

AS2Educate Recruitment and Safer Recruitment Policy

- September 2026

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Introduction

AS2Educate is committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers, contractors and visitors to share this commitment.

Safer recruitment is an essential part of safeguarding and helps ensure that individuals who are unsuitable to work with children are prevented from gaining employment or voluntary work within the organisation.

AS2Educate recognises that effective recruitment extends beyond pre-employment checks. Safe recruitment, thorough induction, appropriate supervision, ongoing professional development and a positive safeguarding culture all contribute to creating a safe environment in which children and young people can thrive.

This Policy outlines the arrangements for recruiting, appointing and inducting employees and other adults working within AS2Educate, ensuring compliance with statutory safeguarding guidance, employment legislation and best practice.

Legislative and Professional Framework

This Policy reflects current legislation and statutory guidance, including:

- Keeping Children Safe in Education (KCSIE) 2026;
- Working Together to Safeguard Children 2026;
- The Education (Independent School Standards) Regulations;
- Safeguarding Vulnerable Groups Act 2006;
- Rehabilitation of Offenders Act 1974 (Exceptions Order);
- Police Act 1997;
- Equality Act 2010;
- Employment Rights Act 1996;
- Immigration, Asylum and Nationality Act 2006;
- Data Protection Act 2018;
- UK General Data Protection Regulation (UK GDPR); and
- Health and Safety at Work etc. Act 1974.

This Policy should be read alongside:

- Safeguarding and Child Protection Policy;
- Staff Induction, Probation and Employee Retention Policy;
- Staff Code of Conduct;
- Equality, Diversity, Disability Discrimination and Accessibility Policy;
- Appraisal and Capability Policy;
- Disciplinary Policy and Procedure;
- Information Governance, Data Protection and Privacy Policy;
- Whistleblowing Policy; and
- Health and Safety Policy.

Purpose

The purpose of this Policy is to:

- ensure that all recruitment is conducted fairly, consistently and safely;
- attract and appoint suitably qualified, skilled and experienced employees;
- safeguard children and young people by preventing unsuitable individuals from working within AS2Educate;
- comply with statutory safer recruitment requirements;
- promote equality, diversity and inclusion throughout the recruitment process;
- ensure all required pre-employment checks are completed before employment commences;
- provide a consistent approach to recruitment across the organisation; and
- support the safe induction of all newly appointed employees.

Scope

This Policy applies to all recruitment undertaken by AS2Educate, including:

- permanent employees;
- fixed-term employees;
- temporary employees;
- agency workers;
- volunteers;
- contractors;
- consultants; and
- any other individual engaged to work with or alongside children and young people.

The level of safeguarding checks undertaken will be proportionate to the nature of the role and the individual's contact with children, in accordance with statutory guidance.

Principles

AS2Educate is committed to ensuring that all recruitment processes are:

- child-centred and safeguarding focused;
- fair, transparent and objective;
- based upon merit, qualifications, experience and suitability for the role;
- free from unlawful discrimination;
- compliant with statutory safeguarding guidance;
- respectful of candidates' dignity and privacy;
- properly documented; and
- subject to appropriate quality assurance.

Safer recruitment is everyone's responsibility. All employees involved in recruitment are expected to understand their safeguarding responsibilities and follow this Policy at all times.

Governance and Responsibilities

AS2Educate is a small Alternative Provision with a collaborative leadership structure. Responsibility for implementing this Policy is shared across the Senior Leadership Team.

Overall responsibility for recruitment and safer recruitment rests with Richard Fihosy (Provision Manager).

Responsibility for coordinating recruitment administration, pre-employment checks and employment documentation rests with Vishalie Yadav (Assistant Provision Manager – People & Culture, Human Resources and Health & Safety).

The Designated Safeguarding Lead (DSL) will be consulted where safeguarding concerns arise during the recruitment process.

Where appropriate, AS2Educate will obtain advice from Avensure, its retained Human Resources provider, to ensure compliance with employment legislation and safer recruitment requirements.

