

B. Education: Safer Recruitment Policy

Date of Policy: 30/09/2025

Next Review Date: 30/09/2026

Policy Owner: B. Education

1. Policy Statement

B. Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff, tutors, and volunteers to share this commitment.

Our safer recruitment procedures are designed to ensure that those who work with our learners are suitable, safe, and appropriately qualified to do so.

We recognise that safer recruitment is an integral part of creating a safe learning environment, reducing the risk of harm, and promoting the wellbeing of children — particularly those who are vulnerable or have special educational needs.

2. Purpose

The purpose of this policy is to:

- Set out the principles and practices that underpin safe recruitment at B. Education.
 - Ensure a consistent, fair, and rigorous process for selecting tutors, staff, and volunteers.
 - Prevent unsuitable individuals from working with children or gaining access to sensitive information.
 - Fulfil our legal obligations under the Children Act 2004, Education Act 2002, and KCSIE 2025.
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3. Scope

This policy applies to all individuals who work for or on behalf of B. Education, including:

- Tutors (employed or self-employed)
- Administrative staff
- Volunteers or placement students

- Contractors providing services involving children
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4. Legal Framework

This policy is informed by:

- *Keeping Children Safe in Education (KCSIE 2025)*
 - *Working Together to Safeguard Children (2023)*
 - *Rehabilitation of Offenders Act 1974 (Exceptions Order 1975)*
 - *Protection of Freedoms Act 2012*
 - *Education (Independent School Standards) Regulations 2014*
 - *Equality Act 2010*
 - *Data Protection Act 2018 and UK GDPR*
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5. Principles of Safer Recruitment

B. Education's recruitment processes are guided by the following principles:

1. **Safeguarding First:** The welfare of the child is the paramount consideration in all recruitment decisions.
 2. **Transparency:** All candidates are made aware that safeguarding checks are part of the recruitment process.
 3. **Consistency:** All roles are recruited using the same robust and fair process.
 4. **Vigilance:** We actively deter, identify, and reject unsuitable candidates through rigorous screening.
 5. **Confidentiality:** Information obtained through vetting will be handled with sensitivity and in accordance with data protection laws.
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6. Recruitment and Selection Procedures

Step 1: Defining the Role

Before advertising, a clear job description and person specification will be created. These will include:

- The post's responsibilities for safeguarding and promoting the welfare of children.
- The level of DBS check required.

- Essential qualifications, skills, and experience.

Step 2: Advertising the Role

All advertisements and recruitment materials will:

- Include a statement about B. Education's commitment to safeguarding.
- Inform applicants that an enhanced DBS check and references will be required.
- Outline the safeguarding responsibilities of the post.

Example wording:

"B. Education is committed to safeguarding and promoting the welfare of children and expects all staff and tutors to share this commitment. An enhanced DBS check and satisfactory references are required for this post."

Step 3: Application Process

- All applicants must complete a full application form or provide a detailed CV with a full employment history, explaining any gaps.
- Incomplete or inconsistent applications will not be considered until clarified.

Step 4: Shortlisting

- Candidates are shortlisted based on objective criteria in the person specification.
- Any unexplained gaps in employment, discrepancies, or frequent job changes will be explored at interview.

Step 5: Interview Process

- At least one person on the interview panel will have completed Safer Recruitment Training.
- Interviews will test both suitability for the role and commitment to safeguarding, including scenario-based questions such as:
 - "How would you respond if a child disclosed something that concerned you?"
 - "What does maintaining professional boundaries mean to you?"
- Candidates' identity and right to work in the UK will be verified before interview or upon offer.

Step 6: Pre-Employment Checks

No appointment is confirmed until all pre-employment checks are complete and satisfactory. These include:

Check	Requirement
Enhanced DBS Check (with Barred List)	Required for all roles involving direct contact with children.
Identity Verification	Valid photo ID, proof of address, and right to work documents.
Qualifications	Verified against originals (e.g., PGCE, degree, certificates).
References	Two professional references, including the most recent employer. References must be verified directly.
Employment History	Gaps in employment must be explained and verified.
Overseas Checks	Criminal record certificates from any country where the candidate has lived/worked for 6+ months in the last 10 years.
Prohibition from Teaching Check	For qualified teachers or those working in teaching roles.
Online and Social Media Screening	Reasonable online checks to identify any public conduct incompatible with safeguarding expectations.

Step 7: Conditional Offer and Induction

A conditional offer will be made pending satisfactory completion of all checks.

All new tutors and staff will:

- Complete a Safeguarding Induction, including Prevent Duty and Code of Conduct.
- Read and sign to confirm understanding of:
 - The Safeguarding & Child Protection Policy (Including Prevent Duty)
 - The Code of Conduct
 - This Safer Recruitment Policy

7. Agency and Self-Employed Tutors

Where tutors are self-employed or sourced through external agencies:

- B. Education will obtain written confirmation that all required safer recruitment checks (including DBS, references, and ID verification) have been completed.

- The agency or individual must provide copies of relevant documents before the tutor commences work.
 - All self-employed tutors must register with the DBS Update Service and consent to verification by B. Education.
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8. Volunteers and Contractors

- Volunteers and contractors who work regularly with children will be subject to the same checks as staff.
 - Those in supervised or one-off roles will be risk assessed to determine the appropriate level of vetting.
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9. Record Keeping (Single Central Record)

B. Education maintains a Single Central Record (SCR) containing details of all staff, tutors, and volunteers, including:

- Identity and DBS checks
- Right to work
- Qualifications
- References and start dates
- Details of who carried out each check

The SCR will be kept securely and updated regularly by the Designated Safeguarding Lead or nominated administrator.

10. Ongoing Suitability and Monitoring

- Staff and tutors are required to declare any criminal convictions, cautions, or changes in circumstances that may affect their suitability to work with children.
 - Annual DBS Update Service checks will be conducted.
 - Performance reviews and supervision will include discussion of safeguarding responsibilities and conduct.
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11. Training

- At least one person involved in recruitment will hold certified Safer Recruitment Training.
 - All staff involved in recruitment and selection will receive refresher training every three years.
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12. Policy Review

This policy will be reviewed annually or sooner if required by changes in legislation or statutory guidance.

