

## Safer Recruitment Policy

### 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 aligns with 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

Learn with Confidence  
5 King Court, Harwood Road, Horsham, RH13 5UR  
Email: [kat.perry@learnwithconfidence.co.uk](mailto:kate.perry@learnwithconfidence.co.uk)  
Tel: 01403 586029  
[Learnwithconfidence.co.uk](http://Learnwithconfidence.co.uk)

- 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

For staff working in **students' homes**, LwC will:

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- 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. Ongoing Monitoring and Training

### 5.1 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**.

### 5.2 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.

### 5.3 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**.

## 6. 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.

## 7. 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.

## 8. Allegations and Whistleblowing

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- 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**.

### 9. 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 <sup>th</sup> October 2024   | K Perry |       |
| 1.1             | 2 <sup>nd</sup> September 2025 | KP      |       |