



Safer Recruitment and Staff Vetting Policy for Learning Grove Education

1. Introduction:

Learning Grove Education is committed to safeguarding and promoting the welfare of children and young people. We recognise that a robust safer recruitment policy is essential to minimising the risk of harm to children and young people in our care. This policy outlines our procedures for recruiting and vetting staff, volunteers, and contractors to ensure their suitability to work with children and young people.

2. Principles:

This policy is based on the following principles:

- The welfare of the child is paramount.
- Safer recruitment is an integral part of safeguarding.
- All recruitment and vetting processes will be conducted in a fair, consistent, and transparent manner.
- We will comply with all relevant legislation and guidance, including Keeping Children Safe in Education.
- We will maintain confidentiality throughout the recruitment and vetting process.

3. Aims:

This policy aims to:

- Attract and recruit the best candidates.
- Deter unsuitable applicants.
- Identify and assess any potential risks posed by applicants.
- Ensure that all staff, volunteers, and contractors are suitable to work with children and young people.
- Provide a consistent and legally compliant recruitment process.

4. Scope:

This policy applies to all recruitment activity undertaken by Learning Grove Education, including:

- Paid staff (full-time, part-time, temporary, and casual)
- Volunteers
- Contractors (including agency staff)



- Students on placement

5. Safer Recruitment Procedures:

Learning Grove Education will implement the following safer recruitment procedures:

- **Job Description and Person Specification:** Clear job descriptions and person specifications will be developed for each role, outlining the responsibilities and required skills, experience, and qualifications. These will emphasise the importance of safeguarding and child protection.
- **Application Form:** Application forms will be designed to elicit information relevant to safeguarding, including details of any previous employment with children, any gaps in employment history, and any criminal convictions or cautions.
- **References:** At least two references will be requested for all shortlisted candidates. References will be sought directly from the referees provided and will be checked for consistency and any safeguarding concerns. We will ask specific questions relating to the candidate's suitability to work with children.
- **Interviews:** Interviews will be conducted by a panel of at least two interviewers, one of whom will be trained in safer recruitment practices. Interview questions will be designed to explore the candidate's understanding of safeguarding, their experience of working with children, and their attitudes towards child protection.
- **Identity Checks:** Candidates will be required to provide proof of identity and right to work in the UK.
- **Disclosure and Barring Service (DBS) Checks:** DBS checks will be carried out for all staff, volunteers, and contractors who work with children. The level of check will be appropriate to the role. We will also check the DBS Update Service where applicable.
- **Qualifications Checks:** Qualifications and professional memberships will be verified where relevant to the role.
- **Probationary Period:** All new staff will be subject to a probationary period during which their performance and suitability to work with children will be assessed.
- **Induction:** All new staff, volunteers, and contractors will receive a thorough induction, including training on safeguarding policies and procedures, child protection legislation, and code of conduct.

6. Staff Vetting:

Learning Grove Education will implement the following staff vetting procedures:

- **DBS Checks:** As outlined above, DBS checks will be carried out for all relevant individuals.
- **Ongoing Monitoring:** We will monitor staff performance and conduct regularly, including through supervision, appraisals, and observations.
- **Information Sharing:** We will share information with other agencies where necessary to safeguard children.



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- **Record Keeping:** We will maintain accurate and up-to-date records of all recruitment and vetting checks.

7. Volunteers:

Volunteers play a valuable role in our organisation. We will apply the same safer recruitment principles to the recruitment and vetting of volunteers, with adjustments made as appropriate to the nature of their role. Any volunteers (usually one off's) without a DBS will not be allowed alone with students and must stay with a member of staff at all times.

8. Contractors:

We will ensure that contractors working on our premises have appropriate safeguarding arrangements in place. We will check their safeguarding policies and procedures and may require them to provide evidence of DBS checks for their staff. Contractors will not be left alone with students.

9. Confidentiality:

All information gathered during the recruitment and vetting process will be treated as confidential and will only be shared with those who need to know.

10. Policy Review:

This policy will be reviewed annually or more frequently if there are changes in legislation or best practice.

11. Training:

All staff involved in the recruitment process will receive training on safer recruitment practices.

12. Contact Details:

- Director and Designated Safeguarding Lead (DSL) - Cheryl Cooper
learninggroveeducation@gmail.com
- Deputy Designated Safeguarding Lead (DDSL) - Samantha Glenn

This policy is intended to provide a framework for safer recruitment and staff vetting at Learning Grove Education. It is essential that all staff are familiar with this policy and follow the procedures outlined within it. If you have any questions or concerns about safer recruitment, please contact the DSL.