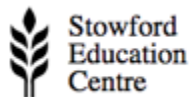


## Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment.

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.



### 6.7 Safer recruitment

This policy was adopted by	Stowford Education Centre	(Name of provider)
On	24 <sup>th</sup> May 2023	(date)
Date updated	1 <sup>st</sup> September 2025	(date)
Date published	1 <sup>st</sup> September 2025	
Date of next review	31 <sup>st</sup> August 2026	

#### Policy statement

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of the children. Stowford Education Centre is committed to safeguarding and promoting the welfare of children and young people, this includes ensuring that the organisation adopts safe recruitment and selection procedures which prevent unsuitable persons from gaining access to children. We will expect all staff and volunteers to share this commitment. This policy should be read in conjunction with the Safeguarding Policy.

#### Safer Recruitment Procedure

##### 1. Planning and Advertising

Stowford Education Centre will clearly state in any job advert the required qualifications, qualities, competencies and experience any successful candidate will need to demonstrate. We will clearly state the role takes place on a working farm and will involve working with both animals and children. We will state our requirement for the successful candidate to undertake an enhanced Disclosure and Barring Service check and comply with requirements to work in the United Kingdom.

Our advert will highlight our commitment to safeguarding and promoting the welfare of our students.

##### 2. Job Description

Stowford Education Centre's will ensure when a post becomes vacant, or when a new post is created, that the job description is reviewed and aligned to ensure compliance with safe recruitment guidance.

It will clearly state:

- The main duties of the post
- The extent of contact/responsibility for children
- The individual's responsibility for promoting and safeguarding the welfare of the children they are responsible for or will come into contact with.

##### 3. Application Form

Stowford Education Centre will use an application form to capture a consistent set of applicant's core data. We will not accept Curriculum Vitae as an application. Our application form will obtain the following key information:

- Applicant's current and former names, current address and National Insurance Number.
- A statement of any academic and/ or vocational qualifications with details of awarding body and date of award.

- A full history in chronological order since leaving secondary education, including periods of any post-secondary education/training and part-time and voluntary work as well as full time employment, with start dates, explanations for periods not in employment or education/training and reasons for leaving employment.
- Details of referees. One referee should be the applicant's current or most recent employer/line manager, not a colleague. We will request two referees. Where an applicant is not currently working with children, but has done so in the past, it is important that a reference is also obtained from that person / organisation in addition to the current or most recent employer. We will not accept references should not be accepted from relatives or friends.
- A statement of the skills and abilities, and competencies/experience that the applicant believes are relevant to their suitability for the post.

#### **4. Shortlisting candidates**

The owner will shortlist the candidates, supported by the Deputy. At least one member of the panel should have undertaken safe recruitment training.

All application forms should be scrutinised to ensure:

- They are fully and properly completed
- The information is consistent and does not contain any discrepancies
- Gaps in employment/training or a history of repeated changes of employment are identified.

We will not accept incomplete applications. Any anomalies, discrepancies or gaps in employment and the reasons for this will be noted and taken into consideration as to whether to shortlist the applicant, as well as a history of repeated changes of employment without any clear career or salary progression.

All candidates should be assessed equally against the criteria contained in the person specification.

#### **5. Interview Process**

Our interview process will assess the merits of each candidate against the job description and will explore their suitability to work with children and on a working farm.

The interview will stress that the identity of the successful candidate will be checked thoroughly and, that where a Disclosure and Barring Service check is appropriate, prior to appointment there will be a requirement to complete an application for a Disclosure and Barring Service disclosure.

At the interview all candidates should bring with them documentary evidence of their right to work in the UK and their identity. Right to work evidence should be as prescribed by Home Office. Evidence of identity can include a current driving licence or passport including a photograph, or a full birth certificate, and a document such as a utility bill or financial statement that shows the candidate's current name and address (please note that these latter two are time-limited and must be no more than 3 months old), and where appropriate change of name documentation. Photographic ID must be seen.

Candidates should bring documents confirming any educational and professional qualification(s). If this is not possible, written confirmation must be obtained from the awarding body. A copy of the documents used to verify the successful candidate's identity and qualifications must be kept for the personnel file.

The owner will interview the candidates, supported by the Deputy and other members of staff as required. At least one member of the panel should have undertaken safe recruitment training.