All members of AS2Educate's Senior Leadership Team have completed safer recruitment training. At least one appropriately trained member of staff will participate in every recruitment exercise and interview panel.

Recruitment Planning

Before advertising a vacancy, AS2Educate will review the organisational need for recruitment and ensure that:

- the vacancy has been appropriately authorised;
- the job description accurately reflects the duties and safeguarding responsibilities of the role;
- the person specification identifies the essential knowledge, skills, qualifications and experience required;
- the safeguarding responsibilities of the role have been clearly identified;
- the salary, working pattern and contractual arrangements have been confirmed;
- the recruitment timetable has been agreed; and
- the interview panel has been identified.

Job descriptions and person specifications will clearly state the organisation's commitment to safeguarding and promoting the welfare of children and young people.

Advertising Vacancies

Vacancies will normally be advertised internally and externally to encourage a diverse field of suitable applicants.

All recruitment advertisements will include:

- AS2Educate's commitment to safeguarding and promoting the welfare of children and young people;
- confirmation that enhanced pre-employment checks will be undertaken;
- confirmation that the successful applicant will require an Enhanced DBS check and other safeguarding checks appropriate to the role;
- confirmation that online searches may be undertaken as part of the recruitment process in accordance with Keeping Children Safe in Education;

- AS2Educate's commitment to equality, diversity and inclusion; and
- details of how candidates may request reasonable adjustments during the recruitment process.

Recruitment advertisements will encourage applications from suitably qualified candidates regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Applications

All applicants must complete the AS2Educate application form. Curriculum Vitae (CVs) will not be accepted as the sole basis of an application.

Application forms are designed to obtain a full employment history and enable AS2Educate to identify any inconsistencies, gaps in employment or other matters that require further exploration during the recruitment process.

Applicants will be required to provide:

- full employment history with explanations for any gaps;
- details of relevant qualifications and professional experience;
- details of referees, including their current or most recent employer;
- information relating to any safeguarding or disciplinary matters where legally required;
- confirmation of their right to work in the United Kingdom; and
- declarations required as part of the safer recruitment process.

Incomplete application forms may not be considered.

AS2Educate is committed to fair and transparent recruitment and will process all application information in accordance with the Information Governance, Data Protection and Privacy Policy and UK GDPR.

Shortlisting

Applications will be assessed against the published person specification and job description. Shortlisting will normally be undertaken by a panel of at least two appropriately trained members of staff, ensuring decisions are objective, evidence-based and free from unlawful discrimination.

The panel will consider:

- qualifications;
- relevant experience;
- knowledge and skills;
- suitability for the role;
- commitment to safeguarding and promoting the welfare of children;
- any gaps or inconsistencies within employment history; and
- the extent to which the applicant meets the essential and desirable criteria.

Any discrepancies, unexplained gaps in employment or information requiring clarification will be explored during the interview process.

Self-Declaration by Shortlisted Candidates

Shortlisted candidates will be required to complete AS2Educate's Safer Recruitment Self-Disclosure Form before interview. The purpose of the declaration is to enable relevant information concerning the candidate's suitability to work with children to be considered appropriately as part of the safer recruitment process.

Candidates will only be required to disclose criminal record information that they are legally required to disclose. They will not be required to disclose protected convictions or cautions which are subject to filtering under the Rehabilitation of Offenders Act 1974 (Exceptions) Order and applicable DBS rules.

The declaration may also seek relevant information concerning safeguarding, professional conduct, restrictions, prohibitions or other matters relevant to the candidate's suitability to work with children, where it is lawful and proportionate to do so.

Information disclosed will be considered fairly and on an individual basis. A disclosure will not automatically prevent appointment. Relevant matters will be explored with the candidate and, where necessary, appropriate safeguarding or HR advice will be obtained.

Online Searches

In accordance with Keeping Children Safe in Education 2026, AS2Educate will undertake an online search of shortlisted candidates as part of its due diligence and safer recruitment procedures.

The purpose of the online search is to identify publicly available information that may indicate a safeguarding concern or raise questions about a candidate's suitability to work with children.

