



RECONNECT
— LEARNING —
PATHWAYS BACK TO EDUCATION

Safer Recruitment Policy

VERSION 1.0

REVIEW: SEPTEMBER 2027

Reconnect Learning — Policy Owner: Ellen Kerr, Managing Director & Designated Safeguarding Lead

1. Statement of Commitment

The welfare of children is paramount. Every recruitment decision will be evidence-based, proportionate and fair — placing the safety and wellbeing of children above operational convenience.

Reconnect Learning is committed to safeguarding and promoting the welfare of children and young people. Safeguarding underpins every recruitment decision we make, and safer recruitment forms a critical part of our wider safeguarding responsibilities. We recognise that rigorous recruitment practices are essential in preventing unsuitable individuals from working with children, in line with *Keeping Children Safe in Education (KCSIE) 2026* and *Working Together to Safeguard Children 2026*.

Equality, diversity and inclusion are embedded throughout our recruitment process. Reconnect Learning does not unfairly discriminate against any applicant on the basis of any protected characteristic, and we are committed to ensuring all candidates are assessed fairly and transparently against the requirements of the role.

- ✓ Reconnect Learning expects all staff, volunteers, contractors, associates, self-employed tutors, outreach staff and agency workers to share this commitment to the welfare and safeguarding of children and young people.

Reconnect Learning complies fully with the DBS Code of Practice. A criminal record will not automatically bar an individual from employment — each case will be considered on its individual merits, with reference to the nature of the offence, its relevance to the role, and a proportionate risk assessment. Where a criminal record is declared, Reconnect Learning will carry out a proportionate risk assessment before any appointment decision is made.

Where relevant to the role, Reconnect Learning will obtain a signed declaration confirming that the individual is not disqualified from working with children under the Childcare (Disqualification) Regulations.

2. Purpose & Scope

Purpose of This Policy

- Deter unsuitable applicants
- Prevent individuals who pose a risk from working with children
- Promote a culture of vigilance
- Ensure robust recruitment practices
- Meet statutory safeguarding obligations
- Protect children from harm

This Policy Applies To

- Employees
- Tutors (including Online & Home Tutors)
- Self-Employed Tutors
- Associate Tutors
- Volunteers
- Outreach Staff
- Contractors
- Agency Staff
- Consultants
- Directors

3. Legislative Framework

This policy is informed by a comprehensive body of legislation and statutory guidance designed to protect children and ensure safe working environments.

Statutory Guidance

- Keeping Children Safe in Education (KCSIE) 2026
- Working Together to Safeguard Children 2026

Children's Legislation

- Children Act 1989
- Children Act 2004
- Education Act 2002

Employment & Rights

- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Rehabilitation of Offenders Act 1974
- Human Rights Act 1998

Data & Security

- Data Protection Act 2018
- Counter-Terrorism and Security Act 2015

This policy should be read alongside Reconnect Learning's Safeguarding and Child Protection Policy, which is the organisation's overarching safeguarding policy.

4. Recruitment Principles & Safer Recruitment Training

Core Recruitment Principles

Reconnect Learning will uphold the following principles throughout all recruitment activity:

Prioritise safeguarding throughout recruitment	Apply safer recruitment procedures consistently
Apply professional curiosity throughout the recruitment process	Ensure checks are completed before employment begins
Promote equality and diversity	Assess suitability to work with children
Maintain accurate records	Operate a compliant Single Central Record (SCR)

Professional curiosity is central to safer recruitment. Reconnect Learning expects all those involved in recruitment to look beyond the surface of applications, references and interview responses — questioning inconsistencies, exploring gaps in employment history and probing safeguarding responses with an open and enquiring mind.

Safer Recruitment Training

 At least **one member of every interview panel** must have completed accredited Safer Recruitment Training, in line with KCSIE 2026.

Training will be refreshed every **five years** or sooner where guidance changes. This ensures that all recruitment decisions are made by individuals equipped with current safeguarding knowledge and best practice.

1

Panel Member

Minimum trained per interview panel

3

Year Refresh

Maximum interval between training renewals

5. Advertising, Application & Shortlisting

1 Advertising Vacancies

All adverts must include Reconnect Learning's safeguarding commitment statement and confirm that the post is subject to an enhanced DBS check with Children's Barred List check. Adverts will also advise that online searches may be conducted on shortlisted candidates.

2 Application Process

Applicants must complete an application form providing full employment history, explain all gaps, declare relevant convictions and cautions as required, and supply referee details. **CVs alone will not be accepted.**

3 Shortlisting

Shortlisting considers experience, qualifications, employment history, safeguarding suitability, gaps in employment, and consistency of information. Professional curiosity will be applied when reviewing all applications — particularly where there are gaps in employment history, inconsistencies, or unexplained changes in career direction. Any concerns will be explored at interview.