The members of the panel will:

- Have the necessary authority to make decisions about the appointment
- Meet before the interview to agree their assessment criteria in accordance with the person specification and to prepare a list of questions they will ask all candidates relating to the requirements of the post
- Identify any issues they wish to explore with each candidate based on the information provided in their application form and in the references
- Notes of the applicant's interview answers should be collated by chair of the panel and stored.

In addition to assessing and evaluating the applicant's suitability for the post, the interview will explore:

- The candidate's attitude towards children
- Their ability to support the organisation's agenda for safeguarding and promoting welfare
- Any gaps in the candidate's employment history
- Concerns or discrepancies arising from the information provided by the candidate and/or referee
- Whether the candidate wishes to declare anything relating to the requirement for a Disclosure and Barring Service check.

The interview should also explore issues relating to safeguarding, including:

- Motivation to work with children
- Ability to form and maintain appropriate relationships and personal boundaries
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority.

We believe that including children in our recruitment process is valuable. The following considerations will be taken into account in planning children's involvement:

- Clarification of the role children will take in the process, how their views will be taken included in the selection process and what weighting these will be given
- Preparation and/or training
- Process for debriefing/feedback.

## **6. Conditional Offer**

An offer of appointment to the successful candidate should be conditional upon:

- Receipt of at least two satisfactory written references, where possible confirmed by telephone
- Verification of the candidate's identity
- A successful Enhanced Disclosure and Barring Service Disclosure at the appropriate level (unless the Disclosure and Barring Service Update Service applies). A record will be kept of the date when the disclosure was obtained, by whom, level of disclosure and unique reference number.
- Confirmation that the candidate has a right to work in the UK. Where an applicant has worked or been resident overseas in the previous 5 years, we will obtain a check of the applicant's criminal record from the relevant authority in that country and seek additional information about an applicant's conduct.
- Verification of the candidate's medical fitness
- Verification of qualifications
- Verification of successful completion of statutory induction / probationary period where appropriate.

All checks should be:

- Confirmed in writing
- Documented and retained on the personnel file, subject to restrictions on the retention of information imposed by Disclosure and Barring Service regulations
- Followed up where they are unsatisfactory or where there are discrepancies in the information provided.

Where:

- The candidate is found to be on the Barred Lists, or the Disclosure and Barring Service Disclosure shows they have been disqualified from working with children by a Court;
- The applicant has provided false information in, or in support of, their application;
- There are serious concerns about an applicant's suitability to work with children.

These facts should be reported to the police and/or Disclosure and Barring Service (if they are not already aware). Anyone who is barred from work with children is committing an offence if they apply for, offer to do, accept or do any work which constitutes Regulated Activity. It is also an offence for an employer knowingly to offer work in a regulated position, or to procure work in a regulated position for an individual who is disqualified from working with children or fail to remove such an individual from such work.

## **7. Staff Records**

In relation to each member of staff appointed a record should be created to show:

- Written references obtained and confirmed by telephone
- Gaps in employment history checked
- A successful Enhanced Disclosure and Barring Service / Enhanced Disclosure and Barring Service certificate obtained, with unique reference number and date
- Reasons/decision to appoint despite criminal convictions (i.e. a Risk Assessment)
- Evidence of proof of identity (this will have been provided for the Disclosure and Barring Service check)
- Evidence of qualifications
- Details of registration with appropriate professional body
- Confirmation of right to work in UK
- Record of interview questions and answers. Records should be signed and dated by appointing manager/chair of the interview panel.

## **8. Induction Process**

Stowford Education Centre has an induction programme for all staff and volunteers. The purpose of the induction is to:

- Provide training and information about the organisation's safeguarding and child protection policies and procedures.
- Support individuals in a way that is appropriate for their role
- Confirm the conduct expected of staff
- Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities
- Enable the line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately
- Ensure that the person receives written statements of:
  - Policies and procedures in relation to safeguarding

- The identity and responsibilities of staff with designated safeguarding responsibilities
- Safe practice and the standards of staff behaviour expected
- Other relevant personnel procedures e.g. whistleblowing, disciplinary procedures, reporting requirements

Annual staff reviews are important elements in ensuring safe practice. We complete and document these reviews. They ensure:

- Ensure staff are up to date with current safe practices
- Identify areas for development
- Openly address any concerns about behaviour, attitudes and training requirements.
- Agree an action plan and arrangements for review.

### **Legal framework**

- Section 11, Children Act 2004.
- Keeping Children Safe in Education 2025
- Equality Act 2010 include the Equality Act 2010 (Amendment) Regulations 2023