



Safer Recruitment Policy

Reviewed

September 2026

To be reviewed:

September 2027

Version

7

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Introduction

Liberty College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Liberty expects all staff, volunteers, advisors, contractors and visitors to share this commitment. The safety and wellbeing of our learners is our top priority, and we take all reasonable and sensible measures to ensure they are kept safe from harm.

Liberty recognises that safeguarding begins with robust recruitment, selection and induction procedures. We are committed to creating a culture of vigilance and safer working practice by ensuring that all reasonable measures are taken to prevent unsuitable people from working with our learners.

Keeping Children Safe in Education statutory guidance provides the legal requirements that governing bodies and proprietors need to understand when appointing individuals to engage in regulated activity relating to children and young people. It covers the importance of ensuring the correct pre-appointment checks are carried out with the aim of helping to identify whether a person may be unsuitable to work with children and young people (and in some cases is legally prohibited from working with children and/or working as a teacher).

Having safer recruitment practices in place can also help to assess whether the candidate has the right attitudes, values and behaviours to work with young people, as well as ensuring potential applicants are given the right messages about the college's commitment to recruit suitable people.

As an Independent Specialist SEND Further Education College, we recognise that learners with special educational needs and disabilities (SEND) and vulnerable adults may face additional barriers to recognising abuse, communicating concerns and accessing support. Safer recruitment processes will therefore seek to appoint individuals who demonstrate a commitment to safeguarding, inclusion, equality and learner welfare.

Safer Recruitment is embedded into the Liberty College recruitment process to ensure the following:

- Learners are able to learn and in a safe environment
- Statutory responsibilities are adhered to
- Appropriate staff are appointed for the job they do
- Recruited staff and volunteers are the best in their field.

This policy describes the recruitment processes and the checks which are in place to help deter, reject or identify people who are unsuitable to work within our learning environment.

This policy applies to:

- Permanent staff
- Temporary staff
- Agency staff
- Volunteers
- Advisors
- Contractors
- Apprentices
- Students on placement
- Proprietors and Directors

This policy should be read alongside:

- Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Equality and Diversity Policy

This policy is informed by:

- Keeping Children Safe in Education 2026 (KCSIE)
- Working Together to Safeguard Children 2023
- Safeguarding Vulnerable Groups Act 2006
- Rehabilitation of Offenders Act 1974
- Education (Independent School Standards) Regulations 2014
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR

Safer Recruitment Principles

The College is committed to:

- Maintaining a safeguarding culture throughout recruitment.
- Treating safeguarding as everyone's responsibility.
- Ensuring recruitment procedures are fair, consistent and transparent.
- Ensuring equal opportunities for all applicants.
- Identifying and managing safeguarding risks at every stage of recruitment.
- Promoting professional curiosity where concerns arise.
- Recording recruitment decisions appropriately.

At least one member of every interview panel will have completed recognised Safer Recruitment Training.

Recruitment and Selection Process

Planning

Prior to recruitment, the college will:

- Review the need for the role.
- Update the job description.
- Update the person specification.
- Identify safeguarding responsibilities associated with the post.
- Determine whether the role involves regulated activity.

Advertising

All advertisements will include:

Liberty College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All appointments are subject to enhanced safeguarding checks, including Enhanced DBS clearance and satisfactory references.

Advertisements will make clear:

- The safeguarding responsibilities of the role.
- The requirement for vetting checks.
- The requirement to disclose criminal convictions.
- The College's commitment to equality, diversity and inclusion.

Application Process

All applications are made via UKteach.com and adhere to safer recruitment processes.

The College will not accept CVs in place of a full application form.

Applicants must provide:

- Full employment history.
- Explanations for gaps in employment.
- Qualifications and professional memberships.
- Details of referees.
- Information relating to criminal convictions where appropriate.

Applications will be scrutinised to identify:

- Unexplained employment gaps.
- Inconsistencies.
- Frequent job changes.
- Incomplete information.
- Any safeguarding concerns.

Any anomalies will be explored further during the selection process.

Shortlisting

Shortlisting will be carried out against the person specification by two leaders who will be on the interview panel.

Recruiters will:

- Assess candidate suitability.
- Identify anomalies requiring clarification.
- Consider safeguarding concerns arising from applications.

