



Safer Recruitment Policy

2025 - 2026

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1. Introduction

Safeguarding and promoting the welfare of children and vulnerable adults is an integral part of REACH Learning Provision's recruitment process. Safer recruitment plays a central role in creating a safe, secure, and supportive environment for children, parents, carers, and staff. This policy sets out the duties and responsibilities of all staff involved in recruiting and vetting employees, contractors, and volunteers, and for ensuring that REACH provides a safe learning environment.

The measures described apply to everyone working at REACH Learning Provision, including those who may not have direct contact with children or vulnerable adults because of their role (e.g., office staff, contractors, consultants).

This policy has due regard to legislation, including but not limited to:

- Children Act 1989
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Sexual Offences Act 2003
- The School Staffing (England) Regulations 2009
- The Education Act 2002
- The Education and Skills Act 2008
- The Equality Act 2010
- The Rehabilitation of Offenders Act 1974
- The Data Protection Act 2018 and UK GDPR
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)

This policy also follows guidance, including:

- DfE (2025) *Keeping Children Safe in Education* (KCSIE)
- DfE (2017) *Staffing and Employment Advice for Schools*

2. Safer Recruitment Training

The Provision Manager has completed accredited Safer Recruitment training. At least one member of every interview panel will have completed accredited Safer Recruitment training, which is refreshed every three years.

3. Principles of Safer Recruitment

Safer recruitment at REACH means applying due diligence to safeguarding and promoting the welfare of children at every stage of the recruitment process.

This includes:

- Ensuring all job adverts and recruitment materials carry REACH's safeguarding statement:
"REACH Learning Provision is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references and enhanced DBS checks."
- Consistent and thorough procedures for obtaining, collating, and evaluating applicant information.
- Using a standard application form (CVs are not accepted).
- Scrutinising gaps in employment and documenting explanations.
- Seeking two independent references, one of which must be the most recent employer, before confirming appointment.
- Face-to-face interview(s) assessing both professional competence and suitability to work with children.
- Verifying identity, right to work in the UK, enhanced DBS, barred list (where appropriate), qualifications, and employment history.
- Carrying out prohibition and teacher regulation checks via the Teaching Regulation Agency.
- Overseas checks where an applicant has lived or worked outside the UK.

4. Conditional Offers and Pre-Employment Checks

A conditional offer of employment will only be confirmed once all pre-employment checks are completed satisfactorily.

These include:

- Enhanced DBS (with barred list where relevant)
- Identity verification
- Right to work in the UK
- Professional references
- Employment and qualification verification
- Health and physical capacity to carry out the role

All checks will be documented and stored securely in line with REACH's Data Protection Policy.

5. Induction and Probation

All new staff, regardless of role, will complete an induction and probationary period (normally 6 months).

The induction programme will:

- Provide training and information on REACH policies and procedures.
- Confirm professional conduct expectations (Staff Code of Conduct).
- Ensure mandatory training (Safeguarding, Prevent, Behaviour, Fire Safety) is completed.
- Offer support, mentoring, and opportunities to raise concerns.
- Allow managers to assess suitability and address any performance or safeguarding concerns.

6. The Single Central Record (SCR)

REACH maintains a Single Central Record (SCR) in line with KCSIE 2025. The SCR includes all staff, supply staff, volunteers, contractors, and relevant consultants.

For each individual, the SCR records:

- Identity check
- DBS certificate number and date, and barred list (where relevant)
- Right to work in the UK
- Qualifications check (where legally required)
- Prohibition from teaching checks
- Overseas checks (where applicable)
- Date of checks and who carried them out

The SCR is reviewed termly by SLT and annually by the Provision Manager.

7. Supply, Volunteers and Contractors

Supply and Student Staff

- REACH only works with agencies that comply with safer recruitment standards.
- Written confirmation of checks is obtained from the agency, and DBS numbers are recorded on the SCR.
- Identity verification is carried out on arrival.

Volunteers

- Volunteers in regulated activity will undergo enhanced DBS and barred list checks, plus at least two references.
- Volunteers not in regulated activity may undergo an enhanced DBS check following a risk assessment.

- Under no circumstances will unchecked volunteers be left unsupervised.

Contractors

- Identity checks are carried out on all contractors.
- Contractors with unsupervised access to pupils must hold an enhanced DBS.
- Where contractors are not DBS checked, they will be supervised at all times.

8. Recruitment of Ex-Offenders

REACH is committed to fair treatment of all applicants, including those with criminal records, in line with the Rehabilitation of Offenders Act 1974 and DBS guidance.

- A disclosure is only requested where proportionate and relevant.
- Applicants are encouraged to provide details of criminal records in confidence at application stage.
- Having a criminal record will not necessarily bar an applicant from working with REACH. Decisions will be based on the nature of the role, circumstances, and background of offences.
- Where offences are disclosed, a risk assessment may be required as part of the probationary period.

9. Allegations and Unsafe Practice

Where unsafe practice or misconduct is identified during recruitment or employment, REACH will follow the Managing Allegations Policy and Whistleblowing Policy.