



Trust- Education Group Ltd

Safer Recruitment Policy

Policy Statement

Trust-Education Group Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, contractors, and visitors to share this commitment. Safer recruitment procedures ensure that all individuals working with children are appropriately screened to prevent unsuitable persons from gaining access to children.

Aims and Objectives

- Ensure all recruitment practices comply with statutory safeguarding requirements.
- Attract, select, and retain staff who are safe to work with children and young people.
- Deter, identify, and reject individuals who may pose a risk to children.
- Maintain a culture of vigilance and transparency in recruitment.

Scope

This policy applies to:

- All individuals employed by Trust Education, including teaching and non-teaching staff.
- Supply staff, contractors, volunteers, and governors.
- Agencies and third parties supplying staff.

Legal Framework and Guidance

Trust-Education's safer recruitment practices comply with the following legislation and statutory guidance:

- **Keeping Children Safe in Education (KCSIE) 2025:** Statutory guidance from the Department for Education (DfE) for all schools and colleges in England. It sets out requirements for safer recruitment, including enhanced DBS checks, prohibition checks for teachers, vetting of volunteers and contractors, and ensuring at least one panel member has completed safer recruitment training.

- **Children Act 1989 & 2004:** Establishes the welfare of the child as paramount and places a statutory duty on schools to safeguard and promote the welfare of children.
- **Safeguarding Vulnerable Groups Act 2006:** Defines regulated activity and establishes the barred list, preventing individuals unsuitable to work with children from being employed.
- **Rehabilitation of Offenders Act 1974 (Exceptions Order 1975):** Requires disclosure of certain convictions for roles working with children.
- **Equality Act 2010:** Ensures recruitment processes are fair, inclusive, and non-discriminatory, while maintaining safeguarding standards and considering reasonable adjustments for disabled applicants.
- **Immigration, Asylum and Nationality Act 2006:** Employers must verify the right to work in the UK for all staff, volunteers, and contractors.
- **Data Protection Act 2018 and UK GDPR:** Safeguards the handling, storage, and processing of sensitive personal data collected during recruitment, including DBS checks, references, and employment history.
- **Teaching Regulation Agency (TRA) and Section 128 Checks:** Ensures teaching staff are not prohibited from teaching and senior leadership staff are appropriately vetted for management responsibilities.

Recruitment Procedures

Recruitment at Trust-Education is conducted fairly, transparently, and lawfully, with a focus on safeguarding and promoting the welfare of children.

Job Advertisements:

All adverts include a safeguarding statement:

“Trust-Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All roles are subject to an enhanced DBS check and satisfactory references.”

Where applicable, adverts also mention:

- Barred list checks
- Prohibition from teaching checks
- Section 128 checks (leadership roles)
- Additional vetting for candidates with overseas experience

Role Titles, Job Descriptions, and Person Specifications clearly outline safeguarding responsibilities, essential qualifications, experience, personal attributes, and commitment to child protection.

Values-Based Recruitment: Where adopted, reflects Trust Education's core values of Teaching, Resilience, Understanding, Skills, and Tenacity.

Accessibility and Inclusion: Job adverts and descriptions use inclusive language, with reasonable adjustments considered for disabled applicants.

Application Forms: Only completed application forms are accepted; CVs alone are insufficient. Forms include a declaration of criminal convictions and suitability to work with children.

Shortlisting and Interviews

- Conducted by at least two safer recruitment-trained staff.
- Interview panels include at least one safer recruitment-trained member.
- Questions assess safeguarding knowledge, attitudes, and suitability to work with children.

Pre-Employment Vetting Checks

Mandatory checks before employment include:

- Identity and right to work verification.
- Enhanced DBS with barred list where applicable.
- Prohibition from teaching and Section 128 checks for management positions.
- Verification of qualifications and professional registrations.
- Minimum two references, including the most recent employer, commenting on suitability to work with children.
- Full employment history and explanation of gaps.
- Medical fitness check.
- Overseas checks if candidate has lived or worked abroad.
- Recording of all checks on the Single Central Record, regularly audited.

Induction and Training

- Safeguarding induction on day one.
- Reading and signing KCSIE Part 1, Trust-Education Group Ltd Safeguarding and Child Protection Policy and Staff Code of Conduct.
- Completion of induction checklist and review meetings with the Head of School during the first week.

Safer Recruitment for Volunteers

- Volunteers are subject to appropriate safeguarding checks depending on whether they engage in regulated activity.
- Must provide DBS, complete volunteer application, provide ID, and confirm understanding of policies and KCSIE.

- Required to maintain professional boundaries, follow supervision rules, and report safeguarding concerns immediately.

Contractors, Workmen, and Maintenance Personnel

Approved Contractors:

- Only pre-approved companies may undertake work on-site.
- Company approval includes background checks, safeguarding protocols, and insurance verification.

Umbrella Safeguarding Assurance Letter:

All external companies providing staff or subcontractors must provide a formal Safeguarding Assurance Letter confirming that all personnel have:

- Completed enhanced DBS and barred list checks where applicable.
- Verified right to work and identity.
- Read, understood, and agreed to comply with the Trust-Education Staff Code of Conduct and Safeguarding Policies.
- Provided names, DBS numbers, and issue dates (or confirmation they are available on request).

Trust-Education reserves the right to request and review assurance letters, refuse access, or apply additional supervision until all checks are complete.

Identification and Supervision:

- Contractors report to the office and are issued a lanyard indicating clearance:
 - **Green:** DBS verified; may work unsupervised in agreed areas.
 - **Red:** Not verified; must be supervised at all times.
- Contractors must not work where unsupervised children are present, access pupil toilets or staff-only areas without permission, engage directly with pupils, or enter high-risk areas without additional screening.

Visitor Sign-In Protocol

- All visitors sign in at reception, identity is verified, DBS status recorded, and correct lanyard issued.
- Visitors receive a briefing on safeguarding expectations and conduct rules.

Lanyard Rules and Security

- Lanyards must be worn visibly by all staff, parents/carers, volunteers, governors, visitors, contractors, and external professionals.
- Returned and sanitised on departure.

All visitors and external staff are required to follow the Code of Conduct for Visitors, adhere to staff instructions, report safeguarding concerns immediately, and comply with mobile phone and photo-use policies.

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