Online Searches

In accordance with KCSIE 2026, online searches will be conducted on shortlisted candidates to identify incidents or issues that may be relevant to their suitability to work with children, young people and vulnerable adults. Searches may include publicly available social media content and other information available in the public domain. Findings relevant to the recruitment decision will be explored with candidates during interview.

Once shortlisted, candidates will be asked to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children/young people, so that they have the opportunity to share relevant information and discuss it at interview stage.

References

At least two references will be obtained.

Whenever possible:

- One reference must be from the current or most recent employer and completed by a senior/authorised person.
- References will be obtained before interview where practicable.
- References will be verified directly with the referee.

When seeking references we will:

- Not accept open references
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children and young people if they are not currently working with children and young people
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate

References will specifically seek information regarding:

- Suitability to work with children and vulnerable adults.
- Disciplinary concerns.
- Safeguarding concerns.
- Child protection allegations.
- Capability issues.
- Attendance concerns where relevant.
- Whether the individual would be re-employed.

Any discrepancies or concerns identified through references will be investigated before appointment.

Interview and selection

The selection process will assess:

- Qualifications.
- Experience.
- Competence.
- Values and behaviours.
- Commitment to safeguarding.

The interview panel will explore:

- Employment history.
- Safeguarding knowledge.
- Professional boundaries.
- Attitudes toward learner welfare.
- Working with vulnerable learners.
- Equality, inclusion and diversity.
- Past conduct relevant to the role.

Candidates will be informed that the College maintains a strong safeguarding culture and expects staff to act in the best interests of learners at all times.

A safeguarding-focused question will be included in every interview.

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- Explore any potential areas of concern to determine the candidate's suitability to work with children and young people
- Record all information considered and decisions made

Pre-Employment Checks

No appointment will be confirmed until all required checks have been completed satisfactorily. The College will complete:

Identity Verification

Verification of:

- Name
- Date of birth
- Address
- Identity documentation

Right to Work

Verification of legal right to work in the UK.

Qualifications

Verification of relevant qualifications where required.

Employment History

Verification and investigation of gaps or anomalies.

References

A minimum of two satisfactory references.

Enhanced DBS Check

An Enhanced DBS check will be undertaken for all relevant staff.

Children's Barred List Check

A separate barred list check is not available to SPI's. We will therefore not allow an individual to start work in regulated activity until we obtain an enhanced DBS plus barred list check.

Prohibition Checks

Teaching prohibition checks will be undertaken where applicable.

Section 128 Direction Check

A Section 128 check will be completed where legally required.

Overseas Checks

Applicants who have lived or worked overseas will be subject to additional checks as appropriate.

Health Declaration

Applicants will be assessed to ensure they have the health and capacity required to perform the role, with reasonable adjustments considered in accordance with the Equality Act 2010. We will record all information on the checks carried out in the college's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files.

Recruitment of Ex-Offenders

As a college using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Liberty College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

The college will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The college makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the college. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

The College will not knowingly employ any individual who is barred from regulated activity with children, prohibited from teaching, subject to relevant statutory restrictions, or otherwise legally disqualified from working in positions involving children.

Where the College becomes aware that a barred individual has sought to engage in regulated activity, it will consider its legal duties and may make referrals to the DBS, police or other relevant agencies as appropriate.

If the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a DBS check, the college will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account);
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

The College will undertake an individual risk assessment taking account of the nature of the offence, its relevance to the role, the age of the offence, patterns of behaviour, evidence of rehabilitation and safeguarding considerations.

Having a criminal record will not necessarily prevent an individual from working at the College. Decisions will be based on a fair and proportionate assessment of the information provided, balancing safeguarding responsibilities with the individual's rights and evidence of rehabilitation.

Conditional Offers Of Employment

All offers of employment will be conditional upon:

- Verification of identity.
- Verification of qualifications.
- Receipt of satisfactory references.
- Completion of DBS requirements.
- Barred list checks where appropriate.
- Right to work checks.
- Overseas checks where applicable.
- Health declaration requirements.
- Any other checks required by law.

Single Central Record (SCR)

The College will maintain an accurate and up-to-date Single Central Record in accordance with KCSIE 2026 requirements.

The SCR will record:

- Identity checks
- Enhanced DBS checks
- Barred list checks
- Prohibition checks
- Section 128 checks
- Qualifications
- Right to work checks
- Overseas checks
- Date checks were completed
- Agency staff assurances

The SCR will be monitored regularly by SLT and reviewed as part of safeguarding audits.