4 Online Searches

Online searches may be conducted on shortlisted candidates to identify safeguarding concerns, professional misconduct, extremist views, or inappropriate online activity. Only publicly available information will be considered. Searches are proportionate and focused solely on safeguarding and professional suitability; irrelevant personal information will not influence recruitment decisions. All findings are documented appropriately and retained in line with data protection requirements.

5 References

References will be sought before interview where possible and obtained directly from the referee — not via the applicant. Open references, testimonials, or references supplied by applicants will not normally be accepted. All references are verified by Reconnect Learning, and any concerns or inconsistencies identified will be explored with professional curiosity, including follow-up with the referee or discussion with the candidate at interview.



6. Interview Process

All interviews will include dedicated safeguarding questions. Interview panels are required to apply professional curiosity when exploring a candidate's values, professional conduct, employment history and suitability to work with children.

Safeguarding Questions May Cover



Professional Boundaries

Understanding and maintaining appropriate boundaries with children and young people.



Child Protection Responsibilities

Knowledge of duties and reporting obligations under safeguarding frameworks.



Online Safety

Awareness of risks in digital environments and responsibilities for keeping children safe online.



Managing Disclosures

Appropriate responses to safeguarding disclosures from children or young people.

Panels Will Also Explore



Any discrepancies, inconsistencies or concerns identified must be addressed directly during the interview. Panels should apply professional curiosity and not accept vague or evasive responses.

- Employment gaps and reasons
- Reference discrepancies
- Online search findings
- Inconsistencies in application or interview responses
- Safeguarding scenarios
- Previous safeguarding experience
- Prevent and radicalisation awareness
- Overall suitability to work with children

7. Pre-Employment Checks



No individual will commence regulated activity until **all** required checks have been satisfactorily completed and recorded on the Single Central Record (SCR), in line with KCSIE 2026.

1

Identity Verification

Verification of name, address, and date of birth using original documents.

2

Enhanced DBS

Enhanced DBS check with Children's Barred List check for all those working in regulated activity. Where applicable, the DBS Update Service will be used to verify currency of existing certificates.

3

Right to Work

Verification of legal entitlement to work in the United Kingdom.

4

Qualification Checks

Verification of teaching qualifications, degrees, and professional registrations.

5

References

Minimum of two professional references confirming employment history and suitability to work with children.

6

Overseas Checks

Where applicants have lived or worked overseas, appropriate overseas criminal record checks will be sought.

7

Prohibition Checks

Teacher Prohibition Checks and Section 128 Checks where relevant.

8

Childcare Disqualification

Where relevant to the role, a declaration will be obtained confirming the individual is not disqualified from working with children under the Childcare (Disqualification) Regulations.

9

Medical Fitness

Where required, confirmation that the individual is medically fit to carry out the duties of the role.

8. Home Tutors, Self-Employed Tutors, Agency Staff & Volunteers

Home Tutors & Lone Workers

Because Reconnect Learning delivers home tuition and community-based learning, additional recruitment considerations apply:

- Lone working suitability
- Ability to maintain professional boundaries
- Understanding of safeguarding in home environments
- Risk assessment awareness
- Home tuition safeguarding expectations
- Safeguarding induction before commencing duties
- Ongoing monitoring and supervision arrangements

Agency Staff

Before agency staff commence work, written confirmation must be obtained that:

- Identity has been verified
- DBS checks have been completed
- Barred list checks have been completed
- Safeguarding checks have been completed
- Safeguarding induction has been completed or will be provided by Reconnect Learning before commencement

Written confirmation will be obtained from the supplying agency that all statutory safeguarding checks have been completed and recorded.

Volunteers

Volunteers will be subject to safeguarding checks proportionate to their role. All volunteers will:

- Receive safeguarding induction
- Follow safeguarding procedures
- Work within agreed boundaries

Self-Employed & Associate Tutors

Self-employed tutors, associate tutors, outreach staff and contractors are subject to the same safeguarding expectations, recruitment standards and suitability checks as employed staff. This includes:

- Enhanced DBS check
- Children's Barred List check
- Safeguarding induction
- Ongoing monitoring
- Compliance with Reconnect Learning's safeguarding policies

Reconnect Learning applies the same safeguarding and suitability standards to all individuals working with children — regardless of their employment status or contractual arrangement.



9. Single Central Record (SCR)

Reconnect Learning will maintain a Single Central Record, reviewed **termly**, to ensure all checks are recorded and up to date for every individual working with children.

