

Safer Recruitment Policy

Version 1.2

1. Introduction

Learn With Confidence (LwC) is committed to promoting the **welfare and safety of all students** by implementing a **robust safer recruitment process** for all self-employed teaching staff. This policy applies to all staff who provide educational services either at the LwC centre, online, from their own homes, or in the home of the student. The policy is designed to ensure that all teaching staff are **suitably qualified, experienced, and committed to safeguarding and promoting the welfare of children and young people**.

The recruitment process adheres to statutory guidelines, including:

- **Keeping Children Safe in Education (KCSIE) 2024**
- **Working Together to Safeguard Children 2018**
- **Children's Act 1989 and 2004**
- **Education Act 2011**
- **Equality Act 2010**
- **General Data Protection Regulation (GDPR) 2018**
- **Safeguarding Policy**
- **Complaints Policy**
- **Whistleblowing Policy**

This policy reflects the aims of LwC to create a nurturing, safe, and flexible learning environment that meets the needs of all students, particularly those with Special Educational Needs (SEN) and Social, Emotional, and Mental Health (SEMH) challenges.

2. Aims of the Safer Recruitment Policy

The aims of this policy are to:

1. **Ensure that all teaching staff are suitable** to work with children and young people.
2. **Prevent unsuitable individuals from gaining access** to students.
3. **Provide a safe learning environment** for all students, in line with safeguarding legislation.
4. **Comply with all relevant legislation** and guidance on safer recruitment.
5. **Support the safeguarding culture** of LwC by ensuring that all recruitment practices reflect the centre's commitment to promoting the welfare of children.

3. Scope

This policy applies to all self-employed teaching staff who work in various capacities:

- **At the LwC centre**
- **Online (remote teaching)**
- **From their own homes**
- **In the homes of students**

It covers all stages of the recruitment process, including advertising, selection, appointment, and ongoing monitoring.

4. Recruitment Procedures

4.1 Advertising Vacancies

- All advertisements will include a statement about **LwC's commitment to safeguarding** and promoting the welfare of children. For example:
"Learn With Confidence is committed to safeguarding children and young people. All teaching roles are subject to safer recruitment checks."
- **Job descriptions and person specifications** will clearly outline the responsibilities related to safeguarding.

4.2 Application Process

- All applicants must complete an application form, which includes a full employment history, details of any gaps in employment, and references.
- Applicants will be required to sign a declaration of any criminal convictions or ongoing investigations.

4.3 Selection Process

- **Shortlisted candidates** will be interviewed, with questions designed to assess their suitability to work with children, their understanding of safeguarding responsibilities, and their commitment to equality and inclusion.
- At least two references will be obtained, including one from the most recent employer, to verify the candidate's suitability for working with children. References will be checked for accuracy and authenticity.

4.4 Pre-Appointment Checks

The following pre-appointment checks will be conducted for all successful candidates:

- **Enhanced Disclosure and Barring Service (DBS) check:** An enhanced DBS check with **barred list information** will be required for all teaching staff. If the staff member will be working in the student's home, the DBS check must be enhanced with home-based working requirements.
- **Right to Work** in the UK verification.
- **Qualification checks** to confirm that the candidate possesses the necessary teaching qualifications and experience.
- **Prohibition from Teaching check:** To ensure the candidate is not prohibited from teaching.
- **Self-declaration of medical fitness** to perform the role.
- **Identity verification** and proof of address checks.

4.5 Additional Checks for Online Teaching

For staff teaching online, LwC will:

- Ensure that safeguarding policies and procedures are adapted to the online environment.
- Require staff to complete training on online safety, including the use of secure platforms for teaching.
- Implement protocols for recording and monitoring online lessons, where appropriate, to ensure safety.

4.6 Additional Checks for Teaching in Students' Homes

Learn with Confidence
5 King Court, Harwood Road, Horsham, RH13 5UR
Email: kat.perry@learnwithconfidence.co.uk
Tel: 01403 586029
Learnwithconfidence.co.uk

For staff working in students' homes, LwC will:

- Conduct an enhanced DBS check with specific checks for home-based workers.
- Ensure that a home risk assessment is carried out before the commencement of teaching.
- Provide additional safeguarding training for teaching staff to address potential risks when working in a private home setting.