Agency and Third Party Staff

Before agency staff commence work, the College will obtain written confirmation that the supplying organisation has completed all required safer recruitment checks.

The College will verify:

- Identity
- DBS information where required
- Suitability for the role

Agency staff will receive safeguarding information & induction prior to working with learners.

Contractors

Contractors working on site will be subject to appropriate safeguarding arrangements.

The College will:

- Assess safeguarding risks.
- Check identification.
- Determine supervision requirements.
- Ensure contractor staff understand reporting requirements.

Volunteers

The College recognises the contribution volunteers make to learners' experiences.

In line with the September 2026 changes to regulated activity, all volunteer roles will be risk assessed. Where a role constitutes regulated activity, volunteers must obtain an Enhanced DBS check with Children's Barred List information before starting. All volunteer roles will be risk assessed.

Volunteers will:

- Receive a safeguarding induction.
- Understand reporting procedures.
- Be supervised appropriately.
- Work within the College Code of Conduct.

Advisory Board

All advisors will have an enhanced DBS check without barred list information. They will have an enhanced DBS check with barred list information if working in regulated activity.

All advisors will also have the following checks:

- A section 128 check
- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK
- Two references

Adults Who Supervise Learners on Work Experience

When organising work experience, we will ensure that policies and procedures are in place to protect learners from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a learner on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

Staff Induction

All newly appointed staff, volunteers and agency workers will receive safeguarding induction.

Induction will include:

- Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Behaviour Policy
- Safeguarding reporting arrangements
- Prevent Duty requirements
- Online safety expectations
- Learner vulnerability within SEND settings
- KCSIE 2026 Part One (or appropriate sections)

Induction will be completed before individuals begin unsupervised work with learners.

Safer Recruitment Training

The College will ensure:

- At least one member of every recruitment panel has completed recognised safer recruitment training.
- Recruitment panel members undertake periodic refresher training.
- Safeguarding leaders remain informed of developments in safeguarding legislation and guidance.
- Recruitment practices are reviewed annually.

Record Keeping & Data Protection

Recruitment records will be:

- Maintained securely.
- Accessed only by authorised personnel.
- Retained in accordance with statutory requirements and the College retention schedule.
- Processed in line with UK GDPR and Data Protection legislation.

Monitoring & Review

The Head of College, DSL and Directors will monitor compliance with this policy through:

- Recruitment audits.
- SCR reviews.
- Safeguarding audits.
- Internal quality assurance processes.
- Annual policy review.

This policy will be reviewed annually or sooner if legislation, statutory guidance or operational requirements change.

Safeguarding Statement

Liberty College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and to creating a safe environment in which every learner can thrive; safer recruitment is an essential part of our safeguarding culture, and we expect all staff, volunteers, contractors, advisors and directors to share this commitment, with all appointments subject to enhanced safeguarding checks, including Enhanced DBS clearance and satisfactory references.

Appendix 1- Internal Safer Recruitment Procedure

This guide provides a step-by-step recruitment process for HR staff, recruiting managers, and senior leaders at Liberty College. It reflects the safer recruitment requirements in Keeping Children Safe in Education 2026 and should be read alongside the college's safeguarding, staff code of conduct, whistleblowing, and safer recruitment policies.

Before Recruitment Begins

Step 1: Identify the Need

The recruiting manager must:

- Confirm whether the role involves work with children and/or young people.
- Determine whether the role constitutes regulated activity.
- Confirm safeguarding responsibilities attached to the post.
- Involve the Designated Safeguarding Lead (DSL) where appropriate.

Step 2: Create a Safer Recruitment Job Description & Person Specification

The job description must include:

- The College Safeguarding Statement:

"Liberty College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and to creating a safe environment in which every learner can thrive; safer recruitment is an essential part of our safeguarding culture, and we expect all staff, volunteers, contractors, advisors and directors to share this commitment, with all appointments subject to enhanced safeguarding checks, including Enhanced DBS clearance and satisfactory references."

- Safeguarding responsibilities (KCSIE requires safeguarding responsibilities to be clearly reflected in recruitment documentation.)
- Duty to promote the welfare of children and young people.
- Requirement to comply with safeguarding policies.
- Requirement to undergo all safer recruitment checks:

"Liberty College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to safer recruitment checks including enhanced DBS clearance with barred list information where appropriate."

