NEW PASTURES

Safer Recruitment Policy

Policy Reviewed	Next Planned Review date	Signed
September 2025	September 2026 - or as required	*K.Wootton*
September 2026	*September 2027* - or as required	*K.Wootton*

1. Introduction

New Pastures is deeply committed to safeguarding and promoting the welfare of all learners, including those aged 16 and above. This Safer Recruitment Policy sets out a comprehensive framework for the safe and effective recruitment of staff, volunteers, governors, and contractors, ensuring full compliance with statutory guidance and current legislation.

2. Scope

This policy applies to all individuals recruited to work or volunteer at New Pastures, including teaching and non-teaching staff, governors, volunteers, and contractors who may have direct or indirect contact with learners.

3. Key Legislation and Guidance

- Keeping Children Safe in Education (KCSIE) (2023)
- Safeguarding Vulnerable Groups Act (2006)
- Education Act (2002)
- Working Together to Safeguard Children (2018)
- Equality Act (2010)
- Data Protection Act (2018) & UK GDPR
- Rehabilitation of Offenders Act (1974)
- Protection of Freedoms Act (2012)
- Teachers' Disciplinary (England) Regulations (2012)

All recruitment at New Pastures will rigorously follow these statutory guidelines and any relevant updates.

4. Aims

- To deter, identify, and reject individuals who may pose a safeguarding risk to learners.
- To maintain robust recruitment practices that fulfil our legal safeguarding responsibilities.
- To promote a safe and vigilant organisational culture, prioritising student well-being.

5. Safer Recruitment Procedures

1. **Role Design and Job Specifications:**

   Each vacancy will have a clear job description and person specification, outlining responsibilities for safeguarding and promoting welfare. These will be regularly reviewed and updated to reflect statutory changes and best practice.

2. **Advertising:**

   All job advertisements will explicitly state New Pastures' commitment to safeguarding, referencing the need for enhanced background checks and compliance with relevant legislation.

3. **Application Process:**

   Applicants must complete the official New Pastures application form, providing a full employment history (including any gaps). CVs alone will not be accepted. The form will require disclosure of criminal convictions in line with the Rehabilitation of Offenders Act 1974.

4. **Shortlisting and Scrutiny:**

   Shortlisted candidates will have their applications scrutinised for discrepancies, unexplained gaps or inconsistencies, which will be investigated during interview. Where appropriate, relevant safeguarding questions will be included.

5. **References:**

   At least two professional references will be obtained, including one from the most recent employer. References will specifically ask about the applicant's suitability to work with children and vulnerable adults, and will be verified by direct contact.

6. **Interview:**

   All interviews will include questions on safeguarding and child protection. At least one panel member will have completed accredited safer recruitment training. Interview records will be retained securely in line with Data Protection principles.

7. **Pre-Employment Checks:**

   Appointment is subject to satisfactory completion of the following checks:

8. Enhanced DBS (Disclosure and Barring Service) check including barred lists (where appropriate).
9. Verification of identity, right to work in the UK, and professional qualifications.
10. Section 128 direction check for management positions.
11. Prohibition from teaching and Teacher Regulation Agency checks (where applicable).
12. Overseas police/criminal records checks for applicants who have lived or worked outside the UK.
13. Occupational health assessment.
14. Any other required checks under KCSIE and other relevant legislation.

15. **Induction and Training:**

All new staff and volunteers, will undertake a comprehensive safeguarding induction. This will include training on New Pastures safeguarding policies, procedures, and statutory responsibilities, as well as guidance to identify and respond to safeguarding concerns.

6. Single Central Record

New Pastures will maintain an up-to-date Single Central Record of all staff, volunteers, and governors, detailing all required checks in accordance with KCSIE.

7. Ongoing Monitoring and Review

Safer recruitment practices are subject to continuous monitoring and regular review to ensure compliance with current legislation and guidance. Any safeguarding concern regarding staff conduct is managed in accordance with New Pastures' safeguarding and disciplinary policies.

8. Responsibilities

The Designated Safeguarding Lead (DSL), Human Resources, and line managers are responsible for implementing and monitoring this policy. All staff involved in recruitment must complete safer recruitment training and adhere to the procedures outlined above.

9. Policy Review

This policy will be reviewed annually or sooner if there are significant changes in legislation, statutory guidance or best practice recommendations.