

Safer Recruitment Policy



Approved by: Amanda Minshull-Beech **Date:** July 2025

Signed: *AM Minshull-Beech* **Position:** Chair of Trustee Board

Last review: July 2025 **Next review by:** July 2026

Monitoring arrangements

This policy will be reviewed at least annually in line with relevant guidance. The Trustees are responsible for ensuring the implementation of this policy and that regular reviews take place.

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1 Aims, Scope and Principles

Inclusion Education is committed to promoting the welfare of children and young people and keeping them safe.

Inclusion Education is also committed to equality, valuing diversity and working inclusively across all our activities.

Inclusion Education aims to employ staff that represent a variety of backgrounds and cultures and can provide the relevant knowledge, abilities and skills for our organisation.

- We recognise that our workforce is our most important resource.
- Unsuitable individuals sometimes seek out opportunities via employment or volunteering, to have contact with children, in order to harm them.
- Some groups face unfair discrimination in the workplace.
- Children, young people and families benefit from our efforts to recruit a skilled and committed workforce, from a diverse range of backgrounds.
- New staff cannot perform their role effectively unless they are inducted properly and receive ongoing support and supervision.
- The views and perspectives of service users are valuable and should be incorporated into the recruitment and selection process whenever appropriate.

This policy applies to all employees of Inclusion Education (Inclusion Hampshire CIO) and its provisions: Inclusion Schools, Inclusion College and EB8, collectively referred to as “Inclusion Education”.

The recruitment steps outlined in this policy are based on **Part 3 of Keeping Children Safe in Education 2025** and we have put the following steps in place during our recruitment and selection process to ensure our commitment to safeguarding and promoting the welfare of children.

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff who will be working with children, have received appropriate safer recruitment training.

2 Recruitment and Selection Process

2.1 Advertising

When advertising roles, we will make clear:

- Our organisation’s commitment to safeguarding and promoting the welfare of children.
- That safeguarding checks will be undertaken.
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children.

2.2 Application Process

Job descriptions and person specifications are to be provided to anybody who expresses an interest in an advertised job.

Completed application forms are invited from all candidates who express an interest in an advertised job.

Two references are to be provided by candidates, one being their most recent employer. Inclusion Education does not accept open references, testimonials or references from relatives.

Our application forms/Job Descriptions will include statements saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).

2.3 Shortlisting

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment, and reasons given for them.
- Explore all potential concerns.

Once we have shortlisted candidates, we will ask shortlisted candidates to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:

- If they have a criminal history.
- Whether they are included on the barred list.
- Whether they are prohibited from teaching.
- Information about any criminal offences committed in any country in line with the law, as applicable in England and Wales.
- Any relevant overseas information.
- Sign a declaration confirming the information they have provided is true.

We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process.

2.4 Interview and Selection

When interviewing candidates, we will:

- Ensure that at least one interviewer is Safer Recruitment trained.
- Probe any gaps in employment, or where the candidate has changed employment or location frequently and ask candidates to explain this.
- Explore any potential areas of concern to determine the candidate's suitability to work with children.
- Record all information considered and decisions made.

2.5 Seeking References and Checking Employment History

We will obtain, at a minimum, 2 references for the successful candidate, as part of our pre-employment checks.

Any concerns raised will be explored further with referees and taken up with the candidate during the onboarding process.

When seeking references, we will:

- Not accept open references.
- Liaise directly with referees and verify any information contained within references with the referees as appropriate.
- Ensure one reference is from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal as accurate, in respect to disciplinary investigations.
- Obtain verification of the candidate's most recent relevant period of employment, if they are not currently employed.
- Secure a reference from the relevant employer from the last time the candidate worked with children, if they are not currently working with children.
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate.
- Resolve any concerns before any appointment is confirmed.

3 Pre-Appointment Vetting Checks

We will record all information on the checks carried out in the relevant single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

3.1 New Staff

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity.
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before appointment, or as soon as practicable after, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed, we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken.
- Obtain a separate barred list check if they will start work in *regulated activity before the DBS certificate is available.
- Verify their mental and physical fitness to carry out their work responsibilities.
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards.

- Verify their professional qualifications, as appropriate for the role.
 - Ensure they are not subject to a prohibition order, if they are employed to be a teacher.
 - Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include, where available:
 - For all staff, including teaching positions: [criminal records checks for overseas applicants](#)
 - For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to teach.
 - Check that candidates taking up a management position** are not subject to a prohibition from management (section 128) direction made by the secretary of state.
- ** Management positions are most likely to include, but are not limited to, headteachers, deputy/assistant headteachers and senior leadership roles.

Regulated activity means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not.

3.2 Existing Staff

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in [relevant conduct](#); or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or
- We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left.

3.3 Agency and Third-Party Staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform.

We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

3.4 Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at Inclusion Education has had the appropriate level of DBS check. This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity.
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children.

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

3.5 Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity.
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity.
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment.

3.6 Trustees and local provision Governors

All trustees and governors will have an enhanced DBS check without barred list information. They will have an enhanced DBS check with barred list information, if working in regulated activity.

The chair of the board will have their DBS check countersigned by the secretary of state.

All trustees and governors will also have the following checks:

- Identity.

- Right to work in the UK.
- Other checks deemed necessary if they have lived or worked outside the UK.

3.7 Staff working in alternative provision settings

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

3.8 Adults who supervise pupils on work experience

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.