Advertising the Vacancy

Step 3: Publish a safer recruitment compliant advertisement

Our vacancies will be published on UKTeach.com, Indeed, social media and our website. Other job sites may also be used. Applications will only be accepted via UKTeach.com and applicants via other sites will be directed to apply on UKTeach.com.

Every advertisement must include:

- Commitment to safeguarding.
- Safer recruitment checks required.

- Requirement to disclose criminal history where appropriate.
- Online searches may be undertaken.
- The safeguarding responsibilities of the role.
- The College's commitment to equality, diversity and inclusion.
- "Previous applicants need not apply."
- "We reserve the right to close this vacancy early if we receive sufficient applications."

All advertisements will include our safeguarding statement:

"Liberty College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and to creating a safe environment in which every learner can thrive; safer recruitment is an essential part of our safeguarding culture, and we expect all staff, volunteers, contractors, advisors and directors to share this commitment, with all appointments subject to enhanced safeguarding checks, including Enhanced DBS clearance and satisfactory references."

Application Stage

Step 4: Use an Application Form

All applications are made via UKteach.com. In the event that there is an issue with UKteach.com, the College will send an application form to applicants which contains the same information & categories as UKteach.com to ensure a fair and consistent process.

Applications must obtain:

- Full employment history.
- Education history.
- Qualifications.
- Explanations for gaps.
- Disclosure of convictions where requested.
- Details of referees.

CV's can only be accepted in addition to a fully completed application form.

Shortlisting

A safer recruitment trained HR Assistant will prepopulate the Shortlisting Form for the role, including the criteria from the person specification. See *Appendix 2- Shortlisting Proforma Template*.

Step 5: Scrutinise Applications

The HR Assistant will review applications for:

Suitability

Check:

- Do they have the right to work in the UK?
- Do they meet the minimum requirements for the role?
- Have they demonstrated a clear understanding of our college?
- Are they available to start when needed?

If these requirements are not met, the shortlisting process will end here and the candidate will be rejected.

Employment gaps

Check:

- Unexplained periods of unemployment.
- Frequent job changes.
- Missing dates.

Inconsistencies

Check:

- Overlapping employment.
- Contradictory information.
- Missing qualifications.

Safeguarding concerns

Check:

- Reasons for leaving previous roles.
- Previous disciplinary issues.
- Patterns of concerning behaviour.

The findings will be recorded in sections 1 & 2 of the Shortlisting Form by the HR Assistant.

If the above shows significant concerns, the shortlisting process will end here and the candidate will be rejected.

Step 6: Conduct Online Searches

KCSIE requires shortlisted candidates to be subject to online searches to identify incidents or issues which may affect their suitability to work with children.

An HR Assistant will complete the online search.

The search should be:

- Proportionate.
- Consistent.
- Conducted by trained staff.
- Recorded.

We will not use information unlawfully or discriminatorily.

Record on the Shortlisting Form (*Online Searches row in section 2*):

- Date of search.
- Who conducted it.
- Outcomes.
- Any issues raised.

Step 7: Interviewers Review Application

A shortlisting meeting will be attended by those who will conduct the interview, where the above information will be reviewed in detail.

The interviewers will then assess the candidates suitability for the role, checking their experience, qualification and skills against the Job Description & Person Specification and recording their findings on the Shortlist form (sections 3 & 4).

Candidates will be scored on a scale of 0-3 for each criterion & the final candidates will be decided according to the highest scores (section 5). See *Appendix 2- Shortlisting Proforma Template*.

It is best practice to interview 4-6 suitable candidates.

Discuss concerns during the interview & follow up concerns before appointment.

Step 8: Invite Candidates to Interview

These candidates will then be invited to interview by the HR Assistant (using the correct templates letter) & an Interview Schedule prepared.

Candidates must be asked to bring to the interview:

- Photo ID
- Proof of Right to Work in the UK (UK passport, National Insurance Number or proof of right to work for non-British citizens)
- DBS Certificate
- Proof of address (2 separate documents dated within the last 3 months e.g. utility bill, bank statement)
- Original copies of qualification certificates

Copies of these documents will be checked by the HR Assistant then scanned & saved to SharePoint. DBS certificate number will be taken along with any relevant information but the document should not be copied. See **Recording on SharePoint**.

