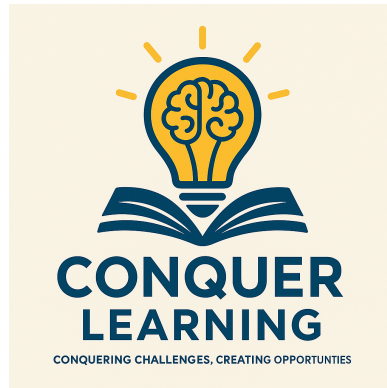




Conquer Learning Safer Recruitment Policy

Date of Policy: July 2025

Next Review Date: July 2026

Approved by: Siobhan Stevenitt (Director)

Policy Statement

Conquer Learning is committed to safeguarding and promoting the welfare of all children and young people in our care. As part of this commitment, we implement safer recruitment practices that deter, reject or identify individuals who may pose a risk to learners. This policy outlines the procedures and standards we follow to ensure that all staff, volunteers, and contractors are recruited safely and appropriately.

Legal Framework

This policy is based on the following legislation and guidance:

- Keeping Children Safe in Education (KCSIE) 2024
- Working Together to Safeguard Children 2023
- The Education Act 2002
- The Children Act 1989 and 2004
- The Rehabilitation of Offenders Act 1974
- The Equality Act 2010
- Data Protection Act 2018 (UK GDPR)
- Safeguarding Vulnerable Groups Act 2006

Scope

This policy applies to the recruitment and selection of all:

- Employees
- Supply staff
- Volunteers
- Governors
- Agency staff
- Freelancers and contractors who work directly with children or have access to sensitive information

Safer Recruitment Principles

- Child protection and safeguarding are central to all recruitment practices.

- Recruitment processes are consistent, transparent, and non-discriminatory.
- All applicants are suitably vetted before appointment.
- At least one person involved in every recruitment panel has completed Safer Recruitment training.

Recruitment and Selection Procedure

Planning and Advertising

A clear job description and person specification will be produced for every role.

All adverts will include a safeguarding statement:

"Conquer Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to enhanced DBS checks and satisfactory references."

Potential risks will be considered and mitigated at the planning stage.

Application Process

Candidates must complete a full application form (CVs alone will not be accepted).

Gaps in employment history must be explained and verified.

All applications will be scrutinised to identify inconsistencies or anomalies.

Shortlisting

Candidates are shortlisted against objective criteria based on the person specification.

Any concerns or discrepancies in applications will be clarified during the interview.

Interviews

Interviews will explore the candidate's:

- Suitability for the role
- Attitudes toward safeguarding and child protection
- Motivation for working with children
- Emotional resilience and values
- At least one member of the interview panel will have undertaken Safer Recruitment training.
- Pre-Employment Checks
- No individual will be appointed until all the following checks are complete:
- Check Required?
- Enhanced DBS with Children's Barred List
- Identity Verification
- Right to Work in the UK
- Professional Qualifications (if applicable)
- Two Satisfactory References (one from most recent employer)
- Employment History and Gap Verification
- Overseas Police Check (if applicable)
- Prohibition from Teaching Check (if applicable)
- Disqualification Under the Childcare Act 2006 (if applicable)
- Section 128 Check (management roles)
- Note: Any concerns arising from checks will be discussed with the Designated Safeguarding Lead (DSL) and recorded in the Single Central Record.

References

References must be obtained prior to interview where possible.

- References will be requested directly from the referee using a standardised format.
- Open references or those from friends/relatives will not be accepted.

Single Central Record (SCR)

Conquer Learning maintains a comprehensive SCR of all staff and individuals who work with children. It is regularly updated and audited by the DSL and Safeguarding Lead.

Agency and Supply Staff

We obtain written confirmation from supply agencies that appropriate checks (including DBS) have been carried out. Identity checks are verified on arrival.

Volunteers and Contractors

All volunteers undergo a risk assessment to determine the level of checks required. Supervised volunteers may not require a barred list check, but unsupervised, regular volunteers will.

Contractors are required to show proof of appropriate vetting prior to working on-site.

Post-Appointment Induction and Monitoring

All new staff will:

Receive safeguarding induction training on or before their first day.

Be monitored during their probation period.

Be subject to performance reviews that include safeguarding behaviours and attitudes.

Training

All staff involved in recruitment will undertake Safer Recruitment training and refresh it regularly (at least every 3 years). Staff are also trained in:

- Recognising abuse
- Reporting safeguarding concerns
- Professional boundaries

Allegations and Whistleblowing

Any concerns raised during the recruitment process about a candidate's suitability will be referred to the DSL and, where necessary, the Local Authority Designated Officer (LADO). Conquer Learning also adheres to our Whistleblowing Policy.

Policy Review

This policy is reviewed annually or following significant changes in legislation or recruitment practice. The DSL and HR Lead are responsible for overseeing implementation and compliance.

Signed: Sstevenitt

Siobhan Stevenitt

Position: DSL/HR Lead

Date: July 2025