Online searches are not intended to constitute a general investigation into a candidate's private life. Information will only be considered where it is relevant to the individual's suitability to work with children or to the role for which they have applied. Protected characteristics and other irrelevant personal information identified incidentally through an online search will not be used in recruitment decision-making.

Online searches will:

- only consider information that is publicly available;
- be undertaken consistently and fairly;
- not involve attempts to access private or restricted social media accounts;
- only identify information relevant to safeguarding or professional suitability; and
- be completed before interview wherever reasonably practicable.

Where information of concern is identified, applicants will be given the opportunity to discuss this during the interview before any recruitment decision is made.

Interview and Selection

Interviews provide an opportunity to assess a candidate's knowledge, experience, values and suitability to work with children and young people.

All interviews will normally be conducted by a panel of at least two members of staff, including at least one individual who has completed recognised Safer Recruitment Training.

Interview questions will be structured, consistent and appropriate to the role.

The interview process will normally explore:

- safeguarding knowledge and responsibilities;
- motivation for working with children and young people;
- professional values and behaviours;
- experience relevant to the role;
- understanding of trauma-informed practice;
- responses to safeguarding scenarios;
- employment history, including any gaps or anomalies;
- reasons for leaving previous employment; and
- any issues identified through references or online searches.

Where appropriate, candidates may also be required to complete:

- practical activities;
- presentations;
- written tasks;
- observations;
- teaching activities; or
- other role-specific assessments.

Recruitment decisions will be based upon the candidate's overall suitability for the role, taking account of safeguarding, professional competence, experience and alignment with the values of AS2Educate.

References

References form an essential part of the safer recruitment process.

AS2Educate will normally obtain at least two satisfactory references, including one from the applicant's current or most recent employer.

References will normally:

- be requested before interview where practicable;
- be obtained directly from the referee;
- be verified where necessary;

- include confirmation of employment history;
 - comment on the applicant's suitability to work with children;
 - identify any disciplinary or safeguarding concerns where appropriate; and
 - be followed up where information is unclear, inconsistent or incomplete.
- Open testimonials or references supplied solely by the applicant will not normally be accepted in place of direct employer references.

Where the applicant is currently working with children, a reference will normally be obtained from their current employer. Where the applicant is not currently working with children but has previously done so, AS2Educate will normally seek a reference from the employer by whom the applicant was most recently employed in work with children, in addition to the current or most recent employer where these are different.

References will seek objective and verifiable information relevant to the candidate's suitability to work with children. AS2Educate will compare references against the application form and other information provided by the candidate and will follow up any discrepancy, inconsistency, concern, vague statement or omission before confirming appointment.

Electronic references will be checked to establish that they originate from a legitimate source. Where necessary, the referee will be contacted directly to verify the reference. Any concerns arising from references will be discussed with the applicant before a final recruitment decision is made.

Pre-Employment Checks

No employee will commence work at AS2Educate until all required pre-employment checks have been completed satisfactorily, unless a documented risk assessment and statutory guidance permit otherwise.

Pre-employment checks will normally include:

- verification of identity;
- verification of the right to work in the United Kingdom;
- Enhanced Disclosure and Barring Service (DBS) check;
- Children's Barred List check where applicable;
- verification of qualifications and professional registrations;
- verification of employment history;
- satisfactory references;
- online search completed as part of due diligence;
- prohibition from teaching checks where applicable;
- Section 128 checks for management positions where required;
- overseas criminal record or additional overseas checks where applicable;
- medical fitness declaration where appropriate; and
- any other checks required by legislation or statutory guidance.

Offers of employment will remain conditional until all required checks have been completed and deemed satisfactory.

The existence of criminal record information will not automatically prevent appointment. Where relevant information is disclosed through a DBS certificate, self-declaration or other lawful recruitment check, AS2Educate will undertake an individual and proportionate assessment of the information, taking account of the nature and seriousness of the matter, its relevance to the role, the circumstances and time elapsed, any pattern of behaviour, the candidate's explanation and the potential safeguarding risk to children.