References

Step 9: Obtain References Before Interview Wherever Possible

An HR Assistant will request references from those who have given consent.

References should:

- Be requested directly from the referee.
- Come from a senior person who is authorised to provide the reference.
- Come from a company email address, not a personal one.
- Come from current or most recent employers.
- Verify employment dates.
- Confirm suitability to work with children.

When seeking references we will:

- Not accept open references
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children and young people if they are not currently working with children and young people

- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Verify the reference with the referee by telephone

The Reference Request Form should be used which includes:

- Any safeguarding concerns?
- Any allegations?
- Any disciplinary sanctions?
- Any concerns about behaviour towards children?

Step 10: Review References

An HR Assistant will check for:

- Missing information.
- Vague statements.
- Disclaimer wording.
- Different dates from application.

The findings will be recorded on the Shortlisting Form.

Step 11: Issue Forms to the Candidate

A Criminal Records Self-Declaration Form must be sent to the chosen candidates and returned prior to the interview.

An Employment History Gaps Form must be sent to the chosen candidates who have unexplained gaps in their employment history and returned prior to the interview.

Dates for the issue and return of these forms should be recorded in section 5 of the Shortlisting Form.

Step 12: Interviewers Review Findings

A meeting will be attended by those who will conduct the interview, where the references, Criminal Records Self Declaration Form & Employment Gaps Form will be reviewed in detail. Additional interview questions prepared if required.

Discuss concerns during the interview & follow up concerns before appointment.

Interview Process

Step 13: Ensure a Safer Recruitment Panel

Interviews should include:

- A tour of the site
- At least two interviewers (at least one member trained in safer recruitment.)
- An interview with a panel of learners (if possible & appropriate to the role)
- A role specific task will be set (if possible & appropriate to the role) e.g. tutors will complete a microteach session, TA's will be observed supporting a lesson, administrators will complete an administrative task.

Safer Recruitment training must be refreshed at least every 2 years.

Step 14: Conduct a Safeguarding Interview

Every candidate must be asked safeguarding-related questions, such as:

Motivation

- Why do you want to work with young people?

Safeguarding

- What would you do if you were concerned about a learner?

Professional boundaries

- How do you maintain appropriate boundaries?

SEND-specific safeguarding

- How would you safeguard a non-verbal learner?

Employment history

- Explain this gap in your employment.
- Why did you leave your previous role?

Interview notes must be retained according to the Data Retention Policy.

UKTeach.com applications include an electronic signature. The candidates must sign a printed copy of their application at interview.

Conditional Offer Stage

Step 15: Make a Conditional Offer Only

No candidate should begin work until required checks are completed unless exceptional risk-assessed arrangements are in place.

Offer letters should state:

"This offer is conditional upon satisfactory completion of all safer recruitment checks."

Pre-Employment Checks

The Pre-Employment Checklist must be completed for all candidates who are offered a position with the organisation. This must be saved in their HR file. See *Appendix 3- Pre-Employment Checklist*.

All evidence provided by the candidate must be photocopied for the candidates hardcopy HR file, and scanned onto their HR file on SharePoint.

The HR Manager will review all evidence and ensure it is fully compliant & that the candidate is suitable for the role before the conditional offer is finalised. This will be evidenced by signing the Pre-Employment Checklist.

Step 16: Verify Identity

Examples:

- Passport.
- Driving licence.
- Birth certificate.
- Proof of address e.g. household bill or bank statement dated within 3 months, driving licence

Original documents must be obtained. These must be copied, named, signed and dated to verify the originals have been seen by the checker.

Step 17: Verify Right to Work

Check:

- Immigration status.
- Visa conditions.
- Right to work documentation.

These must be copied, named, signed and dated to verify the originals have been seen by the checker.

Step 18: Verify Qualifications

Original certificates must be seen, particularly where qualifications are:

- Essential.
- Professional.
- Regulated.

These must be copied & scanned on to SharePoint.

Step 19: Enhanced DBS Check

Apply for a DBS certificate for the candidate, or check their certificate number on the update service if applicable.

For most SEND college roles involving regular contact with under-18 learners:

- Obtain an Enhanced DBS Certificate .
- Include Children's Barred List information where the role is regulated activity.

KCSIE 2026 reflects the removal of the previous supervision exemption from regulated activity, meaning some supervised roles now require barred list checks where previously they may not have.

