



Safer Recruitment Policy

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Completed by: Rebecca Freeman

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Our Mission Statement

“At Illuminate AP, we are dedicated to bringing every child’s potential to light. Through our RESET programme, we provide a nurturing environment where young people aged 8-16 can overcome challenges, build resilience, and thrive. Our mission is to empower students to reintegrate into school life confidently, equipped with the skills they need to succeed.”

Illuminate AP Aims:

1. To Inspire Personal Growth: We aim to nurture each student’s strengths, helping them develop confidence, social skills, and self-awareness.
2. To Provide a Safe, Supportive Environment: Illuminate AP is committed to creating spaces where students feel safe, valued, and empowered to express themselves.
3. To Support Successful Reintegration: Through our RESET programme, we aim to equip students with the tools and strategies they need to return to mainstream education and engage positively in their school communities.
4. To Foster Positive Relationships: We work with students, families, and schools to build strong, respectful relationships that support each young person’s journey.
5. To Promote Lasting Change: Our goal is to impact students’ lives with skills and coping mechanisms that extend beyond the classroom, preparing them for future success.

At Illuminate AP we will:

- Promote equality of opportunity between disabled person and other person
- Eliminate discrimination that is unlawful under the Act.
- Eliminate harassment of disabled pupils that is related to their disabilities.
- Promote positive attitudes towards disabled people.
- Encourage participation by disabled persons in public life.
- Take steps to account of disabled persons’ disabilities, even where that involves treating disabled persons more favourably than other persons.
- Promote fundamental British values.

Introduction

This policy has been developed to embed safer recruitment practices and procedures throughout **Illuminate AP**, supporting the creation of a safer culture by reinforcing the safeguarding and wellbeing of children and young people in our care. The policy complies with the guidance outlined in “**Keeping Children Safe in Education**”.

This policy reinforces the expected conduct as outlined in the **Code of Conduct for Staff** and the **Whistleblowing Policy**, both of which all staff members are expected to be familiar with.

All successful candidates, whether for paid or volunteer positions, will be made aware of these important documents.

This policy is an essential part of maintaining a safe and supportive environment for all pupils, staff, and others in our school community. It ensures the safe and fair recruitment and selection of staff and volunteers by:

- Attracting the best possible candidates and volunteers for vacancies.
- Deterring unsuitable candidates and volunteers from applying.
- Identifying and rejecting candidates and volunteers who are unsuitable to work with children and young people.

Illuminate AP is committed to using procedures that effectively deal with adults who fail to comply with the school's safeguarding and child protection procedures and practices.

As an employer, we have a duty to refer any allegation of abuse against a staff member to the **Designated Officer for the Local Authority (LADO)** within one working day of the allegation being made. A referral will be made if a teacher or staff member (including volunteers):

- Has behaved in a way that has harmed or may harm a child.
- May have committed a criminal offence against or related to a child.
- Has behaved towards a child in a way that suggests they pose a risk of harm if they work regularly or closely with children.
- Has behaved or may behave in a way that may not be suitable to work with children.
- Has behaved in a way that indicate they may not be suitable to work with children

We are also required to refer to the **Disclosure and Barring Service (DBS)** any staff member who, following a disciplinary investigation, is dismissed or resigns due to misconduct involving a pupil. We may also refer concerns before the completion of this process if necessary.

Roles and Responsibilities

2.1 The Management of Illuminate AP will:

- Ensure that **Illuminate AP** has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers, in line with **Department for Education** guidance and legal requirements.
- Monitor the provision's compliance with these policies and procedures.
- Ensure that appropriate staff have completed **Safer Recruitment Training**, with updates every five years.

2.2 Supervisors will:

- Ensure that **Illuminate AP** operates safe and fair recruitment and selection procedures, regularly reviewing and updating them to reflect changes in legislation and statutory guidance.
- Ensure that all necessary checks are completed for staff and volunteers.
- Promote the safety and wellbeing of children and young people throughout the recruitment process.

3. Inviting Applications

3.1 Advertising Vacancies

All advertisements for posts involving regulated activity, whether paid or unpaid, will include the following statements:

- **Illuminate AP** is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory **Disclosure and Barring Service (DBS) Enhanced Check**.
- Advertisements will also indicate that staff are expected to promote **fundamental British values**.

3.2 Application Pack

All applicants will receive a pack that includes the following documents when applying for a post:

- A statement of **Illuminate AP's** commitment to safeguarding children and promoting their welfare.
- Job description and person specification.
- **Illuminate AP's Safeguarding Policy**.
- **Illuminate AP's Safer Recruitment Policy**.
- Details of the selection procedure for the post.
- An application form.
- A copy of the **Code of Conduct**.

3.3 Completing Application Forms

- Prospective applicants must complete, in full, and return a signed application form. Incomplete forms will be returned to the applicant if the deadline for submission has not passed.
- If an application form is completed online, the candidate will be asked to sign the form if invited to an interview.
- **Curriculum vitae (CVs)** will not be accepted in place of a completed application form.

5. Shortlisting and References

5.1 Shortlisting

Candidates will be shortlisted based on how well they meet the person specification for the role.

5.2 References

- Two references will be required, one of which should be from the applicant's current or most recent employer, where possible. These references should come from the head of the previous organisation, not from a colleague. References will be sought before the selection stage to allow any discrepancies or concerns to be addressed during the interview.