5. Annual Safer Recruitment Training for Interviewing Staff

Interviews and shortlisting at Learn With Confidence are conducted by the Director (Kat Perry), the SENCO (Elektra Robinson), and members of the Senior Support Team. All staff involved in interviewing or shortlisting candidates must complete annual Safer Recruitment training. This training is delivered through Flick Learning, and ensures that interviewers:

- Understand safer recruitment principles
- Are able to identify potential safeguarding risks
- Apply consistent, safe, and fair recruitment practices
- Are confident in assessing suitability to work with children and young people

Completion of this training is logged on the central recruitment record.

6. Ongoing Monitoring and Training

6.1 Induction and Training

- All newly appointed teaching staff will undergo an induction programme that includes safeguarding training and familiarisation with LwC's policies and procedures.
- Kat Perry will also regularly perform quality assurance drop-ins and observations. LwC has an open door policy for any staff related issues and concerns.
- Staff are required to complete annual safeguarding and child protection training, including updates on KCSIE and Working Together 2018.

6.2 Regular Review of DBS Checks

- DBS checks will be renewed every three years or more frequently if the individual's role or circumstances change.
- Staff will be required to sign up for the DBS Update Service, where appropriate, to facilitate ongoing monitoring.

6.3 Supervision and Support

- All teaching staff will have regular supervision and support meetings to discuss any concerns, ongoing professional development, and safeguarding responsibilities.
- Observations of lessons (online or in-person) will be conducted periodically to ensure teaching quality and adherence to safeguarding protocols.

7. Central Recruitment and Compliance Record

Learn With Confidence maintains a single centre record for all self-employed teaching staff. This record is used to log and monitor:

- Recruitment checks completed during onboarding

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- DBS status and renewal dates
- Safeguarding and child protection training
- Annual safer recruitment training
- Any additional mandatory training
- Suitability reviews following concerns, complaints, or whistleblowing procedures

The central record is reviewed regularly to ensure all staff remain compliant with safer recruitment and safeguarding requirements.

8. Equality and Diversity in Recruitment

LwC is committed to the principles of the Equality Act 2010 and will ensure that all recruitment practices are free from discrimination. Reasonable adjustments will be made to support candidates with disabilities or special needs during the recruitment process.

9. Handling of Data and Confidentiality

All personal information collected during the recruitment process will be processed in accordance with the General Data Protection Regulation (GDPR) 2018 and LwC's Data Protection Policy. This includes:

- Secure storage of applicant data.
- Ensuring that data is used solely for recruitment purposes.
- Deleting or securely archiving applicant data after the recruitment process concludes.

10. Allegations and Whistleblowing

- Any allegations against staff will be handled in accordance with KCSIE 2024 and LwC's Safeguarding and Child Protection Policy.
- LwC has a Whistleblowing Policy that encourages staff to report any concerns about safeguarding or recruitment practices.

11. Suitability Reviews, Allegations and Safeguarding Investigations

11.1 Learn With Confidence recognises that safeguarding concerns, complaints, or whistleblowing reports may indicate a need to review a staff member's ongoing suitability to work with children and young people. Where such concerns arise, LwC will initiate a formal suitability review to assess whether the individual remains appropriate for their role.

11.2 A suitability review may be triggered by:

- Safeguarding concerns raised by students, families, staff, or external agencies
- Complaints relating to conduct, professional practice, or behaviour
- Whistleblowing disclosures
- Allegations of harm or risk of harm to a child
- Any information suggesting a change in risk level or professional suitability

11.3 Where an allegation meets the threshold set out in *Keeping Children Safe in Education (KCSIE) 2024*, LwC will make a referral to the Local Authority Designated Officer (LADO). LwC will

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cooperate fully with any LADO investigation, including providing relevant records, documentation, and evidence as required.

11.4 As part of any safeguarding investigation, LwC may review:

- Recruitment records
- References obtained at appointment
- DBS certificates and update service information
- Training records, including safeguarding and safer recruitment training
- Supervision notes and observation records
- Any previous concerns or suitability assessments

11.5 Outcomes of suitability reviews may include:

- No further action
- Additional supervision or monitoring
- Requirement for further training
- Temporary adjustments to duties
- Suspension from teaching pending investigation outcomes
- Termination of contract where risk cannot be safely managed

11.6 All suitability reviews and investigation outcomes will be recorded on the central recruitment and compliance record, in line with safeguarding and data protection requirements.

12. Policy Review

This Safer Recruitment Policy will be reviewed annually or sooner if there are changes in legislation or guidance. Any updates will be made in line with best practices and statutory requirements.

Version Control			
Version No.	Date	Author	Notes
1.0	7 th October 2024	K Perry	
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1.2	6 th August 2026	KP	Updated