HR must review all volunteer and support roles carefully.

Step 20: Children's Barred List Check

A separate barred list check is not available to SPI's. We will therefore not allow anyone to start work in regulated activity until we obtain an enhanced DBS plus barred list check.

Step 21: Overseas Checks

Where candidates have lived or worked overseas, obtain:

- Overseas criminal record checks.
- Certificates of good conduct.
- Additional references.

Assess proportionality and relevance.

Step 22: Prohibition and Section 128 Checks

Where applicable, check:

Teaching roles

- Teacher prohibition orders.

Leadership roles

- Section 128 directions.

These checks must be recorded where required.

Step 23: Health Declaration

Candidates must complete a Health Declaration Form to confirm they are able to carry out the role safely and effectively & ensure reasonable adjustments are applied where needed.

Step 24: Final Reference Checks

All references to be checked (if not already completed due to consent being withheld).

See References- step 9

Single Central Record (SCR)

Step 25: Update the SCR

The College must maintain a Single Central Record. The HR Manager will ensure the new employee is recorded on the SCR and will record applicable checks including:

- Identity.
 - DBS.
 - Barred list.
 - Right to work.
 - Qualifications.
 - Prohibition checks.
 - Section 128 checks.
 - Overseas checks.
-

Step 26: Create the HR file

The candidate's HR file should be created both on paper and on SharePoint. These must be kept up to date at all times.

The hardcopy file must include a completed Staff File Index as its first page.

Induction

Step 26: Complete Safeguarding Induction

Before working unsupervised, new staff must receive & confirm (via CPOMS library) they have read & understood:

- Safeguarding & Child Protection policy.
- Staff code of conduct.
- Safeguarding procedures.
- Behaviour policy.
- Whistleblowing policy.
- DSL contact details.
- KCSIE Part One.

The employee will receive an induction timetable which will include:

- Introduction to the organisation induction with a member of SLT
- Site tour with health & safety instructions
- Health and Safety Induction with the appropriate manager
- HR induction with the HR manager
- Safeguarding Induction with the DSL
- IT induction (to set up CPOMS & MIS access)
- eLearning
- Any other inductions required for the specific role

A copy of the employee's Induction Timetable must be saved in the the miscellaneous folder in their SharePoint HR file.

Under KCSIE 2026 all staff, including those not directly working with children, are expected to read Part One.

Probation Monitoring

Step 27: Monitor Conduct and Suitability

During probation:

- Review safeguarding practice.
 - Monitor professional boundaries.
 - Address concerns immediately.
 - Escalate concerns to the DSL.
-

Recording on SharePoint

A file must be set up on SharePoint for all new vacancies using the template which can be found in:

Human Resources – Current Vacancies – New Folder Set Up.

The following steps must be taken:

- Rename the New Folder Set Up with the role title.
- Save the shortlist form in subfolder 1.
- Save the application forms for candidates shortlisted for interview in subfolder 2.
- Save the job description & person specification in subfolder 3.
- Save the references in subfolder 4.
- Save the interview schedule, invitation letters, emails, returned forms & interview notes in subfolder 5. Create sub folders for each candidate and save their documents in their folder.
- Save the documents provided at interview in subfolder 6.

Once a candidate has been appointed, their documents will be moved to their Staff Folder on SharePoint.

All unsuccessful candidates information will be moved to the Archive folder, the name of the folder or document should be saved with a destruction date retained in line with the data retention requirements and deleted once the retention period has expired.

All candidates names will be recorded on the Applications Received spreadsheet along with the shortlisting outcome.

Appendix 2 - Shortlisting Proforma Template

Shortlisting Guidance Notes

The purpose of short-listing is to consider each applicant against the essential and desirable criteria on your job description/selection criteria to identify which applicants meet the criteria and should be called for interview.

All applications should be carefully scrutinised to ensure they are fully and properly completed, checking for discrepancies and exploring further at interview.

All applications must be assessed equally against the same criteria, without exception.

Where possible all employment checks should be completed between shortlisting and interview. By doing this, any information about past disciplinary action, allegations or discrepancies can be followed up at interview.

Information from references should be compared with information on the application form to ensure that the information provided is consistent. Any discrepancies should be taken up with the applicant.

