVI permission has been granted; there are no circumstances in which this requirement can be waived.

For further detail, authoritative guidance is available on the GOV.UK website and from the IAF's HR consultant.

Induction Programme

All new employees will participate in an induction programme that clearly outlines the charity's policies and procedures, including the Safeguarding Policy**,** Staff Code of Conduct**,** and Keeping Children Safe in Education (KCSIE) – September 2025. The programme will also make explicit the expectations that guide how staff carry out their roles and responsibilities.

Single Centralised Register of Members of Staff

The charity maintains a Single Centralised Register (SCR) of recruitment and vetting checks for all individuals working regularly with children. This includes:

- All employees, including temporary and agency staff.
- Volunteers, trustees, and external instructors or specialists who provide teaching, coaching, or other services to children.
- Any other individuals undertaking regulated activity with children as defined by safeguarding guidance.

The SCR records the completion of relevant checks for each individual, including identity verification, right to work in the UK, enhanced DBS checks (with barred list where applicable), relevant professional qualifications, and any required overseas checks. Dates of checks and the name of the person verifying them are also recorded.

The SCR is maintained by the Senior Management Team (SMT), kept up to date, and stored securely in line with data protection requirements. Copies of DBS certificates are not retained, but the completion of checks is recorded. The SCR is reviewed regularly to ensure all information remains accurate and compliant with statutory safeguarding guidance.

Record Retention/Data Protection

IAF is legally required to carry out pre-employment checks for all individuals working regularly with children or in regulated activity. For successful applicants, the charity will retain relevant information provided as part of the application process, including:

- Verification of identity and right to work in the UK
- Proof of qualifications
- Evidence of medical fitness (used only to support employment obligations, such as reasonable adjustments)

For employees and volunteers subject to safeguarding requirements, the charity will also ensure that appropriate DBS (Disclosure and Barring Service) checks are completed and recorded on the Single Centralised Register (SCR). Copies of DBS certificates themselves will not be retained, but the fact that the check was completed, the date, and the verifier will be recorded.

All personnel information is now stored securely on a password-protected electronic system accessible only by the Senior Management Team (SMT). No paper copies are retained. Medical information is stored separately and accessed only when necessary, in line with data protection and employment obligations.

Interview notes for unsuccessful applicants will be retained electronically for 12 months and then confidentially deleted. This retention period complies with the General Data Protection Regulation (GDPR) [DPA 2018].

Ongoing Employment

IAF recognises that safer recruitment and selection is not limited to the start of employment, but forms part of a broader safeguarding framework for all staff. The charity provides ongoing training, guidance, and support for all staff in safeguarding and related areas, as identified through probation, performance appraisals, and other review processes, under the oversight of the Senior Management Team.

Leaving Employment at IAF

Despite the charity's commitment to safer recruitment, there may be occasions when allegations of serious misconduct or abuse against children or young people are raised. This section of the policy focuses on pre-employment checks and the charity's legal obligations regarding post-employment referrals.

The charity has a duty to make a referral to the DBS in circumstances where an individual:

- Has applied for a position at the charity despite being barred from working with children; or
- Has been removed, or has resigned prior to removal, from working in regulated activity (paid or unpaid) because they have caused harm, may pose a risk of harm, or are otherwise deemed unsuitable to work with children.

Where the individual referred to the DBS is a teacher, the charity will also consider making a referral to the Teaching Regulation Agency (TRA). These procedures apply to all employees, contractors, and volunteers engaged in regulated activity in accordance with statutory safeguarding requirements.

Contractors and agency staff
Contractors engaged by the charity must ensure that their employees undergo the same pre-employment checks that the charity is required to carry out for its own staff. The charity requires written confirmation that these checks have been completed before any contractor employee begins work at IAF.

Similarly, agencies supplying staff to the charity must ensure that all staff have completed the same pre-employment checks that would be required if they were directly employed by the charity. The charity requires confirmation from the agency that these checks have been completed before the individual can commence work at IAF.

IAF will independently verify the identity of all contractor and agency staff and will require sight of the original DBS certificate before any individual is permitted to commence work at the charity.

