



Alpha Inclusion & Communication
Safer Recruitment Policy
Date of Policy Review: May 2025
Next Review date: May 2026

Introduction

This policy applies to all Alpha Inclusion and Communication team members, including volunteers.

In this policy, 'we', 'us' and 'our' means the organisation.

This policy has been developed to embed safer recruitment practices and procedures throughout the Organisation and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in the Department for Education's Keeping Children Safe in Education 2023.

This policy reinforces the expected conduct outlined in our Staff Code of Conduct as well as our Whistleblowing Procedure, which all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents.

This policy is an essential element in creating and maintaining a safe and supportive environment for all young people, staff and others within the Organisation and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people

We are committed to safeguarding and promoting the welfare of children, which is reflected within our recruitment and selection activities. We will ensure that the recruitment and employment of staff to work with children is carried out in line with relevant statutory guidance on safer recruitment for schools and colleges and make sure that those involved with the recruitment and employment of staff to work with children receive appropriate safer recruitment training.

Existing Team Member

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff this includes but is not limited to a face to face interview, Enhanced DBS checks and further reference checks. We will also do this if an individual moves from a post that is not regulated activity to one that is.

We will refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:



- We believe the individual has engaged in relevant conduct; or
- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- The 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); or
- behaved in a way that has harmed a child, or may have harmed a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left
- We will also refer to the DBS an employee following a disciplinary investigation, who is dismissed or resigns because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process (see flowchart at the end of this document)
- As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Local Authority Designated Officer (LADO) within one working day of the allegation being made. A referral will be made if a practitioner or member of staff (including volunteers) has:
- possibly committed a criminal offence against or related to a child

Roles and Responsibilities

The Organisation will:

- Ensure we have effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements
- monitor our compliance with them by regularly reviewing our Policies and Procedures, updating them as required, and informing our team of any and all changes
- ensure that appropriate staff have completed safer recruitment training (and repeat this every 5 years)

Individuals with responsibility for recruitment and compliance will:

- Undergo relevant Safer Recruitment training
- ensure that all operations of the Organisation operate safe and fair recruitment and selection procedures which are regularly reviewed and updated to reflect any changes to legislation and statutory guidance
- ensure that all appropriate checks have been carried out on staff and volunteers within the Organisation
- monitor any contractors and agencies compliance with this document
- promote the safety and well-being of children and young people at every stage of this process

Advertising

All advertisements for posts of regulated activity, paid or unpaid, must include the following statement;



“Alpha Inclusion and Communication is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post you are applying for is ‘exempt’ from the Rehabilitation of Offenders Act 1974, so you are required to declare:

- All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974
- All spent adult cautions (simple or conditional) or spent convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) The amendments to the Exceptions Order provide that certain ‘spent’ convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found here.”

Advertisements for posts also make clear that staff will be expected to promote fundamental British values.

All applicants will receive information for the following when applying for a post:

- A statement of our commitment to ensuring the safety and well-being of the young people we work with, including information about checks that will be carried out.
- detail which confirms applicants will undergo strict vetting procedures and safeguarding checks before appointment and relevant pre-employment checks (this includes but is not limited to: DBS checks, qualification checks, reference checks and identity checks)
- the safeguarding responsibilities of the post as per the job description and/or personnel specification
- whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974
- Job description and person specification
- The Safeguarding and Child Protection Policy, appropriate to the operation where the post is based
- any significant benefits applicable to the position
- any minimum qualifications for the position
- any particular skills and/or experience required for the position
- any required training which must be completed on confirmation of successful appointment
- any typical features of the position (e.g. part-time, fixed-term, outside UK etc)
- the closing date for applications.
- The selection procedure for the post
- Our Whistleblowing Procedure

Application Form

Application forms will seek only information which is necessary for the selection process.

An application form, which will include the following statement:

“Alpha Inclusion and Communication is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post you are applying for is ‘exempt’ from the Rehabilitation of Offenders Act 1974, so you are required to declare:

- All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974
- All spent adult cautions (simple or conditional) or spent convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) The



amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found here."

- Copy of our Code of Conduct

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

Applicants will be required to provide:

- personal details including 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 personnel specification.

We will ask for written information about previous employment history and check that information is not contradictory or incomplete.

Candidates submitting an application form completed on line will be asked to sign the form if called for interview.

We will only accept a curriculum vitae (CV) alongside a completed application form. A CV will not be accepted in place of a completed application form.

At each stage of the process, applicants will be kept informed and should expect to be told the following:

- When they can expect to hear whether their application is to be progressed to the next stage of the recruitment process
- What the next stage will involve.

Decisions taken to either reject or accept an application will be checked and approved by the People Guardian before they are communicated to the applicant.

Identification of the Recruitment Panel

At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment within the last 3 years



Shortlisting and References

Candidates will be short listed against the person specification for the post.