Use a tick to indicate where criteria are met in sections 1 & 2. Use a scoring system to help you decide the extent to which a candidate meets a particular criterion in sections 3 & 4:

- 0 – No evidence to meet the criteria
- 1 – Evidence does not fully meet the criteria
- 2 – Evidence meets the criteria
- 3 – Evidence exceeds the criteria

Total up the points awarded and set a points threshold for candidates to progress to the next round. Your threshold might be the score you'd get if a candidate met the criteria (and so scored 2) for each item on the person specification. You could revise this up or down depending on whether you're looking for a staff member with more or less experience.

Position:		Admin Short lister: <i>(must be safer recruitment trained)</i>	
Date of Shortlisting:		Interviewers/Short listers: <i>(min. of 2, at least 1 must be safer recruitment trained)</i>	

Criteria	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name
1. Initial screening checklist (tick where candidate meets the criteria)														
Right to work in the UK														
Candidate meets the minimum experience & qualification requirements of: •														
If the minimum experience & qualifications are not met, the shortlisting process will end here and the candidate will be rejected.														
Shows a clear understanding of our college & has tailored the application accordingly														
Candidate is available to start when needed (if applicable)														
2. Areas of concern (tick if candidate shows any of these. Bear in mind that these shouldn't automatically exclude a candidate from consideration, but might just be points to probe at the next stage of the process)														
Gaps in employment with no explanation														
No referees provided, or not providing the most recent referee														
Candidate has had multiple jobs in a short space of time														

Criteria	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name
Inconsistencies (if yes, record details)														
Concerns re: reason for leaving previous role (if yes, record details)														
Generic application, showing no understanding of, or interest in our college														
Online searches- record details of what was found Completed by <Name> on <date>														
Add any others specific to role														
If the above shows significant concerns, the shortlisting process will end here and the candidate will be rejected.														
Progress to next round?														
3. Essential criteria from the person specification (use a 0 to 3 scoring system here)														
Remember to tailor the criteria to your own person specification. Add and delete rows as appropriate														

Criteria	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name
For example: experience of teaching at Key Stage 2														
For example: experience of working with pupils with special educational needs (SEN)														
For example: evidence of raising attainment														
For example: experience of knowledge of safeguarding procedures														
4. Desirable criteria from the person specification (you could use a 0 to 3 scoring system here)														
For example: experience of mentoring early career teachers (ECTs)														
For example: experience of the specific challenges your college faces, e.g. raising achievement in a disadvantaged area														

Criteria	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name
For example: evidence of previous contributions to the wider life of the college														
5. Decision and next steps														
Total score Add up points awarded and set a threshold for when you'll progress an application to the next round														
Progress to next round?														
Reference checks <i>record who completed check, date of search, outcomes & issues</i>														
Self declaration form issued (date)														
Self declaration form returned (date)														
Employment gaps form issued (date)														
Employment gaps form returned (date)														

Criteria	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name
Points to probe further at interview/any other comments This may include questions about any areas of concern identified, instances where the level of experience was unclear, or points where you'd like to know more about specific projects or achievements mentioned														

Appendix 3 - Pre-Employment Checklist

Pre-Employment Checklist



Candidate Name: _____ Role: _____

Start Date: _____ Checked by: _____

Requirement	✓	Notes (include dates, what evidence has been seen, & any other relevant information)
Application scrutinised	☐	
Employment gaps explored and evidenced	☐	
Online search completed and recorded	☐	
Criminal Records Self-Declaration received	☐	
Minimum of two references obtained	☐	
References verified with referee	☐	
Identity verified (original documents seen)	☐	
Proof of address verified	☐	
Right to work in UK verified	☐	
Qualifications verified and copied	☐	
DBS check completed	☐	Enhanced ☐ With Children's Barred List? ☐
Overseas checks completed (where applicable)	☐	
Teaching prohibition check completed (where applicable)	☐	
Section 128 check completed (where applicable)	☐	
Health declaration completed	☐	
Conditional offer issued	☐	
Single Central Record (SCR) updated	☐	
Safeguarding induction completed	☐	
KCSIE 2026 Part One read and recorded	☐	
All documents scanned to SharePoint/personnel file	☐	
HR Manager final compliance review completed	☐	

Final Approval to Commence Employment

All required safer recruitment and pre-employment checks have been completed satisfactorily.

Authorised by: _____ Signed: _____ Date: _____