



Safer Recruitment Policy



Document History

Version	Comments/Amendments	Name	Date
1	First Issue	Chris Kelly	22/04/2025

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1. Introduction

Oaktree Education Services is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We recognise that safer recruitment is a vital part of creating a secure environment, where all students can thrive, learn and feel safe. This policy sets out our approach to safer recruitment and is underpinned by the latest *Keeping Children Safe in Education* (KCSiE) statutory guidance, Ofsted expectations, and relevant employment legislation.

2. Policy Aims

This policy is designed to:

- Ensure recruitment practices effectively deter, reject or identify individuals who are unsuitable to work with students
- Promote equality of opportunity, transparency and fairness in recruitment and selection
- Uphold the highest standards of safeguarding throughout all stages of employment
- Maintain compliance with relevant legislation and inspection frameworks

3. Scope

This policy applies to the recruitment of:

- Employees (permanent, temporary and fixed-term)
- Volunteers
- Supply staff and agency workers
- Contractors who have regular contact with students
- Governors and senior leaders involved in decision-making and oversight

4. Legal Framework

The College adheres to all statutory guidance and legal requirements, including:

- *Keeping Children Safe in Education (KCSiE)*
- *Education Act 2002 (sections 157 and 175)*
- *Rehabilitation of Offenders Act 1974 (as amended)*
- *Equality Act 2010*
- *Safeguarding Vulnerable Groups Act 2006*
- *Data Protection Act 2018 and UK GDPR*
- *Disclosure and Barring Service (DBS) Code of Practice*

5. Key Principles and Procedures

a. Advertising and Recruitment Materials

- All advertisements will state the College's commitment to safeguarding
- Job descriptions will include responsibilities for safeguarding
- Person specifications will include the requirement to work safely with children and vulnerable adults
- Application packs will highlight that enhanced DBS checks and barred list checks will be required

b. Application and Shortlisting

- Applications must be made using the College's official forms
- CVs may be accepted only with a fully completed application form
- Shortlisting will be conducted by at least two people, one of whom must be safer recruitment trained
- Gaps in employment or anomalies must be explored and documented

c. Interview and Selection

- All candidates will be interviewed by a panel with at least one safer recruitment trained member

- Selection processes may include safeguarding-related questions and role-relevant assessments
- Pre-interview self-disclosure forms must be returned and considered
- Interview panels will explore motivation to work with vulnerable learners and attitudes to safeguarding

d. Pre-Employment Checks

Before an offer of employment is confirmed, the following checks will be completed:

- Identity verification
- Enhanced DBS with barred list check
- Prohibition from teaching and management checks (where applicable)
- Overseas criminal record checks (where applicable)
- Right to work in the UK
- Two satisfactory references, one from the current or most recent employer
- Verification of qualifications and employment history
- Health and fitness for the role (via occupational health assessment)
- Online searches of publicly available information, including social media

In exceptional cases, a risk assessment may be authorised by the Head of HR and a designated SLT member, permitting supervised work until checks are completed.

e. Single Central Record (SCR)

- The SCR will record all required checks for staff, volunteers and regular contractors
- It will be regularly reviewed and audited in line with Ofsted expectations
- All records will be securely stored and accessible only to authorised personnel

6. Induction and Ongoing Training

- All new starters will receive safeguarding and safer working practice training
- The induction will cover policies on safeguarding, whistleblowing, code of conduct and IT acceptable use
- Refresher safeguarding training is delivered annually
- Safer recruitment training is refreshed every three years for relevant staff

7. Monitoring and Evaluation

- Effectiveness will be evaluated through audits, incident reviews and feedback
- Findings will be reported to governors and acted upon swiftly

8. Responsibilities

- **Governing Body:** Ensures compliance and strategic oversight
- **Principal and SLT:** Operational implementation and monitoring
- **HR Team:** Conducts checks, maintains SCR, provides training and guidance
- **All Staff:** Understand and apply safer recruitment principles in their work

9. Policy Review

- This policy will be reviewed **annually** (or sooner, if required by legislative changes or significant developments in best practice).
- The review process will involve **teaching staff, support staff, senior leaders, and governors**, alongside student representatives (where appropriate).

Approval and Signature

- **Principle of Head of College:**
Chris Kelly, 22/04/2025
- **Chair of Governors/Trust Board:**
Name, Signature, Date

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