Where necessary, safeguarding and/or HR advice will be sought and the rationale for the recruitment decision will be recorded.

Where concerns arise during the checking process, employment will not commence until those concerns have been fully investigated and resolved.

Single Central Record (SCR)

AS2Educate maintains a Single Central Record (SCR) in accordance with statutory safeguarding requirements and Keeping Children Safe in Education (KCSIE) 2026.

The SCR records the completion of all required recruitment, identity and safeguarding checks for employees and other relevant adults working within the provision.

For each check recorded on the SCR, AS2Educate will record the information required by applicable statutory guidance, including the date on which the check was completed and, where required, the person who carried out or verified the check.

The record includes, where applicable:

- identity checks;
- Enhanced Disclosure and Barring Service (DBS) checks;
- Children's Barred List checks;
- prohibition from teaching checks;
- Section 128 checks where required;
- right to work checks;
- qualification and professional registration checks;
- overseas criminal record or other overseas checks where applicable;
- references; and
- any other statutory recruitment checks required for the role.

The Single Central Record is maintained securely within Learntrek, AS2Educate's Management Information System (MIS).

Responsibility for maintaining and updating the Single Central Record rests with Vishalie Yadav (Assistant Provision Manager – People & Culture, Human Resources and Health & Safety).

The Provision Manager, Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) will undertake regular audits of the Single Central Record to

ensure it remains accurate, complete and fully compliant with statutory safeguarding requirements. Any discrepancies identified will be addressed promptly.

The Single Central Record will be managed in accordance with the Information Governance, Data Protection and Privacy Policy and access will be restricted to authorised personnel with a legitimate operational or safeguarding responsibility.

Agency Workers, Contractors and Volunteers

AS2Educate recognises that agency workers, contractors, volunteers and other adults may have access to children and young people as part of their role. Appropriate safeguarding arrangements will therefore be implemented before any individual commences work. The level of recruitment and safeguarding checks required will be proportionate to the nature of the role, the frequency of contact with children and the level of supervision provided.

Where agency staff are engaged, AS2Educate will obtain written confirmation from the supplying agency that all required recruitment and safeguarding checks have been completed in accordance with statutory guidance. AS2Educate will also verify the identity of the individual upon arrival.

AS2Educate will ensure that the person presenting for work is the same person on whom the supplying agency has carried out the checks. Where required by KCSIE or where information has been disclosed on the DBS certificate, AS2Educate will obtain and consider the relevant certificate/information before the individual commences duties.

Contractors working on site will be subject to appropriate safeguarding risk assessments and supervision where required. Contractors who will have regular or unsupervised access to children must have completed the appropriate safeguarding checks before commencing work.

Volunteers will be recruited and vetted in accordance with Keeping Children Safe in Education 2026, taking account of the nature of their role, level of supervision and frequency of contact with children.

All agency workers, contractors and volunteers will receive an appropriate safeguarding and health and safety induction before undertaking duties within AS2Educate.

Overseas Applicants

Where an applicant has lived or worked overseas, AS2Educate will undertake additional recruitment checks in accordance with statutory guidance.

These may include:

- overseas criminal record checks where available;
- certificates of good conduct;
- verification of professional registration;
- confirmation of overseas teaching status where appropriate;

- additional employment references; and
- any further checks necessary to satisfy AS2Educate that the individual is suitable to work with children.

The extent of overseas checks will depend upon the countries in which the individual has lived or worked and the guidance available from those jurisdictions.

Appointment and Conditional Offers

Offers of employment made by AS2Educate are conditional upon the satisfactory completion of all required pre-employment and safeguarding checks.

Written offers will clearly state that employment is subject to:

- satisfactory references;
- satisfactory safeguarding checks;
- satisfactory verification of qualifications and identity;
- confirmation of the right to work in the United Kingdom;
- medical fitness where appropriate; and
- any other statutory requirements relevant to the role.