5.3 Direct Reference Checks

References will be requested directly from the referee. If necessary, referees may be contacted to clarify any anomalies or discrepancies in the reference provided. Detailed written records of these exchanges will be kept. Where possible, references will be requested prior to the interview stage.

5.4 Additional Reference Checks

Where required, previous employers who have not been listed as referees may also be contacted to address any anomalies or concerns. As with direct reference checks, detailed written records of these exchanges will be maintained.

5.5 Reference Content

Referees will be asked specific questions regarding:

- The candidate's suitability to work with children and young people.
- Any substantiated allegations related to safeguarding or conduct.
- Any disciplinary warnings, including those that may have expired, particularly those relating to the safeguarding of children and young people.
- The candidate's suitability for the role, including their ability and willingness to promote fundamental British values.

5.6 Reference Requests Will Include:

- The applicant's current position and salary.
- Sickness record.
- Attendance record.
- Disciplinary record.

5.7 Appointment Conditions

All appointments are subject to:

- Satisfactory references.
- Completion of vetting procedures.
- DBS clearance.

6. Invitation to Interview

6.1 Candidates called for interview will receive:

- A letter confirming the interview details, including any additional selection techniques that will be used.
- Information about the interview day, including details of the panel members.
- A further copy of the person specification for the post.
- Details of any tasks or exercises that will form part of the interview process.
- The opportunity to discuss the interview process prior to the interview.
- A request to provide proof of identity at the interview.

The Selection Process

7.1 Selection Techniques

Selection techniques will be tailored to the nature and responsibilities of the post. However, all vacancies will include an interview with shortlisted candidates.

7.2 Interview Format

Interviews will always be conducted face-to-face and may include additional techniques such as observation or practical exercises, depending on the requirements of the role.

7.3 Candidate Requirements

During the interview, candidates will be required to:

- Explain any gaps in employment history.
- Address any anomalies or discrepancies in the information provided to the panel.
- Declare any information that may appear on their DBS disclosure.
- Demonstrate their ability to safeguard and protect the welfare of children and young people, and their commitment to promoting fundamental British values.

Employment Checks

8.1 Conditional Offer of Employment

An offer of employment will be conditional, subject to the successful completion of the following checks:

- Proof of identity.
- Completion of an Enhanced DBS check with satisfactory clearance.
- Proof of professional status (where applicable).
- Submission of original certificates for qualifications.
- Completion of a confidential health questionnaire.
- Proof of eligibility to live and work in the UK.
- An overseas police check for any individual who has lived or worked outside of the UK within the last five years, whether they are a British citizen or not.
- Prohibition order checks for all new teaching staff.
- Disqualification checks for staff employed to work in early years, breakfast, or after-school clubs.

8.2 Verification of Employment Checks

All employment checks will be:

- Confirmed in writing.
- Documented and retained on the employee's personnel file.
- Followed up if any discrepancies arise or if the checks are unsatisfactory.

8.3 Commencement of Employment

Employment will only commence once all checks and procedures have been satisfactorily completed.

DBS Procedure

All permanent, temporary, and casual employees, as well as any third parties engaged in work for or on behalf of **illuminate AP**, are required to have an **Enhanced DBS check including Children's barred list**. If an employee is signed up to the **DBS Update Service**, they must provide their DBS number to enable relevant checks through the Update Service.

If an individual is not signed up to the DBS Update Service, an **Enhanced DBS check with Children's barred list check** will be requested upon appointment. While awaiting DBS clearance, a **DBS risk assessment** will be conducted for all new staff to assess any potential risks of allowing them to start work before their DBS certificate is received, or if the certificate reveals any relevant convictions or other information.

The **Operations Manager** will conduct the risk assessment with the individual and determine what, if any, risks they may pose due to prior convictions or information disclosed on the DBS certificate.

Before staff can be left alone with students, participate in toileting duties, or carry out work independently, they must:

- Have a **DBS certificate with Children's barred list check** issued within the last two years or be on the **DBS Update Service**.
- Have a **satisfactory DBS risk assessment**.
- Have at least one **suitable reference** from their most recent employer.

Induction

9.1 Information and Safeguarding Induction

All new staff and volunteers at **illuminate AP** will receive information on the provision's **safeguarding policy** and procedures. They will also be guided on **safe working practices**, including appropriate conduct and behaviour. These expectations form an essential part of the induction process for all new employees.

9.2 Induction Process

All successful candidates will undergo a structured 4 week induction process, which will include:

- Regular meetings with a **buddy mentor** or
- Regular meetings with their **line manager**.
- Attendance at relevant training sessions, including **Safeguarding and KCSIE training**.

10. Supply Staff

10.1 Recruitment through Agencies

Illuminate AP will only engage with agencies that operate a **Safer Recruitment Policy** and provide written confirmation that all relevant checks, including DBS checks, have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially. These agencies must also demonstrate that their staff have received appropriate **safeguarding training**.

10.2 Identity Checks

Illuminate AP will carry out **identity checks** for all supply staff upon their arrival at the school to ensure their authenticity and compliance with safeguarding requirements.

11. Peripatetic Staff

Illuminate AP will require that all necessary **checks** and **DBS requirements** are satisfactorily completed for all **peripatetic staff** prior to the commencement of their work.

12. Volunteers

Due to the nature of the children, we work with, **Illuminate AP** will not offer **volunteer-based work experience** unless all necessary **checks** and **DBS requirements** have been satisfactorily completed **in advance**.

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