All verification records for contractor and agency staff will be retained securely on the charity's password-protected electronic system, accessible only by the Senior Management Team (SMT). Copies of DBS certificates themselves will not be retained**.**

Visiting Speakers (and Prevent Duty)
In accordance with the Prevent Duty Guidance, IAF has clear protocols to ensure that any visiting speakers, whether invited by staff or by young people, are suitable and appropriately supervised.

IAF cannot obtain a DBS disclosure or Children's Barred List information for visiting speakers who do not engage in regulated activity or undertake any other regular duties on behalf of the charity.

All visiting speakers will comply with the charity's visitors signing-in protocol, which includes:

- Signing in and out at Reception
- Wearing a visitor badge at all times
- Being escorted by a fully vetted member of staff between appointments

Before inviting a visiting speaker, IAF will undertake a risk assessment to evaluate the suitability of the individual, taking into account:

- Any relevant background information (formal or informal)
- The purpose and content of the visit
- Potential safeguarding or Prevent-related risks

In making this assessment, the charity will have regard to the Prevent Duty Guidance and the definition of "extremism" set out in *Keeping Children Safe in Education (KCSIE)*:

"'Extremism' is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs. It also includes calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups often draw on extremist ideas developed by extremist organisations."

IAF will only permit speakers deemed suitable following the risk assessment and safeguards. In fulfilling its Prevent Duty obligations, the charity does not discriminate on the grounds of race, colour,

nationality, ethnic or national origin, religion or belief, sex, sexual orientation, marital or civil partner status, disability, or age.

Volunteers

IAF will request an enhanced DBS disclosure and Children's Barred List check for all volunteers undertaking regulated activity with young people at, or on behalf of, the charity. The definition of regulated activity set out above will be applied to all volunteers.

Under no circumstances will IAF permit a volunteer without the necessary checks to have unsupervised contact with young people.

It is the charity's policy that a new DBS certificate is required for volunteers returning to regulated activity after a break of three consecutive months or more. Volunteers who are regularly involved with IAF activities may be required to sign up to the DBS Update Service, allowing the charity to obtain up-to-date criminal record information promptly before each new activity.

In addition to DBS checks, IAF will seek such further suitability information about a volunteer as is considered appropriate in the circumstances. This may include, but is not limited to:

- Formal or informal information provided by staff, parents, or other volunteers
- Character references from the volunteer's place of work or other relevant sources
- An informal safer recruitment interview

All volunteer suitability information will be stored securely on the charity's password-protected electronic system, accessible only by the Senior Management Team (SMT), in line with GDPR and safeguarding best practice.

Monitoring and Evaluation

The Senior Management Team (SMT) is responsible for ensuring that this policy is monitored and evaluated across the charity. This will include:

- Formal audits of all job vacancies to ensure compliance with safer recruitment procedures
- A yearly Safer Recruitment Evaluation Audit, the results of which will be presented to the trustees for review

These audits will help ensure that recruitment, pre-employment checks, volunteer suitability, and ongoing safeguarding measures are consistently applied and remain effective.

Appendix A - **IAF SAFER RECRUITMENT EVALUATION CHECKLIST**

Policy and Procedure	**In Place**	**Not in Place**	**In Progress**	**Notes**
Safer Recruitment Policy updated and monitored on a regular basis				
Consistency in recruitment procedures applied to all categories of employment				
Use of application Form				
Use of Job Description & Person Specification				
Referees asked to specifically comment on suitability of applicant				
Two written references taken up				
References followed up by a telephone reference				
References to be obtained for volunteers/supply/agency staff				
Questions asked on applicants child protection awareness				
Explanation of gaps in employment				
Proof of identity sought – originals not copies				
Academic qualification checked – originals not copies				
No employment until DBS Certificate has been completed and original disclosure received				
Above checks applied as appropriate to Overseas staff, supply/agency staff/gap/volunteers				
Panel interviews undertaken				
Formal induction programme undertaken				
Safeguarding training / issue of Safeguarding policy, Code of Conduct and Part One of KCSIE to new employee				

Changes and Amendments to Policy

Any changes/amendments made to this policy will be drafted and proposed to the board. It will be open to review once every 2 years. New iterations of the policy, once agreed by the board, will be circulated to all staff, board members and volunteers.