

Path 4

Safer Recruitment Policy



1. Policy Statement

Path 4 AP is committed to safeguarding and promoting the welfare of children and young people. As part of this commitment, we ensure that robust recruitment procedures are in place to prevent unsuitable individuals from working with children. This policy outlines the safer recruitment process that is designed to ensure that all staff, volunteers, and contractors are suitable for their roles and share our safeguarding ethos.

2. Aims and Objectives

The objectives of this policy are to:

- Safeguard children by ensuring the selection process identifies and deters unsuitable candidates.
- Comply with statutory and regulatory requirements, including the **Education (AP Standards) Regulations 2014**, **Keeping Children Safe in Education (KCSIE) 2024**, and **Working Together to Safeguard Children 2018**.
- Ensure that all adults working at Path 4 act in a manner consistent with our safeguarding obligations.
- Provide clear guidance for all members of staff involved in recruitment processes.

3. Scope

This policy applies to all staff, including teaching and non-teaching staff, contractors, supply staff, management committee, volunteers, and any individuals working at or for Path 4 Independent School.

4. Recruitment Procedures

All recruitment processes will adhere to the following key steps:



4.1 Planning and Advertising

- All job descriptions and person specifications will clearly outline the responsibilities relating to safeguarding and the qualifications, skills, and attributes required to fulfill the role.
- Every job advertisement will contain a clear statement of the school's commitment to safeguarding, including:

"Path 4 AP is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS)."

4.2 Application Process

- **Application Form:** Applicants must complete a standardised application form. CVs alone will not be accepted. The form will collect comprehensive information about the applicant's employment history, qualifications, and declaration of any relevant convictions.
- **Safeguarding Declaration:** Applicants must confirm their commitment to safeguarding and disclose any criminal convictions, cautions, or relevant investigations, including those outside the UK.

4.3 Shortlisting

- At least two members of staff, one of whom will be trained in safer recruitment, will shortlist candidates based on the essential criteria outlined in the person specification.
- During the shortlisting process, gaps in employment history will be identified, and candidates will be asked to explain any such gaps in their application.

4.4 Interview Process

- All shortlisted candidates will be interviewed face-to-face by a panel that includes at least one member trained in safer recruitment.
- The interview will explore the candidate's suitability to work with children and assess their understanding of safeguarding practices.
- Candidates will be asked specific safeguarding questions, in line with the requirements of **KCSIE**.
- Interviews will include a review of any discrepancies or gaps in employment history.



4.5 Pre-Employment Checks

Prior to offering a position, Path 4 AP will complete the following checks:

- **Enhanced DBS Check:** All candidates offered a role must undergo an Enhanced DBS check, including a check of the **Children's Barred List**.
- **Identity Check:** Confirm the identity of the successful candidate against official documents such as a passport or driving licence.
- **Prohibition from Teaching Check:** Verify that no teaching candidate is subject to a prohibition order.
- **Right to Work in the UK:** Ensure candidates have the legal right to work in the UK.
- **Qualifications Check:** Verify any qualifications that are essential for the role.
- **References:** Obtain a minimum of two references, one from the current or most recent employer, and one from a previous employer, with at least one being able to comment on the applicant's work with children.
 - References will be verified through direct contact.
- **Medical Fitness:** Candidates will be required to confirm they are medically fit to work.

4.6 Single Central Record (SCR)

Path 4 AP will maintain a **Single Central Record (SCR)** of all pre-employment checks for staff, volunteers, contractors, and management committee. This record will be kept up to date and monitored regularly by the school's Designated Safeguarding Lead (DSL).

5. Induction and Training

- All new staff, management committee, and volunteers will receive a comprehensive induction that includes safeguarding training, familiarisation with the school's **Child Protection Policy**, and the **Staff Code of Conduct**.
- All employees will be required to undertake annual safeguarding refresher training to stay up to date with the latest practices and procedures, in line with **KCSIE** guidance.

6. Ongoing Monitoring

- Regular appraisals and performance reviews will include an assessment of each staff member's adherence to safeguarding policies and practices.
- Any safeguarding concerns arising during employment will be addressed immediately in accordance with the school's **Whistleblowing Policy** and **Managing Allegations against Staff Policy**.

7. Safer Recruitment Training

All members of the recruitment panel, including management committee and key staff, will undergo accredited **Safer Recruitment Training** and regular refresher courses, as required by **KCSIE**.



8. Contractors and Agency Staff

- Contractors and agency staff will undergo the same safeguarding checks as permanent employees, including an Enhanced DBS check.
- Agencies supplying staff to Path 4 must provide written confirmation that all necessary checks have been completed.

9. Volunteers

- Volunteers who engage in regulated activities will be required to undergo an Enhanced DBS check.
- Volunteers not involved in regulated activities will be supervised at all times by school staff.

10. Management committee

- All management committee will be subject to an Enhanced DBS check and any other statutory checks required for individuals in governance roles.

11. Monitoring and Review

This policy will be reviewed annually by the school's leadership team and management committee to ensure it remains compliant with current legislation and best practice guidelines.

Date agreed	11 th September 2024
Review Date	10 th September 2025
Approved by	Moinul Islam MBE (Head of Centre)
	Alaur Rahman (Head of Operations)

This Safer Recruitment Policy reflects Path 4 Independent School's commitment to safeguarding the welfare of all children and young people in our care.