

BEST FOOT FORWARD Safer Recruitment Policy

Author: Andrew Russell

Approved By: Bethany Russell

Date Approved: October 2025

Assigned Review Period: 1 Year

Next Review Due: October 2026

1. Policy Statement

Best Foot Forward is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Safer recruitment is central to this commitment. Our procedures are designed to ensure that only individuals suitable to work with children are appointed, and to deter, reject, or identify those who might present a risk of harm.

This policy complies with:

- *Keeping Children Safe in Education (KCSIE), Part Three (2023)*
- *Education Act 2002*
- *Childcare (Disqualification) Regulations 2018*
- *Equality Act 2010*
- *Rehabilitation of Offenders Act 1974 (Exceptions Order 1975)*
- *Data Protection Act 2018 and UK GDPR*

2. Scope

This policy applies to all staff, casual workers, contractors, agency staff and volunteers who work for Best Foot Forward in any capacity involving children, young people or vulnerable adults.

3. Principles of Safer Recruitment

We are committed to:

- Acting fairly, transparently and lawfully at all stages of recruitment.
- Ensuring equality of opportunity and compliance with employment legislation.

- Embedding safeguarding throughout the recruitment process.
 - Maintaining accurate records of all checks and decisions.
-

4. Advertising

All recruitment adverts will include:

- The aims and values of Best Foot Forward.
- A clear role description and person specification.
- A safeguarding statement:

"Best Foot Forward is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to safer recruitment checks in line with statutory guidance."

5. Application Process

Applicants must complete an application form providing:

- Full employment history with explanations for any gaps.
- Qualifications and relevant experience.
- Two referees, one of whom must be the most recent employer (ideally in an education or childcare setting).

CVs will not be accepted in place of the application form.

6. Shortlisting

- Shortlisting will be carried out by at least two trained staff members.
 - All shortlisted candidates will be required to complete a **self-disclosure form** regarding criminal history or safeguarding concerns, in line with the *Rehabilitation of Offenders Act 1974 (Exceptions Order 1975)*.
 - Any anomalies in applications or gaps in employment history will be explored during the interview process.
-

7. Interviews

- At least one panel member will hold accredited safer recruitment training.
 - Candidates will be asked questions designed to assess their suitability to work with children and their understanding of safeguarding responsibilities.
 - Identity will be verified at the interview through photographic ID and proof of right to work in the UK.
-

8. Pre-Employment Checks

Before any appointment is confirmed, the following checks will be undertaken:

- Verification of identity (with photographic ID).
- Enhanced DBS check with children's barred list information.
- Overseas police checks (where candidates have lived or worked abroad).
- Two written references, verified by telephone where necessary. References must comment specifically on the applicant's suitability to work with children.
- Verification of employment history and resolution of any gaps.
- Verification of professional qualifications, including prohibition from teaching checks (where applicable).
- Section 128 management check (where relevant).
- Medical fitness to work declaration.
- Driving licence checks where the role involves transporting children.
- Online and social media checks (as recommended in KCSIE 2023).

All checks must be satisfactorily completed before employment begins.

9. Conditional Offers

Appointments are subject to:

- Satisfactory completion of all pre-employment checks.
- Successful completion of an induction period.

If any checks raise concerns, the appointment will not proceed, and advice may be sought from the Local Authority Designated Officer (LADO).

10. Induction and Training

All new staff, volunteers and contractors will receive a safeguarding induction covering:

- The Best Foot Forward *Child Protection and Safeguarding Policy*.
- The role of the Designated Safeguarding Lead (DSL).
- *Keeping Children Safe in Education (Part One)*.
- Code of Conduct, Prevent, FGM awareness and Whistleblowing procedures.

Safeguarding training will be refreshed regularly in line with statutory guidance.

11. Ongoing Safer Workforce

- Best Foot Forward will maintain a Single Central Record (SCR) of all recruitment and vetting checks.
 - Staff are required to disclose any changes to their circumstances that may affect their suitability to work with children.
 - Concerns about staff conduct will be managed under the *Managing Allegations* and *Low-Level Concerns* policies.
-

12. Monitoring and Review

- The effectiveness of this policy will be reviewed annually, or earlier in response to changes in legislation or statutory guidance.
 - Lessons learned from recruitment exercises will be used to improve future practice.
-