



XCELERATE ACADEMY

Safer Recruitment Policy

Policy Title: Safer Recruitment Policy

Date Adopted: September 2025

Review Date: September 2026

Responsible Person: Designated Safeguarding Lead (DSL) – Muaadh Khan

Organisation: Xcelerate Academy Ltd

Location: Landau Forte College, Derby

1. Policy Statement

Xcelerate Academy is committed to safeguarding and promoting the welfare of children and young people. We recognise that safer recruitment practices are a critical part of safeguarding and help to deter, identify, and reject individuals who may pose a risk to children.

This policy sets out the procedures that Xcelerate Academy follows to ensure that all staff, tutors, volunteers, and contractors working with children are recruited safely and appropriately.

This policy operates in line with:

- Keeping Children Safe in Education (KCSIE) (current edition)
- The Children Act 1989 and 2004

- The Safeguarding Vulnerable Groups Act 2006
- The Education Act 2002
- Working Together to Safeguard Children (current edition)

2. Scope

This policy applies to:

- All employed staff
- Self-employed tutors
- Volunteers
- Agency staff
- Contractors working in regulated activity
- Anyone engaged to work with children at Xcelerate Academy

3. Recruitment Principles

Xcelerate Academy will ensure that:

1. All recruitment processes include safeguarding considerations.
2. Applicants understand that safeguarding is a key responsibility of the role.
3. Robust vetting checks are carried out before any individual begins work.
4. No person begins regulated activity without appropriate clearance.
5. Recruitment decisions prioritise the safety and welfare of children.

4. Advertising and Job Descriptions

All job advertisements and role descriptions will:

- Clearly state that safeguarding children is a key responsibility
- Confirm that the role requires an enhanced DBS check
- Specify that satisfactory references are required
- Include a statement of commitment to safeguarding

Example safeguarding statement:

“Xcelerate Academy is committed to safeguarding and promoting the welfare of children. All appointments are subject to enhanced DBS clearance and satisfactory references.

5. Application Process

All applicants must:

- Provide a full employment history with explanations for any gaps
- Supply at least two professional references
- Provide proof of identity
- Provide evidence of qualifications
- Disclose any criminal convictions, cautions, or investigations

CVs alone are not accepted without further verification and discussion.

6. Shortlisting and Interviews

Shortlisting will include:

- Scrutiny of employment history
- Identification of unexplained gaps
- Consideration of safeguarding suitability

During interview:

- Candidates will be asked safeguarding-related questions
- Attitudes toward child protection and professional boundaries will be assessed
- Any inconsistencies will be explored

Interview notes will be recorded and retained securely.

7. Pre-Appointment Checks

The following checks will be completed before any individual begins working with children:

7.1 Identity Verification

Valid photographic ID and proof of address.

7.2 Enhanced DBS Check

An enhanced Disclosure and Barring Service (DBS) check with barred list information where appropriate.

No individual will begin regulated activity without DBS clearance.

7.3 Prohibition Check (if applicable)

Where relevant, checks will be conducted to ensure the individual is not prohibited from teaching.

7.4 Right to Work Check

Proof of right to work in the UK.

7.5 Qualification Verification

Original certificates or verified documentation.

7.6 References

One reference obtained and verified before employment commences. References will:

- Be requested directly from referee

- Confirm suitability to work with children
- Be checked for authenticity

8. Single Central Record

Xcelerate Academy maintains a Single Central Record (SCR) which includes:

- Identity checks
- DBS number and date
- Qualification verification
- Right to work checks
- Reference confirmation
- Date of safeguarding training

The SCR is securely stored and reviewed regularly.

9. Induction

All newly appointed staff or tutors will receive:

- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Reporting procedures
- DSL contact details
- Expectations around professional boundaries

No individual will begin unsupervised work until safeguarding procedures are understood.

10. Ongoing Monitoring

Safer recruitment does not end at appointment. Xcelerate Academy will:

- Monitor conduct and performance
- Address concerns promptly
- Re-check DBS status if necessary
- Ensure ongoing safeguarding training

11. Agency and Supply Staff

Where agency staff are used:

- Written confirmation will be obtained that all safer recruitment checks have been completed
- Identity will be verified on arrival
- Safeguarding procedures will be explained

12. Volunteers

Volunteers working in regulated activity will:

- Undergo appropriate DBS checks
- Receive safeguarding induction
- Be supervised appropriately

13. Allegations Against Staff

If an allegation is made against a member of staff:

- The Designated Safeguarding Lead will be informed immediately
- The Local Authority Designated Officer (LADO) will be contacted where appropriate

- The procedure outlined in the Safeguarding and Child Protection Policy will be followed

14. Record Keeping and Confidentiality

All recruitment documentation will be:

- Stored securely
- Treated confidentially
- Retained in accordance with data protection legislation

15. Policy Review

This policy will be reviewed annually or sooner if:

- Legislation changes
- Guidance is updated
- A safeguarding concern highlights necessary improvements

Signed:

Muaadh Khan

Director & Designated Safeguarding Lead

Xcelerate Academy Ltd

Date: September 2025