

Safer Recruitment Policy



FUTURES - ESSEX

EDUCATING MINDS, SOARING HIGH

Approved by:	Lauren Collin	Date: May 2024
Last reviewed on:	1 st August 2025	
Next review due by:	1 st August 2026	

Purpose

Futures-Essex Ltd is committed to safeguarding and promoting the welfare of children and young people. This Safer Recruitment Policy outlines the processes and checks we will undertake to ensure all staff, volunteers, contractors, and others working with children are suitable to do so. This policy is informed by *Keeping Children Safe in Education (KCSIE) 2024*.

All those involved in recruitment will have completed appropriate safer recruitment training.

Recruitment and Selection Process

The following steps are built on Part 3 of KCSIE 2024:

Advertising

When advertising roles, we will make clear:

- Our commitment to safeguarding and promoting the welfare of children.
- That safeguarding checks will be undertaken.
- The safeguarding requirements and responsibilities of the role, including the extent of contact with children.
- Whether the role is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, 2013 and 2020 amendments).

Application Forms

Our application forms will:

- State that it is an offence to apply if an applicant is barred from engaging in regulated activity with children.
- Include a link to our Child Protection and Safeguarding Policy and our Policy on the Employment of Ex-Offenders.

Shortlisting

- At least two people will be involved in shortlisting.
- We will consider inconsistencies, gaps in employment, and reasons for them.
- Candidates will complete a self-declaration of their criminal record, barring/prohibition status, and any information making them unsuitable to work with children.
- We will conduct reasonable and proportionate online searches on shortlisted candidates as part of due diligence. Candidates will be informed of this in advance.

References

- References will be sought **before interview** where possible.

- We will not accept open references.
- References must be from the candidate's current employer and completed by a senior person.
- Where the applicant is not currently working with children, verification will be sought from their most recent role involving children.
- Inconsistencies between applications and references will be explored with the candidate.

Interviews

At interview we will:

- Probe gaps in employment and frequent changes of employment/location.
- Explore any safeguarding concerns.
- Assess suitability to work with children.
- Record all decisions and rationale.

Pre-Appointment Vetting Checks

All offers of appointment will be conditional until all pre-employment checks are completed. We will record outcomes in the **Single Central Record (SCR)**.

The SCR will include:

- Identity verification.
- Enhanced DBS certificate (with barred list information where appropriate).
- Separate barred list check (if required before DBS is available).
- Prohibition from teaching check.
- Section 128 direction check (for leadership/management roles).
- Right to work in the UK.
- Verification of qualifications.
- Overseas checks (including professional body confirmation for teachers where possible).
- Date each check was completed and by whom.

Overseas Applicants

- Where criminal records or other checks cannot be obtained, we will record attempts made and seek alternative evidence of suitability.

Agency and Third-Party Staff

- Futures-Essex Ltd does not routinely use agency staff.
- In the event we do, we will obtain written confirmation that the agency has completed all required checks.
- Identity of the worker will be verified on arrival.

Volunteers

- Unchecked volunteers will never be left unsupervised or in regulated activity.
- Enhanced DBS checks (with barred list information) will be obtained for volunteers in regulated activity.
- Risk assessments will be carried out for volunteers not engaging in regulated activity, and records of these assessments will be kept.
- Supervised volunteers not in regulated activity will still undergo safeguarding checks, including identity verification.

Contractors

- Contractors and self-employed individuals working with or around children will undergo appropriate safeguarding checks.
- Contractors not in regulated activity will never be left unsupervised with children.
- Futures-Essex will verify identity on arrival and ensure safeguarding expectations are clear.

Visitors

- All visitors must sign in, provide identification, and wear a visitor's badge.
- Visitors will not be left unsupervised with children unless appropriate checks have been completed.

Monitoring and Review

- This policy will be reviewed annually, or sooner if statutory guidance changes.
- The Board of Directors will monitor implementation to ensure compliance with statutory requirements.

Links with Other Policies

This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy