

Compass Learning & Education

Safer Recruitment Policy

September 2026

Policy Owner: Director – Rosie Aylward

Designated Safeguarding Lead (DSL): Rosie Aylward

Review Cycle: Annual

Next Review Date: 1st September 2027



1. Policy Statement

Compass Learning & Education is committed to safeguarding and promoting the welfare of children and young people. Safer recruitment is a fundamental part of our safeguarding culture.

We recognise that robust recruitment and selection procedures:

- Deter unsuitable individuals from applying
- Identify and reject those who pose a risk
- Promote a safe culture of vigilance
- Ensure compliance with statutory guidance

This policy is written in line with:

- **Keeping Children Safe in Education (KCSIE) 2025**
- Working Together to Safeguard Children
- The Equality Act 2010
- The Data Protection Act 2018 & UK GDPR

Safer recruitment operates as part of our whole-provision safeguarding approach, as outlined in our Safeguarding Policy.

2. Scope

This policy applies to:

- Teaching staff
- Support staff
- Tutors
- LSAs
- Proprietor
- Volunteers
- Governors (if applicable)

- Agency staff
- Contractors working regularly on site
- Peripatetic and visiting staff
- Work experience placements

3. Safer Recruitment Principles

Compass Learning & Education will:

- Adopt a safeguarding-focused recruitment culture
- Ensure at least one panel member has completed Safer Recruitment Training
- Maintain a Single Central Record (SCR)
- Apply the same safeguarding standards to all adults
- Promote transparency and professional curiosity
- Record and retain recruitment documentation securely

4. Advertising & Application Process

4.1 Recruitment Advertising

All job adverts will:

- Include a safeguarding statement:

"Compass Learning & Education is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to enhanced DBS clearance and satisfactory safeguarding checks."

- Make clear that online searches may be undertaken
- Specify that employment is subject to references and statutory checks

4.2 Application Forms

We do not accept CVs alone.

Applicants must complete a structured application form which includes:

- Full employment history with no unexplained gaps
- Explanation of gaps in employment
- Qualifications (with dates)
- Declaration of any criminal convictions

- Disclosure of prohibition, disqualification or barred status
- Signed safeguarding declaration

Shortlisting will include:

- Scrutiny of employment history
- Identification of inconsistencies
- Consideration of safeguarding suitability

Unexplained gaps or discrepancies will be explored at interview.

5. Online Searches

In line with KCSIE 2025:

- Online searches may be conducted for shortlisted candidates
- Searches will be:
 - Proportionate
 - Relevant to safeguarding suitability
 - Documented

Any concerns identified will be discussed with the candidate at interview.

6. Shortlisting & Interview Process

6.1 Interview Panel

- At least two panel members
- At least one trained in safer recruitment
- One member of leadership

6.2 Safeguarding-Focused Interview

All interviews will:

- Include safeguarding and child protection questions
- Explore candidate attitudes towards:
 - Professional boundaries in line with staff code of conduct
 - Managing disclosures
 - Low-level concerns
 - Whistleblowing

- Behaviour management
- Test understanding of safeguarding responsibilities

Candidates will be asked about:

- Past conduct
- Working with vulnerable learners
- Managing allegations
- Professional judgement in safeguarding scenarios

6.3 Exploring Concerns

Interviewers will:

- Probe gaps in employment
- Clarify reference anomalies
- Explore disciplinary history
- Discuss any safeguarding declarations

Failure to disclose relevant information may result in withdrawal of offer.

7. Pre-Employment Checks

An offer of employment is conditional upon satisfactory completion of:

7.1 Identity Verification

- Government photo ID (passport or driving licence)
- Proof of address
- Verification of name change (if applicable)

7.2 Right to Work in the UK

- Valid visa (if applicable)
- Original documentation checked and copied

7.3 Enhanced DBS Check

- Enhanced DBS with Children's Barred List
- Must be received before unsupervised contact

Under no circumstances will a member of staff work unsupervised without:

- Cleared Enhanced DBS with barred list check

If exceptional circumstances apply:

- Separate barred list check will be undertaken
- Written risk assessment completed
- Appropriate supervision implemented

7.4 Overseas Checks

Where applicable:

- Overseas criminal record checks
- Certificate of good conduct
- Additional vetting in line with KCSIE

7.5 Prohibition & Regulatory Checks

Where relevant:

- Teaching Regulation Agency (TRA) prohibition check
- Section 128 direction check (if in management position)
- Childcare disqualification declaration (if applicable)

7.6 References

Two references will be obtained:

- One must be from the most recent employer
- Must comment on:
 - Safeguarding suitability
 - Disciplinary history
 - Allegations
 - Reason for leaving
 - Suitability to work with children

References will:

- Be obtained before appointment where possible
- Be scrutinised carefully

- Be verified directly with referee

Open or generic references will not be accepted.

7.7 Qualifications Verification

- Original certificates checked
- Verified against application
- Photocopies retained securely

7.8 Medical Fitness

Successful candidates must complete a health declaration to confirm:

- Fitness to carry out the role
- No condition posing safeguarding risk

8. Single Central Record (SCR)

The provision will maintain a Single Central Record including:

- Identity checks
- DBS clearance dates
- Barred list check
- Right to work
- Prohibition check
- Overseas checks (where applicable)
- References received
- Section 128 checks (where required)

The SCR will be:

- Maintained by the Proprietor
- Reviewed termly
- Available for inspection

9. Agency & Supply Staff

Before agency staff commence work:

We will obtain written confirmation that:

- Enhanced DBS with barred list check completed
- Identity verified
- Right to work verified
- Prohibition checks completed
- All safer recruitment checks undertaken

Agency staff will:

- Provide ID on first day
- Be appropriately supervised

10. Volunteers

Volunteers will:

- Complete an application form
- Provide references (where appropriate)
- Undergo DBS check (if regulated activity)
- Be risk assessed

Unsupervised volunteering requires enhanced DBS with barred list check.

11. Contractors & Visiting Professionals

Contractors working regularly on site must:

- Provide DBS evidence (if engaging in regulated activity)
- Sign in and be supervised
- Comply with safeguarding expectations

Visitors will:

- Sign in
- Wear identification
- Be supervised where appropriate

12. Induction

All new staff will receive safeguarding induction including:

- Safeguarding Policy

Safeguarding & Child Protection...

- Staff Code of Conduct
- Low-Level Concerns Policy
- Whistleblowing procedures
- Behaviour Policy
- DSL contact details

Staff must confirm in writing they have read and understood:

- Part 1 of KCSIE 2025
- Safeguarding Policy

13. Probation & Ongoing Monitoring

Safer recruitment does not end at appointment.

During probation:

- Professional conduct monitored
- Boundaries reviewed
- Safeguarding understanding assessed

Ongoing safeguarding culture includes:

- Regular training
- Low-level concerns reporting
- Whistleblowing access
- Supervision and oversight

14. Record Keeping & Data Protection

Recruitment records will:

- Be stored securely
- Comply with GDPR
- Be retained in line with retention schedule
- Be accessible only to authorised personnel

15. Allegations & Post-Appointment Safeguards

If concerns arise after appointment:

- Allegations procedures followed

- LADO contacted where threshold met
- DBS/TRA referrals made where required
- Low-level concerns recorded appropriately

Compromise agreements will not prevent safeguarding referrals.

16. Equality & Fair Recruitment

We are committed to:

- Fair and transparent recruitment
- Non-discrimination
- Inclusive selection processes
- Reasonable adjustments

Safeguarding considerations remain paramount.

17. Policy Review

This policy will be reviewed annually or sooner if:

- Legislation changes
- KCSIE updates
- Safeguarding reviews require amendment