Employment will not normally commence until all required checks have been completed satisfactorily unless this is permitted by statutory guidance and supported by a documented risk assessment approved by the Provision Manager.

Staff Induction

All newly appointed employees will complete AS2Educate's structured induction programme in accordance with the Staff Induction, Probation and Employee Retention Policy.

Induction forms an essential part of safer recruitment and ensures that new employees understand:

- AS2Educate's vision, values and trauma-informed approach;
- safeguarding and child protection responsibilities;
- professional standards and expectations;
- behaviour management and Positive Handling procedures;
- health and safety responsibilities;
- information governance and confidentiality;
- whistleblowing procedures;
- the Staff Code of Conduct;
- organisational policies and procedures; and
- their individual roles and responsibilities.
- All new employees will receive safeguarding induction appropriate to their role, including reading and understanding Part One of Keeping Children Safe in Education 2026 in full before commencing unsupervised work with children. The Designated Safeguarding Lead and Deputy Designated Safeguarding Lead will be expected to have

an appropriate working knowledge of the wider statutory guidance relevant to their responsibilities.

Mandatory training will be completed in accordance with the Staff Induction, Probation and Employee Retention Policy.

Equality and Reasonable Adjustments

AS2Educate is committed to providing equality of opportunity throughout the recruitment process.

Recruitment decisions will be based solely on an applicant's suitability for the role and their ability to fulfil the essential requirements of the post.

Reasonable adjustments will be considered throughout the recruitment and selection process for applicants with disabilities or other individual needs in accordance with the Equality Act 2010.

Applicants requiring adjustments are encouraged to discuss their requirements at any stage of the recruitment process so that appropriate arrangements can be made.

Confidentiality and Record Keeping

Recruitment information will be managed confidentially and processed in accordance with the Data Protection Act 2018, UK GDPR and AS2Educate's Information Governance, Data Protection and Privacy Policy.

Recruitment records may include:

- application forms;
- interview notes;
- references;
- recruitment assessments;
- safeguarding checks;
- pre-employment documentation;
- correspondence;
- appointment decisions; and
- induction documentation.

Records created under this Policy will be stored securely on the AS2Educate secure Google Drive and within Learntrek, where appropriate, and retained in accordance with the Records Retention Schedule.

Access to recruitment records will be restricted to authorised personnel with a legitimate management, safeguarding or governance responsibility.

Monitoring and Review

The Provision Manager has overall responsibility for monitoring the implementation and effectiveness of this Policy.

Monitoring will include:

- compliance with safer recruitment requirements;
- completion of statutory pre-employment checks;
- maintenance and auditing of the Single Central Record;
- completion of induction programmes;
- recruitment outcomes;
- equality and diversity monitoring where appropriate;
- safeguarding compliance;
- staff recruitment training;
- lessons learned from recruitment processes; and
- changes to legislation or statutory guidance.

The Single Central Record will be audited regularly by the Provision Manager, Designated Safeguarding Lead (DSL) and Assistant Provision Manager – People & Culture, Human Resources and Health & Safety to ensure ongoing compliance with statutory safeguarding requirements.

This Policy will be reviewed annually, or sooner where changes to legislation, statutory guidance or organisational requirements make this necessary.

Appendix A

Safer Recruitment Compliance Checklist

Recruitment Exercise:

Job Title:

Recruitment Lead:

Date:

Requirement	Completed	Date	Initials
Vacancy approved	☐		
Job Description reviewed	☐		
Person Specification reviewed	☐		
Safeguarding responsibilities identified	☐		
Advertisement includes safeguarding statement	☐		
Advertisement includes DBS requirement	☐		
Advertisement includes online search statement	☐		
Applications received using AS2Educate application form	☐		
Shortlisting completed by two panel members	☐		
Safer Recruitment Self-Disclosure Form completed by shortlisted candidate	☐		
Online search completed for shortlisted candidates	☐		
Interview panel includes Safer Recruitment trained member	☐		
Safeguarding questions asked	☐		
Employment gaps explored	☐		
References obtained	☐		
References verified where required	☐		
Identity verified	☐		
Qualifications verified	☐		
Right to work verified	☐		
Enhanced DBS completed	☐		
Barred List check completed (where applicable)	☐		
Prohibition from Teaching check completed (where applicable)	☐		
Section 128 check completed (where applicable)	☐		
Overseas checks completed (where applicable)	☐		
Medical declaration received	☐		
Single Central Record updated	☐		
Induction arranged	☐		

