



Safer Recruitment Policy

Version 1.0



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Version Control

VERSION	REVIEWER NAME	DATE	NEXT REVIEW	COMMENTS
1.0	Policy Pros	Oct 2025	Oct 2026	First Policy.



Introduction

Pathways LDN recognise that safer recruitment practices are the foundation of effective safeguarding and is committed to safeguarding and promoting the welfare of our learners and all individuals who engage with our services.

This policy ensures that all recruitment and management procedures are rigorous, fair, and consistent, creating a secure environment for everyone, particularly children (under 18) and vulnerable adults. We

Purpose

The purpose of this policy is to:

- Detail the robust screening processes designed to deter, reject, or identify individuals who are unsuitable for work with children and vulnerable adults.
- Ensure full compliance with all statutory requirements set out in Keeping Children Safe in Education (KCSIE), and other relevant UK legislation and statutory guidance.
- Establish mechanisms for the continuous management, supervision, and scrutiny of staff conduct once they are employed by Pathways LDN.

Who and what this policy applies to

This policy applies to all staff and individuals involved in the delivery or management of training, including:

- All employees (permanent, temporary, and part-time).
- Directors.
- Agency staff, contractors, and subcontractors working directly with learners.
- Volunteers and student learners.

This policy also applies regardless of whether the staff member is working on Pathways LDN premises, remotely, or at an employer's site (for apprentices).



Definitions

Safer Recruitment is the process of taking all reasonable steps to ensure that people who are unsuitable to work with children, young people, or vulnerable adults are prevented from doing so. It is designed to protect participants by embedding safeguarding into every stage of recruitment and selection.

Recruitment and Selection Policy

Equality and Diversity Statement

Our recruitment procedures are designed to reach eligible candidates and ensure the selection process is non-discriminatory.

If any applicant has a disability and declares so, we will consider any reasonable adjustments to enable the candidate to participate in the recruitment and selection process.

Data Protection

Our commits to protecting and keeping secure all personal and sensitive data, to process it in accordance with UK law, and to allow individual access when requested.

This information must and will be treated confidentially and in accordance with our Data Protection and GDPR Policy.



Recruitment and Selection Process

Advertising and Application

- All vacancies will include a clear statement of Pathways LDN's commitment to safeguarding.
- Applicants must provide a complete employment history with explanations for any gaps.
- Applicants will be informed if the role is subject to an enhanced Disclosure and Barring Service (DBS) check and reference verification.

Shortlisting

- Shortlisting will be carried out by the Directors, who are fully aware of the principles of safer recruitment.
- Shortlisting decisions will be based on objective criteria set out in the job description and person specification.

Interviews

- All shortlisted candidates will attend a face-to-face or virtual interview, including questions designed to assess safeguarding awareness, boundaries, and attitudes toward working with children and vulnerable individuals.
- Questions will be pre-prepared and directly relate to the role.
- Applicants will be scored based on objective and non-discriminatory criteria.
- Candidates must present original identification and qualification documents at interview.

References

- Two written references will be obtained before confirming employment.
- At least one reference must be from the most recent employer if they have previously been employed.



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- Referees will be required to confirm that:
 - The applicant is known to them; and
 - The applicant is of integrity and good character; and
 - There is no known reason why the applicant should not have regular contact with children or vulnerable adults.
- References will be verified by the Directors to confirm authenticity.
- Open or "to whom it may concern" references will **not** be accepted.

Pre-Employment Checks

Before employment begins, the following checks must be completed:

- **Enhanced DBS check** with barred list check if required.
 - These checks will be funded by Pathways LDN for employees. Self-employed contractors and agency workers will fund their own checks.
 - Where the candidate is part of the DBS Update Service, they will be asked to give us permission to check their record.
- **Identity verification** (including photographic ID, address, and right to work).
 - This may involve the candidate providing access to a right-to-work share code, which is a digital confirmation used by employers in the UK to verify a candidate's eligibility to work.
- **Employment history** and explanation of any gaps.
- **Qualifications and professional registration** (where applicable).
 - Where appropriate, candidates must provide evidence of any qualifications or professional registrations that are relevant to the role they are applying for.
- **Overseas criminal record checks** for applicants who have lived or worked outside the UK for more than six months.
- **Health declaration** to confirm mental and physical fitness to work (if relevant).