We will scrutinise these and resolve any concerns before confirming appointments. The references requested will ask specific questions about the suitability of the applicant to work with children. Two references, one of which must be from the applicant's current/most recent employer where possible, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure (note references should come from the head of the previous organisation, not a colleague).

References will be sought directly from the referee and, where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges. Where possible references will be requested in advance of interview.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people
- Any substantiated allegations
- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people
- The candidate's suitability for the post, including the candidate's ability and willingness to promote fundamental British values

Reference requests will include the following:

- Applicants current post and salary
- Disciplinary record

All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

Invitation to Interview

Candidates called to interview will receive:

- A letter confirming the interview and any other selection techniques
- Details of the interview day including details of the panel members
- Further copy of the person specification
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview

Candidates called to interview will be asked to provide proof of identity and relevant qualifications. Original documents requested are:



- Passport,
- Birth Certificate,
- Driving Licence,
- Marriage Certificate (if appropriate),
- Utility Bill or Bank Statement (issued in the last three months),
- relevant qualifications.

The Selection Process

Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face, in exceptional circumstances this may be by video call. Interviews may include additional interview techniques such as observation or exercises.

Candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel Declare any information that is likely to appear on the DBS disclosure
- Demonstrate their ability to safeguard and protect the welfare of children and young people and their ability and willingness to promote fundamental British values

Employment Checks

Offers of employment will be subject to us receiving satisfactory pre-employment checks. We will be legally obliged to defer start dates if the relevant checks are not completed by the specified start date.

An offer of appointment will be conditional and all successful candidates will be required to:

- Verify their identity
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below).
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards. This includes citizens from all EU countries.
- Verify their professional qualifications, as appropriate.
- Ensure they are not subject to a prohibition order if they are employed to be a teacher.

Further additional checks will be carried out, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant):

- any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority
- criminal records checks or their equivalent overseas police check for any individual who within the last five years* has lived or worked outside the United Kingdom, whether they are a British citizen



or not * Five years is a guide and we may carry out any further checks that we think appropriate so that any relevant events that occurred outside the UK can be considered.

Due to our current status as an unregulated alternative provision we currently cannot check that candidates taking up a management position are not subject to a prohibition from management (known as a Section 128 Check) direction made by the secretary of state. If any Government changes to legislation are made we will undertake either the Section 128 Check or any equivalent checks. This check applies to:

- CEO and any central post on the Executive Team and senior leadership team
- teaching posts on senior leadership teams
- teaching posts which carry a departmental head role;
- team lead and practitioner posts on a senior leadership team; and
- we will assess on a case by case basis whether the check should be carried out when appointments are made to practitioner and support roles which carry additional responsibilities.

It also applies to appointments to the Organisation's Board of Directors and Local Governing Bodies.

The relevant information is contained in the enhanced DBS disclosure certificate (which we obtain for all posts that amount to regulated activity). It can also be obtained through the Teaching Regulation Agency Teacher Services system. We will use either, or both, methods to obtain this information.

For practitioners working with pupils aged under 8 we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare Disqualification Regulations and Childcare Act 2006.

Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

"Regulated activity" means a person who will be:

- Responsible, on a regular basis in any setting , for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in any setting where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file
- Recorded on our Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.
- Employment will commence subject to all checks and procedures being satisfactorily completed.



Any employee who is not directly involved with regulated activities will have a basic DBS check in addition to any Right to Work checks.

Directors and Board Members

Directors will have an enhanced DBS check with barred list information if working in regulated activity.

All proprietors, directors and members will also have the following checks:

- A section 128 check (to check prohibition on participation in management under section 128 of the Education and Skills Act 2008).
- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in “regulated” activity
- For our schools with pupils aged under 8 we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at any Organisation setting has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

An enhanced DBS check with barred list information for contractors engaging in regulated activity. An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children:

- We will obtain the DBS check for self-employed contractors.
- Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.
- We will check the identity of all contractors and their staff on arrival at Organisation premises.
- In addition, for the schools we work with that have pupils aged under 8, when we use self-employed contractors, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.



- Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Supply Staff Agency and third-party staff

We will only use those agencies which operate a safer recruitment policy and we will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. Any information disclosed as part of the DBS check will be treated confidentially. These agencies should be able to demonstrate that their staff have received appropriate safeguarding training.

We will carry out identity checks when the individual arrives at Organisation premises and we will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Adults who supervise young people on work experience

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

We will also consider whether it is necessary for Disclosure & Barring Service list checks to be carried out on the individuals who supervise a pupil under 16 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.

Induction

All staff and volunteers who are new to the Organisation will receive information on the Safeguarding and Child Protection Policy appropriate to the operation where they will be based, and procedures and guidance on safe working practices which would include guidance on acceptable conduct/behaviour. These expectations will form part of new staff members' induction training.