Check Type	Date Completed	Reference/Number	Verified By
Identity Verified			
DBS Certificate Number			
DBS Issue Date			
Barred List Check			
Right to Work in UK			
Qualifications Verified			
References Received & Verified			
Prohibition from Teaching Check			
Section 128 Check (where applicable)			
Overseas Checks (where applicable)			
Safeguarding Induction Completed			
DBS Update Service Registered (where applicable)			

The SCR is reviewed termly by the Managing Director and DSL. All required fields must be completed and verified before an individual commences regulated activity. The SCR is maintained in line with KCSIE 2026 and is available for inspection.

10. Staff Induction & Ongoing Suitability

Safeguarding Induction

All new staff must receive safeguarding induction **before commencing duties**. Induction will cover:

- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Online Safety
- Prevent Duty and Radicalisation Policy
- Safeguarding Reporting Procedures
- Lone Working Policy and Procedures
- Whistleblowing Policy
- Low-Level Concerns Policy
- Allegations Against Staff Policy
- Data Protection responsibilities

Ongoing Suitability

Suitability is monitored throughout employment. All staff have a duty to inform Reconnect Learning **immediately** of:

❌ Failure to disclose relevant information may result in disciplinary action and referral to appropriate authorities.

- Arrests or criminal investigations
- Convictions or charges
- Cautions
- Professional misconduct investigations
- Any restrictions affecting suitability to work with children
- Changes in personal circumstances that may affect suitability to work with children

This duty to disclose applies to all staff, volunteers, self-employed tutors, associate tutors, contractors and agency workers. Reconnect Learning will respond to all disclosures promptly and in line with its Allegations Against Staff Policy and Low-Level Concerns Policy.

11. Low-Level Concerns, Allegations & Whistleblowing

Reconnect Learning promotes a culture of openness, transparency and professional curiosity. All concerns — however minor they may appear — must be taken seriously, recorded and acted upon promptly. Staff are encouraged to trust their instincts and raise concerns without delay.

Low-Level Concerns

Low-level concerns include behaviour that falls below expected standards, creates unease, or raises professional boundary concerns. All low-level concerns must be **reported, recorded and reviewed**.

Low-level concerns are managed in line with Reconnect Learning's Low-Level Concerns Policy. A pattern of low-level concerns may indicate a more serious safeguarding risk and will be reviewed accordingly.

Allegations Against Staff

Any allegation that a member of staff may harm a child, commit a criminal offence, pose a risk to children, or behave in a way that makes them unsuitable will be referred to the **Local Authority Designated Officer (LADO)** where appropriate.

Allegations are managed in line with Reconnect Learning's Allegations Against Staff Policy and in accordance with KCSIE 2026 Part Four.

Whistleblowing

All staff have a duty to report safeguarding concerns through the DSL, Senior Leadership, or the **NSPCC Whistleblowing Helpline: 0800 028 0285**. No individual will suffer detriment for raising genuine safeguarding concerns.