These checks will be undertaken by the Directors, who will also determine whether the applicant is suitable based on the information obtained. Where there is any doubt, a risk



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assessment will be undertaken. Please see below for information on the recruitment of ex-offenders.

No individual will start work until all mandatory checks have been satisfactorily completed and verified.

Agency Staff and Contractors

We require written confirmation that the partner organisation has undertaken the same level of mandatory safeguarding and vetting checks as required by this policy.

Volunteers and Student Learners

Volunteers and students will undergo the same safeguarding and reference checks as paid staff, proportionate to their role and level of contact with those accessing our services.

Induction and Probation

All new staff, volunteers, and contractors will receive an induction covering (at a minimum):

- Safeguarding and child protection procedures
- Whistleblowing and reporting concerns
- Professional boundaries and the Code of Conduct
- Confidentiality and data protection

All staff will be subject to a probationary period during which performance, conduct, and suitability will be closely monitored.

Ongoing Suitability and Monitoring

- Staff are required to disclose any criminal cautions, convictions, or investigations that occur during their employment.
- Regular supervision and annual appraisals will reinforce safeguarding expectations.
- DBS checks will be renewed every three years, or sooner if concerns arise.

Record Keeping and Single Central Record

Pathways LDN will maintain a Single Central Record (SCR) of all staff. The SCR will include:



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- Identity checks
- DBS reference number and date of issue
- Barred list check (if applicable)
- References obtained
- Qualifications verified
- Right to work documentation

The SCR will be reviewed regularly by the Directors and will be available for DfE, Ofsted or funder inspection.

Recruitment of Ex-Offenders Policy

Policy Statement

This policy is designed to ensure that ex-offenders are treated fairly and not excluded from employment opportunities unless their conviction is relevant to the role and presents a safeguarding risk.

This policy applies to all recruitment for roles that are subject to a Disclosure and Barring Service (DBS) check, in line with our legal obligations under the Rehabilitation of Offenders Act 1974 and the Police Act 1997.

Commitment to Fair Recruitment

- We actively promote equality of opportunity for all, including those with a criminal record.
- We will only ask about convictions that are not spent under the Rehabilitation of Offenders Act 1974 (unless the role is exempt).
- Having a criminal record will not automatically bar someone from working with us. Decisions will be made on a case-by-case basis.

Communication with Applicants

- Applicants will be made aware early in the process if a role requires a DBS check.



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- A copy of this policy will be made available on request and referenced in recruitment materials.
- We encourage applicants to disclose relevant convictions in confidence and provide context.

Assessment of Disclosures

Where a criminal record is disclosed, we will consider:

- Whether the conviction is relevant to the role
- The nature and seriousness of the offence
- How long ago the offence occurred
- Whether there is a pattern of offending behaviour
- The circumstances at the time and evidence of rehabilitation
- The individual's explanation and references

All such assessments will be carried out sensitively, with confidentiality and in accordance with our safeguarding responsibilities, and we will discuss any matter revealed on a DBS Certificate with the applicant before withdrawing a conditional offer of employment.

Where any checks indicate that the applicant is unsuitable for a position, they will be informed in writing of the reason for the withdrawal and their right to appeal.

Disclosure Handling and Confidentiality

- All disclosures will be handled in line with the DBS Code of Practice.
- Information will be stored securely and only shared with those who need to know to make an informed decision.

Non-Compliance

Failure to follow this policy or falsifying information during recruitment will be treated as a serious matter.

Employment offers may be withdrawn, or disciplinary action taken if non-compliance is identified after appointment.



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Serious concerns may be referred to the DBS, LADO, or Ofsted as appropriate.

Monitoring and Reviewing

Pathways LDN Ltd. is committed to ensuring our policies are effective and up-to-date.

The Directors are responsible for this process and will review this policy at least once a year or more frequently if needed due to changes in laws, regulatory guidance, or best practice.