

Safer Recruitment

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Why do we exist?

Provide students the opportunity to re-engage in learning. Champion individual pathways to success, fostering confidence, building resilience and developing the knowledge and skills needed to succeed in their next steps of life.

How do we behave?

Work hard. Respect. Grow

What do we do?

We establish high-performing alternative provisions, which maximise attainment in core areas, value diversity, develop character and build cultural capital.

How Will Students Thrive?

Attendance: Students guided and supported to attend Thrive for full time education.

Curriculum: Access a curriculum which matches abilities of our learners.

Pathways: Aim to provide students with a successful pathway back to mainstream education and further careers.

This document provides schools with the legal requirements 'must do', what they should do, what is considered best practice and important information about:

The Recruitment and Selection Process

Recruitment and selection process

This policy focuses on ensuring potential applicants are given the right messages about the school's commitment to recruit suitable people.

It is vital that as part of the school's approach to safeguarding a culture that safeguards and promotes the welfare of children exists. As part of this culture, it is important that a robust recruitment procedure that deters and prevents people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities within the school.

Thrive Independent school, through this policy, ensures that those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training. The School Staffing (England) Regulations 2009 and the Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007 require governing bodies of maintained schools and management committees of pupil referral units (PRUs) to ensure that at least one of the persons who conducts an interview has completed safer recruitment training. Governing bodies of maintained schools and management committees of PRUs may choose appropriate training and may take advice from the safeguarding partners in doing so.

Advert

Thrive Independent school includes the following information when defining the role:

- The skills, abilities, experience, attitude, and behaviours required for the post, and
- The safeguarding requirements, i.e. to what extent will the role involve contact with children and will they be engaging in regulated activity relevant to children.

The advert will include:

- The school's commitment to safeguarding and promoting the welfare of children and that safeguarding checks will be undertaken
- The safeguarding responsibilities of the post as per the job description and personal specification, and

- Whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974 and the amendments to the Exemptions Order 1975, 2013 and 2020.

Application forms

Where a role involves engaging in regulated activity relevant to children, Thrive Independent school will include a statement in the application form or elsewhere in the information provided to applicants that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. A copy of the Safeguarding and Child Protection Policy and Practices on the employment of ex-offenders will be included in the application pack.

Applicants are to provide:

- Personal details, current and former names, current address and National Insurance Number
- Details of their present (or last) employment and reason for leaving
- Full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment
- Qualifications, the awarding body and date of award
- Details of referees/references
- A statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

A curriculum vitae on its own will not provide adequate information and is not an acceptable substitute for a completed application form.

Shortlisting

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. This information will only be requested from applicants who have been shortlisted.

Applicants will be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at point of interview.

The School will:

- Ensure that at least two people carry out the shortlisting exercise
- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns
- Consider carrying out an online search as part of the due diligence on shortlisted candidates

Employment history and references

The purpose of seeking references is to obtain factual information to support appointment decisions.

The school will:

- Not accept open references
- Not rely on applicants to obtain their reference
- Ensure references are from the current employer, completed by someone with appropriate authority
- Verify most recent employment if not currently employed
- Secure reference from last child-related employer if not currently working with children
- Always verify reference information
- Ensure electronic references are from a legitimate source
- Clarify vague content
- Compare application form and reference, address discrepancies
- Establish reason for leaving most recent post
- Resolve any concerns before appointment

References must confirm suitability to work with children and only contain facts on substantiated concerns.

Selection

The School uses a range of techniques to identify the most suitable candidate. Interviewers use agreed, structured questions including:

- Motivation for working with children
- Skills and experience examples

- Employment gaps or frequent changes
- Areas of concern to probe further:
- Equating adults and children
- Poor understanding of children's vulnerability
- Idealising children
- Poor boundaries
- Negative safeguarding behaviour

Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case. Pupils/students should be involved in the recruitment process in a meaningful way. Observing short listed candidates and appropriately supervised interaction with pupils/students is common and recognised as good practice. All information considered in decision making should be clearly recorded along with decisions made.