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Next Review Date: April 2026

Distribution: All staff and stakeholders

Owner: Senior Leadership Team

Policy Lead: Head of Education

This policy will be reviewed annually or sooner if there are significant legislative or procedural updates.

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## 1. Introduction

This policy reflects the requirements outlined in *Keeping Children Safe in Education (2024)*. It defines our robust approach to safer recruitment, ensuring that all staff involved in the selection and employment of individuals working with our learners have undergone appropriate training. Labyrinth Education is unwavering in its commitment to safeguarding and promoting the welfare of all learners across all our educational settings.

### Equality, Diversity & Inclusion:

Labyrinth Education is committed to fostering an inclusive and equitable environment. We actively oppose all forms of unlawful discrimination and ensure that our policies are accessible, fair, and consistently applied. We strive to meet the diverse needs of all individuals, in accordance with the Equality Act 2010, by promoting equal opportunity and removing barriers to participation and success.

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## 2. Scope

This policy applies to all individuals involved in the recruitment of education staff within Labyrinth Education, including applicants, successful candidates, internal recruiters, and hiring managers.

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## 3. Definitions

**Management Position:** Includes headteachers, principals, deputy/assistant headteachers, and other senior leaders, as well as the Executive team.

**Regulated Activity:** Includes any role involving regular teaching, training, instructing, caring for, or supervising learners; unsupervised work that affords contact with learners; and personal or intimate care—even if carried out once.

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## 4. Recruitment and Selection

### Advertising

All role advertisements will clearly state:

- Our commitment to safeguarding and promoting learner welfare.
- That pre-employment checks will be conducted.
- The safeguarding responsibilities of the role.
- Whether the role is exempt from the Rehabilitation of Offenders Act 1974.

### Application Forms

Applicants must complete a full application form. CVs or pre-prepared statements will not be accepted in place of the standard form. Application forms will include a declaration that it is a criminal offence to apply for roles involving regulated activity if barred from doing so.

### Shortlisting

Shortlisting will:

- Identify and investigate gaps or anomalies in employment history.
- Request self-declaration of criminal records or anything that may make an applicant unsuitable to work with children.
- Include online searches as part of due diligence, with applicants informed accordingly.

### Interviews

- Interviews will explore any gaps or changes in employment and probe any safeguarding concerns.
- All decisions and information will be recorded transparently.

## **References**

- Requested prior to interview and required before appointment.
- Must be from the current or most recent employer and provided by a senior person.
- All references will be verified directly with the referee.
- Concerns will be discussed with the candidate.

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## **5. Pre-appointment Vetting Checks**

All necessary pre-employment checks will be completed and recorded on the Single Central Record (SCR).

### **New Staff**

Pre-appointment checks include:

- Verification of identity, qualifications, and right to work in the UK.
- Enhanced DBS check (with barred list info if applicable).
- Mental and physical fitness assessment.
- Overseas checks for individuals who lived or worked outside the UK.
- Prohibition orders and Section 128 checks (where appropriate).

### **Existing Staff**

Full re-checks may be required if:

- Safeguarding concerns arise.
- An individual moves into regulated activity.
- There is a service break of 12 weeks or more.

### **Agency and Third-Party Staff**

- Written confirmation will be obtained from the supplying organisation confirming all checks have been conducted.
- Individual profile with checks will be required before the agency staff can commence working in an education role.
- Identity will be verified on first arrival.

### **Alternative Provision Staff**

- Written confirmation from providers that all relevant checks have been completed.

### **Work Experience Supervisors**

- Safeguarding provisions will be applied in line with the risk level of the placement.

### **Contractors**

- DBS checks according to the level of contact and nature of work.
- ID checked on arrival.
- No unsupervised access to learners without appropriate clearance.

### **Volunteers**

- Typically not used due to the complex needs of learners.
- In exceptional cases, volunteers will not work unsupervised without enhanced DBS and risk assessment.

### **Executive and Central Staff**

- Enhanced DBS (with or without barred list info depending on role).
- Section 128 checks where applicable.
- Chair of the Board DBS to be countersigned by the Secretary of State.

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## **6. Training Requirements**

All personnel involved in recruitment must complete certified Safer Recruitment training and maintain up-to-date knowledge of legislation and best practice.

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## **7. Monitoring Compliance**

Labyrinth Education will maintain complete, accurate records of all pre-employment checks and recruitment activity. Regular audits will be conducted to ensure policy compliance.

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## **8. Linked Documents**

### **Legislation:**

- Rehabilitation of Offenders Act 1974 (as amended)
- Safeguarding Vulnerable Groups Act 2006

### **Statutory Guidance:**

- *Keeping Children Safe in Education (2024)*
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