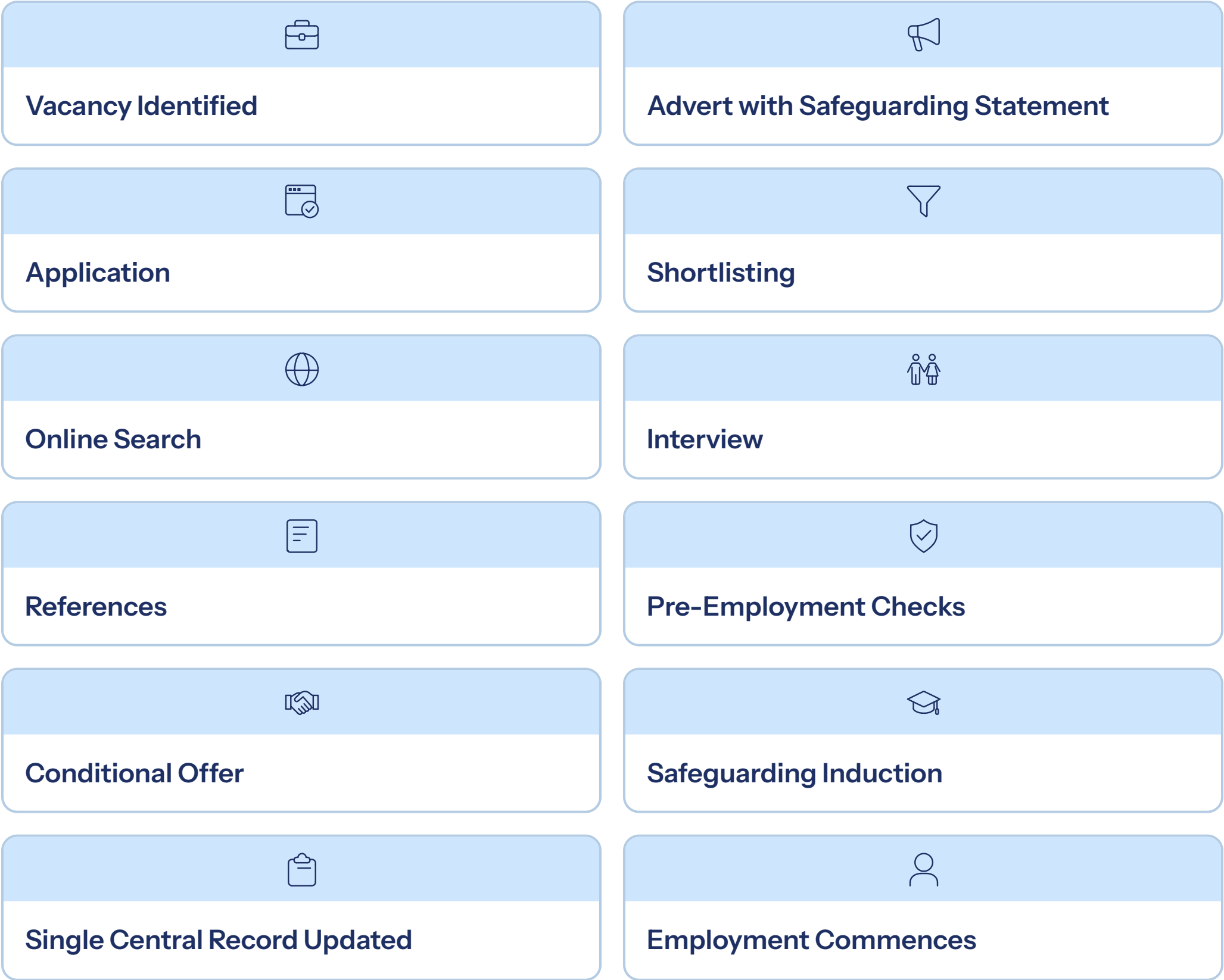
Concerns may also be raised with the Managing Director or, where the concern relates to the Managing Director, directly with the LADO or NSPCC.

DBS Referrals

Reconnect Learning will make referrals to the Disclosure and Barring Service where required by law — including where an individual has harmed a child, poses a risk, is removed from regulated activity, or resigns before disciplinary action is completed.

12. Safer Recruitment Flowchart

Every recruitment process at Reconnect Learning follows this structured pathway to ensure safeguarding is embedded at every stage — from vacancy identification through to the first day of employment.



 **Key Principle:** Safeguarding is embedded at every stage of the recruitment process. No individual will commence work with children until all required checks have been satisfactorily completed, recorded on the Single Central Record and verified by the Managing Director or DSL.

13. Monitoring, Review & Our Commitment

Monitoring & Review

The Managing Director and DSL will ensure this policy remains current and effective:

- 01
- Review recruitment processes annually
- 02
- Audit the Single Central Record termly
- 03
- Review safeguarding compliance
- 04
- Monitor recruitment trends
- 05
- Ensure compliance with KCSIE 2026 and Working Together to Safeguard Children 2026
- 06
- Review learning from safeguarding incidents and apply to recruitment practice

This policy will be reviewed annually and without unnecessary delay following changes to legislation, statutory guidance, safeguarding practice, organisational arrangements or learning from safeguarding incidents.

Policy Approval

Approved By	Managing Director
Date Approved	September 2026
Version	1.0
Review Date	September 2027

Our Commitment to Children

Every adult working with children must be appropriately vetted, trained, supervised and supported to create a safe environment in which children can learn, develop and thrive.

Reconnect Learning's Safer Recruitment Policy is not simply a compliance exercise — it is a fundamental expression of our values and our unwavering commitment to the safety and wellbeing of every child and young person we serve. This policy forms part of Reconnect Learning's wider safeguarding framework, which includes the Safeguarding and Child Protection Policy, Prevent Duty and Radicalisation Policy, Online Safety Policy, Staff Code of Conduct, Low-Level Concerns Policy, Allegations Against Staff Policy and Whistleblowing Policy.

POLICY OWNER: ELLEN KERR

NEXT REVIEW: SEPTEMBER 2027

Related Policies

This policy should be read in conjunction with the following Reconnect Learning policies:



Safeguarding and Child Protection Policy



Staff Code of Conduct



Online Safety Policy



Low-Level Concerns Policy



Whistleblowing Policy



Allegations Against Staff Policy



Prevent Duty and Radicalisation Policy



Data Protection Policy



Single Central Record Procedure