Safer Recruitment and Selection Policy

Approved by:	Callum Cooper and Daniel Smith	**Date:**	01/03/23
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Safer Recruitment Policy

The Aim of this Policy

Children and vulnerable adults have the right to live a life free from harm. Therefore, one of Rise's most important responsibilities is to ensure that the right type of people are employed to work with these vulnerable individuals. Our responsibility is also to ensure that unsuitable individuals are not allowed to work with vulnerable groups. Part of developing this environment is ensuring that all staff members, whether paid or volunteering, are suitable for the position they are undertaking by selecting the best possible applicants. They need to have completed all necessary requirements set out within this policy to ensure that unsuitable individuals are deterred, identified and rejected, whilst ensuring that all candidates are treated fairly, clearly and consistently and in compliance with relevant legislation, including the Equality Act 2010 and UK data protection legislation.

Recruitment and Selection process

This section focuses on ensuring that potential applicants are given the right messages about RISE and its commitment to safeguarding and safer recruitment.

RISE's approach to safeguarding creates a culture that safeguards and promotes the welfare of children and young people. RISE will adopt robust recruitment procedures designed to deter and prevent unsuitable people from applying for or securing employment or volunteering opportunities.

All staff involved in recruiting or employing people to work with children will receive appropriate safer recruitment training. At least one person involved in each recruitment process will have completed appropriate safer recruitment training.

Advert

RISE will include in the job description/person specification the skills, abilities, experience, attitude and behaviours required for the post, together with the safeguarding responsibilities and the extent to which the role involves contact with children and/or regulated activity.

The advert will include:

• RISE's commitment to safeguarding and promoting the welfare of children and make clear that appropriate safeguarding and pre-employment checks will be undertaken.

• The safeguarding responsibilities of the post.

• Whether the post is exempt from the Rehabilitation of Offenders Act 1974, where applicable.

Application Forms

Where a role involves regulated activity with children, RISE will include a statement in the application information that it is an offence for a person who is barred from engaging in regulated activity with children to apply for such a role.

RISE will provide applicants with access to its child protection/safeguarding policy or a link to it.

RISE will require applicants to provide:

• Personal details, including current and former names and current address, and other information necessary for identity and recruitment checks.

• Details of present or last employment and reason for leaving.

• Full employment history since leaving education, including explanations for gaps in employment.

• Qualifications, awarding body and dates of awards.

• Details of referees/references.

• A statement of personal qualities and experience relevant to the post and how the applicant meets the person specification.

RISE will only accept a CV alongside a completed application form. A CV alone will not provide adequate information for safer recruitment.

Shortlisting

Shortlisted candidates will be asked to complete a self-declaration covering information that the organisation is legally entitled to request and that may affect their suitability to work with children. Any declaration will be drafted and used in accordance with the Rehabilitation of Offenders Act 1974, the Exceptions Order and current DBS guidance.

The declaration may cover, where legally relevant:

• Relevant criminal convictions and cautions that an applicant is legally required to disclose.

• Whether the applicant is included on the Children's Barred List or is prohibited from working with children or teaching, where relevant to the role.

• Relevant overseas information and other matters that may legally affect suitability for the role.

This information will normally only be requested from shortlisted applicants and will not be used to decide who is shortlisted unless the law permits or requires otherwise.

Applicants will be asked to sign a declaration confirming that the information provided is true. Where an electronic signature is used, RISE may request a signed declaration at interview or through another secure process.

The purpose of the self-declaration is to give candidates an opportunity to disclose relevant information that can be considered as part of the recruitment process before the DBS certificate is received.

RISE will ensure that at least two people carry out the shortlisting exercise where practicable, consider inconsistencies and gaps in employment, and explore potential concerns.

As part of due diligence, RISE will undertake an online search of shortlisted candidates where appropriate. The purpose is to identify publicly available information that may raise safeguarding or suitability concerns. Relevant findings will be explored with the candidate and information that is irrelevant, discriminatory or unlawfully obtained will not be used.

Employment History and References

The purpose of seeking references is to obtain factual information to support the appointment decision and assess suitability to work with children. RISE will normally seek references before interview where possible so that concerns can be explored with the referee and candidate.

RISE will:

• Not accept open references such as 'to whom it may concern'.

• Not rely on applicants to obtain their own references.

• Seek a reference from the candidate's current employer, where appropriate, and from a senior person with appropriate authority.

• Obtain verification of the most recent relevant period of employment where the applicant is not currently employed.

• Seek a reference from the relevant employer from the last time the applicant worked with children where appropriate.

• Verify references and contact referees to clarify vague or insufficient information.

• Compare references with the application form and investigate discrepancies.

• Establish the reason for leaving the current or most recent job.

• Ensure concerns are resolved satisfactorily before the appointment is confirmed.

References should include factual information relevant to suitability to work with children and, where legally appropriate, factual information about substantiated safeguarding concerns or allegations that meet the relevant threshold. Unsubstantiated, unfounded, false or malicious allegations should not be presented as established facts.

Selection

RISE will use a range of selection techniques to identify the most suitable person for the post. Those interviewing will agree structured questions. These will include:

• Finding out what attracted the candidate to the post and their motivation for working with children.

• Exploring their skills and asking for examples of experience working with children relevant to the role.

• Probing gaps in employment or frequent changes of employment/location and the reasons for them.

The interviews will be used to explore potential areas of concern and determine the applicant's suitability to work with children. Areas that may require further probing include:

• Implication that adults and children are equal.

• Lack of recognition and/or understanding of the vulnerability of children.

• Inappropriate idealisation of children.

• Inadequate understanding of appropriate boundaries between adults and children.

• Indicators of negative safeguarding behaviours.

