



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 and all recruitment decisions will place the safety and wellbeing of children above operational convenience.

Reconnect Learning is committed to safeguarding and promoting the welfare of children and young people. We recognise that safer recruitment is a critical element of safeguarding and is essential in preventing unsuitable individuals from working with children.

- ✔ Reconnect Learning expects all staff, volunteers, contractors, associates and agency workers to share this commitment to child welfare.

Reconnect Learning complies fully with the DBS Code of Practice and does not unfairly discriminate against applicants with criminal records. A criminal record will not automatically prevent employment and each case will be considered on its merits, risk assessment and relevance to the role.

Where relevant to the role, Reconnect Learning will obtain declarations relating to childcare disqualification requirements.

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)
- Volunteers
- Contractors
- Agency Staff
- Consultants
- Directors
- Associate Tutors

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.

Safeguarding Guidance

- Keeping Children Safe in Education (KCSIE 2025)
- Working Together to Safeguard Children
- Safeguarding Vulnerable Groups Act 2006

Children's Legislation

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

Employment & Rights

- Equality Act 2010
- Rehabilitation of Offenders Act 1974
- Human Rights Act 1998

Data & Security

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

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

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)

Safer Recruitment Training



At least **one member of every interview panel** must have completed accredited Safer Recruitment Training.

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

5

Year Refresh

Maximum interval between training renewals

5. Advertising, Application & Shortlisting

1 Advertising Vacancies

All adverts must include the safeguarding commitment statement and advise that online searches may be undertaken. Enhanced DBS clearance is referenced in every advert.

2 Application Process

Applicants must complete an application form providing full employment history, explain all gaps, declare convictions where 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. Any concerns will be explored at interview.

4 Online Searches

Searches on shortlisted candidates may identify safeguarding concerns, professional misconduct, extremist views, or inappropriate online activity. Only publicly available information is considered.

5 References

References will be obtained directly from the referee and verified by Reconnect Learning. Open references, testimonials or references supplied by applicants will not normally be accepted.



6. Interview Process

All interviews will include dedicated safeguarding questions. Interview panels are required to explore a candidate's values, professional conduct, 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 or concerns identified must be addressed directly during the interview.

- Employment gaps and reasons
- Reference discrepancies
- Online search findings
- Safeguarding scenarios
- Previous safeguarding experience
- Overall suitability to work with children

7. Pre-Employment Checks

⊗ No individual will commence regulated activity until **all** required checks have been satisfactorily completed.

1

Identity Verification

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

2

Enhanced DBS

Enhanced DBS check and Children's Barred List check where applicable.

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. Home 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

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

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

Reconnect Learning applies the same safeguarding and suitability checks to self-employed tutors, associate tutors and contractors as it does to employed staff.



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)			

The SCR is reviewed termly by the Managing Director/DSL. All columns must be completed before an individual commences regulated activity.

10. Staff Induction & Ongoing Suitability

Safeguarding Induction

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

- Child Protection Policy
- Staff Code of Conduct
- Online Safety
- Prevent Duty
- Reporting Procedures
- Lone Working Procedures
- Whistleblowing Procedures

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
- Cautions
- Professional misconduct investigations
- Any restrictions affecting suitability to work with children

11. Low-Level Concerns, Allegations & Whistleblowing

Reconnect Learning promotes a culture of openness and transparency. All concerns — however minor they may appear — must be taken seriously and acted upon promptly.

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**.

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.

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.

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 begins before employment starts. 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.

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

This policy will be reviewed **annually** or sooner where legislation changes.

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.

POLICY OWNER: ELLEN KERR

NEXT REVIEW: SEPTEMBER 2027

Policy Approval

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

Related Policies

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



Safeguarding & Child Protection Policy



Staff Code of Conduct



Online Safety Policy



Low-Level Concerns Policy



Whistleblowing Policy



Allegations Against Staff Policy