All successful candidates will undergo a period of induction and will:

- Meet regularly with the Practitioner with responsibility for one-to-one sessions.
- Attend appropriate training including generalist child protection training

Internal Recruitment

It is important that we recruit people that are suitable for the position and who will deliver [amend as appropriate, i.e. a high standard of education to our pupils/students]. We take the recruitment, development and promotion of our staff seriously and we do this by following a fair and non-discriminatory process. We are committed to the safeguarding and welfare of children and will ensure that all relevant checks are completed to ensure safe recruitment is conducted in line with our processes and procedures, and relevant statutory guidance.



Any opportunities for promotion will be advised and open to all members of staff and if you feel you have the skills and experience to bring to the role then we welcome your application and any questions that you may have.

Record keeping

We will keep a clear record of all information considered in the decision making, along with decisions made.

The Equality Act 2010 places a positive obligation on the Organisation to make all adjustments that are deemed reasonable where these have the purpose of removing or reducing substantial disadvantages faced by disabled individuals, when compared to non-disabled individuals.

The duty arises in relation to any:

- workplace provision, criterion or practice
- physical feature within the workplace
- provision of auxiliary aids or service.

Our commitment as an employer

The Organisation is committed to taking positive and proactive steps throughout the recruitment process and the ongoing employment of our workforce to ensure appropriate and effective adjustments are put in place.

This commitment covers the following areas of our organisation; this is a non-exhaustive list and adjustments to other areas may be appropriate depending on the circumstances:

- application process
- recruitment assessments
- interview process
- induction sessions
- workloads
- working hours
- workspaces
- training sessions
- car parking
- access to facilities such as canteen facilities
- absence management.

As an employer, we would encourage all employees to submit any requests or raise adjustment matters with their People Guardian as soon as possible. Any requests or matters raised will be treated positively and sensitively in line with our commitment, and no detriment, harassment or unfavourable treatment will result as a consequence of an employee bringing any adjustment matters to the attention of their line manager.



Internal process

To aid the introduction of appropriate and effective workplace adjustments, the Organisation will follow a standard process of consideration, unless adjustments are necessary to remove any disadvantages faced by the employee as a result of this process.

Once the Organisation is aware, or can reasonably be expected to be aware, that an employee is disabled, a discussion on reasonable adjustments will be held between the employee and their line manager. This meeting will provide the opportunity for an open and honest discussion about the disadvantages faced by the employee at work and the identification of potential adjustments that could reduce or remove these. At the meeting, the reasonable adjustment action plan will also be filled in to contain a record of these discussions.

Full consideration will be given to each adjustment to determine whether it:

- reduces or removes the disadvantage faced by the disabled individual and
- it is reasonable for the Organisation to make.

A confirmation of the adjustments that will be put in place after this meeting will be sent to the employee in writing. A copy of this confirmation and the completed reasonable adjustment action plan will be placed on the employee's personnel file to ensure this is accessible by the employee's current and future line managers.

Using trial periods

To ensure the Organisation is meeting their commitment of putting in place appropriate and effective adjustments, the use of a trial period for adjustments may be introduced where appropriate.

A trial period allows the Organisation and the employee to evaluate the practical impact of any agreed adjustments, ensuring that these go as far as possible at reducing or removing the disadvantages faced by the individual.

A trial period will only be used where this is agreed by the employee and will be for a short period. A review at the end of the trial period will be used to assess the practical suitability of the adjustment and may, if this is not suitable, lead to amendments or alternative adjustments being introduced.

Reviewing adjustments

As part of our ongoing commitment, the Organisation will undertake periodic reviews of agreed adjustments to ensure these remain suitable and have the continued required effect.

A review will be undertaken once an adjustment has been in place for an agreed period of time and will be repeated as agreed. The employee is encouraged to fully participate in these reviews to allow full consideration of the effectiveness of the adjustment.

The outcome of this review may be that the adjustment in place continues, is altered or alternative adjustments are introduced.

Medical advice



To aid the consideration of suitable adjustments, the Organisation will encourage employees to provide any medical advice or guidance they have received from medical experts. Any advice or guidance provided will be fully reviewed and used to consider the effectiveness of introducing, and continuing, the workplace adjustments.

It may be the case that an Occupational Health (OH) referral is suitable to receive expert advice on workplace adjustments. In these circumstances, the employee's consent will be sought in advance of any referral.

Concerns

If an employee has any concerns regarding the making or consideration of workplace adjustments, they are encouraged to raise this to the attention of their line manager as soon as possible. Once made aware, the line manager will undertake an investigation and feedback to the employee concerned.

Alternatively, where this is not appropriate, an employee may raise any concerns through the internal grievance policy. The policy is available to view [*insert details eg on the Organisation intranet*].

Barring referral flow chart



We have put together the following flow chart to help you decide if it is appropriate to refer someone to us.