Any information about past disciplinary action, allegations or other concerns will be considered in the circumstances of the individual case, taking account of applicable law and fairness.

Young people may be involved meaningfully in the recruitment process where appropriate, with appropriate supervision and safeguards.

All information considered in decision-making will be clearly recorded along with decisions made.

Pre-appointment vetting checks, regulated activity and recording information

All offers of appointment will be conditional until satisfactory completion of the mandatory pre-employment checks. Rise will:

• Verify a candidate's identity, it is important to be sure that the person is whom they claim to be, this includes being aware of potential for individuals changing their name.

• Obtain an enhanced DBS check (including children's barred list information, for those who will be engaging in regulated activity with children).

• Obtain a separate children's barred list check if an individual will start to work in regulated activity with children before the DBS certificate is available.

• Verify the candidates mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role.

• Verify the person's right to work in the UK, including EU nationals. If there is uncertainty about whether an individual needs permission to work in the UK, then Rise will follow advice on the GOV.UK website.

• Have lived or worked outside the UK, make any further checks the school or college consider appropriate

• Verify professional qualifications.

• Every member of staff will have a personnel file which will hold all information obtained on the individual

• Completion of a V4 Driver & Private Vehicle Self-Declaration

• Provide a DVLA share code to allow Rise to check all details provided are correct with the DVLA

Recording information – Single Central Record

Where RISE is subject to the statutory Single Central Record requirements, it will maintain an accurate record of the required pre-appointment checks in accordance with current KCSIE and other applicable statutory guidance.

The record will distinguish, where necessary, between RISE employees, agency/supply staff, contractors, volunteers and other workers and will record the checks that RISE is required to undertake or verify for each category.

The record will include the required information and dates for identity, DBS and barred-list checks (where applicable), right to work, qualifications and other checks required by law. RISE will retain evidence and supporting records in accordance with its data protection and retention arrangements.

Volunteers

RISE will assess every volunteer role to determine whether it is regulated activity with children and what level of DBS check the role is legally eligible for.

From 1 September 2026, the previous supervision exemption for regulated activity with children no longer applies. A volunteer who teaches, trains, instructs, cares for or supervises children frequently enough, or who meets the overnight condition, may therefore be in regulated activity even where they are supervised by another person.

Where a volunteer is undertaking regulated activity with children, RISE will obtain an Enhanced DBS check with Children's Barred List information before permitting the volunteer to undertake that regulated activity, subject to the applicable legal requirements.

Occasional volunteers who do not meet the regulated activity criteria will be assessed individually and will only be subject to a DBS check at a level for which the role is legally eligible. RISE will use appropriate supervision, risk assessment and safeguarding arrangements where relevant.

Details of the assessment and any risk assessment will be recorded.

Induction

Once a job offer has been accepted, Rise SLT will allocate the new member of staff with a line manager. The line manager is then responsible for delivering the induction process which is outlined on the 'New Staff Induction form'. This document is designed to offer suggestions about the activities and resources that can support staff during their induction period. The tasks have been broken down into time frames to help make them manageable. You will need to edit and adapt the suggestions to

reflect the requirements of your school and to complement any other induction materials that you have in place. The induction process includes:

Induction Activities	Person Responsible	Date Completed
Health and safety briefing		
Introduction to first aid/ reporting incidents		
HR processes (including DBS check)		
ID card/lanyards issued		
Child protection and safeguarding training		
Online safety training		
Prevent training		
IT administration		
Identify and meet line manager/mentor		
Probation Period		
Employee payment/ Invoices		
Induction Reading	**Person Responsible**	**Date Completed**
RISE Safeguarding & Child Protection Policy 2026–27		
Anti-Bullying Policy		
Behaviour Management Policy		
Whistleblowing Policy		
Managing allegations against adults		
Code of Conduct		
Disciplinary Procedure		
Mileage Claims Policy		
Employee Expense Policy		
Social Media & Confidentiality Policy		
Staff Absence Policy		

Induction Reading	Person Responsible	Date Completed
Staff Code of Conduct and use of Social Media		
Timetable		
FAQs		
Relevant risk assessments		

The First Week:

Activities and Reading	Person Responsible	Date Completed
Routines including notifying absence and adverse weather procedure		
Logins for accessing RISE AP networks		
Medical Information for pupils		
Staff duty list		
Resources - location and organisation		

The First term:

Activities and Reading	Person Responsible	Date Completed
Routines including notifying absence and adverse weather procedure		
Logins for accessing RISE AP networks		
Medical Information for pupils		
Staff duty list		

Resources - location and organisation		

Related Policies, Guidance and Legislation

• RISE Safeguarding & Child Protection Policy 2026–27
• Keeping Children Safe in Education 2026 – statutory guidance for schools and colleges.
https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

• DBS: Eligibility for Roles working with children (1 September 2026 guidance).
https://www.gov.uk/government/publications/eligibility-for-roles-working-with-children

• DBS: Eligibility for Enhanced with Barred List DBS checks with children.
https://www.gov.uk/government/publications/eligibility-for-enhanced-with-barred-list-dbs-checks-with-children

• DfE: Regulated activity – removal of the supervision exemption from 1 September 2026.
https://www.gov.uk/government/publications/working-or-volunteering-in-regulated-activity-with-children/regulated-activity-removal-of-the-supervision-exemption-comes-into-force-1-september-2026

• Equality Act 2010. https://www.legislation.gov.uk/ukpga/2010/15/contents

• Rehabilitation of Offenders Act 1974. https://www.legislation.gov.uk/ukpga/1974/53/contents

• UK GDPR and Data Protection Act 2018 – to be read with RISE's data protection/privacy and retention policies. https://www.gov.uk/data-protection