Recruitment completed by:

Name:

Signature:

Date:

Appendix B**Pre-Employment Checklist****Employee Name:****Role:****Start Date:****Identity**

- ☐ Passport / Birth Certificate verified
- ☐ Address verified
- ☐ Right to Work documents checked

Qualifications

- ☐ Original certificates seen
- ☐ Professional registration verified (if applicable)

References

- ☐ Reference 1 received
- ☐ Reference 2 received
- ☐ References verified where required
- ☐ Employment history confirmed

Safeguarding

- ☐ Enhanced DBS received
- Certificate Number:
- ☐ Barred List Check
 - ☐ Online Search completed
 - ☐ Prohibition Check
 - ☐ Section 128 Check
 - ☐ Overseas Checks completed (if applicable)

Date:

Completed by:

Employment

- ☐ Contract issued
- ☐ Medical declaration received
- ☐ Emergency contact completed
- ☐ Bank details received
- ☐ Pension information completed

Systems

- ☐ Learntrek account created
- ☐ Google Workspace created
- ☐ Email account created
- ☐ Google Drive access
- ☐ Staff ID (if applicable)

Induction

- ☐ Induction Pack issued
 - ☐ Staff Handbook issued
 - ☐ KCSIE 2026 Part One issued, read and understanding confirmed
 - ☐ Code of Conduct signed
 - ☐ Safeguarding induction booked
 - ☐ Mandatory training booked
- Completed by:

Recruitment Timeline

Stage 1

- Vacancy identified
- Approval to recruit
- Job description reviewed
- Person specification reviewed

↓

Stage 2

Advertise vacancy

↓

Stage 3

Applications received

↓

Stage 4

Shortlisting

↓

Stage 5

Online Searches completed

↓

Stage 6

Interview

- safeguarding questions
- values-based interview
- practical task (where appropriate)

↓

Stage 7

Conditional Offer

↓

Stage 8

Pre-employment Checks

- References
- DBS
- Qualifications
- Right to Work
- Medical Declaration
- Overseas Checks
- SCR update

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Stage 9

Formal Offer

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Stage 10

Induction

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Stage 11

Probation

- 1 month review
- 3 month review
- 6 month review

↓

Stage 12

Confirmation of Employment

Appendix D

Confirmation of Safer Recruitment Checks

(To be used where external organisations require confirmation of recruitment checks.)

AS2Educate

Confirmation of Safer Recruitment Checks

Date:

To Whom It May Concern,

This letter confirms that AS2Educate has recruited the individual named below in accordance with its Recruitment and Safer Recruitment Policy, statutory safeguarding guidance and current employment legislation.

Employee Name:

Role:

AS2Educate confirms that, where applicable, the following checks have been completed satisfactorily prior to the individual commencing employment:

- Identity verification
- Right to Work in the United Kingdom
- Enhanced Disclosure and Barring Service (DBS) check
- Children's Barred List check (where applicable)
- Verification of qualifications and professional registrations
- Two satisfactory employment references
- Employment history verification
- Online search completed in accordance with Keeping Children Safe in Education
- Prohibition from Teaching check (where applicable)
- Section 128 check (where applicable)
- Overseas criminal record checks (where applicable)
- Medical declaration
- Inclusion on the AS2Educate Single Central Record, maintained within Learntrek (AS2Educate's Management Information System)

The employee has also completed, or has been enrolled on, AS2Educate's mandatory induction programme, including safeguarding and child protection training.

Should you require any additional information, please contact the Provision Manager.

Yours faithfully,

Richard Fihosy

Provision Manager

AS2Educate