

# Safer Recruitment Policy

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To support our commitment to Sustainable Development Goals, the policy has identified three SDG's it is working towards. The full list of SDGs can be found here - [THE 17 GOALS | Sustainable Development \(un.org\)](#)  
Please identify the goal, a target and current position.

Goal	Target	Current position
3 Good Health & Wellbeing	Enhance secure environment - Online searches	1
4 Quality Education	Inclusive and safe environment	2
16 Peace Justice & Strong Institutions	Effective and safe practices in line with legislation	2

1. Sector leading
2. On target
3. Below target
4. Not started

## **1. Introduction**

1.1. This Safer Recruitment Policy has been produced in line with the DfE guidance 'Keeping Children Safe in Education (Sept 25). This policy aims to ensure a safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children, young people and vulnerable adults is an integral factor in recruitment and selection and is an essential part of creating safe environments for everyone in the College community.

## **2. Recruitment and selection policy statement**

2.1 Leeds College of Building is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

2.2 Leeds College of Building is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the college's performance and fundamental to the delivery of a high quality service.

## **3. Purpose**

3.1 To ensure the recruitment of all staff is conducted in a fair, effective and economic manner.

3.2 To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

## **4. Scope**

4.1 This policy applies to all the college employees and governors responsible for and involved in recruitment and selection of all staff.

4.2 The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Principal for appointing all staff.

## **5. Aims and Objectives**

5.1 To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process

5.2 To ensure a consistent and equitable approach to the appointment of all college staff.

5.3 To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation.

5.4 To ensure the most cost effective use is made of resources in the recruitment and selection process.

## **6 Principles**

6.1 The following principles are encompassed in this policy:

- All applicants will receive fair treatment

- All applicant packs will include a job description detailing the post holders responsibilities for safeguarding.
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Selection will be carried out by a panel with at least two members. At least one panel member will have received appropriate Safer Recruitment Training.
- Selection will be based on a minimum of completed application form, short listing and interview, but, whenever possible, involve other assessments.
- Posts will normally be advertised on the college website and the advert will include reference to the college's commitment to safeguarding and promoting welfare of children, young people and adults.
- The Equality Act [2010] makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

## **7. Equal Opportunities**

7.1 Leeds College of Building is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation.

## **8. Safer Recruitment – Recruitment and Selection Training**

8.1 . At least one member of the interview panel must complete Leeds for Learning-approved Safer Recruitment Training before starting the recruitment process. The College will ensure that all line managers and relevant Governors receive this training, with all managers required to complete it every five years. New managers must complete the training within three months of their start date and will not be authorised to appoint new staff until they have done so

## **9. Pre-recruitment Process**

### **9.1 Objective**

9.1.1 The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the college. The first experience an individual has with the college is important; therefore, the experience should be positive and all those responsible for recruiting will:

- Leave a positive image with unsuccessful applicants
- Give successful applicants a clear understanding of the post and what is expected of them
- Take reasonable actions to reduce the risk of a bad selection decision recognising the potential cost and the college's commitment to safeguarding children, young people and vulnerable adults.

### **9.2 Application Form**

9.2.1 A standard application form will be used to obtain a common set of data from all applicants. The application form could be adapted for different posts but will always include key information on safeguarding. As such, candidates must provide information on employment history and if appropriate adequately explain the reasons for any gaps. The candidates must complete, sign and date the declaration and follow instructions regarding the appropriate disclosure of relevant criminal convictions.

### **9.3 Job Description and Person Specification**

9.3.1 A job description and where applicable a person specification will be issued for all posts. In the case of volunteers this will include a volunteer role profile. The job description/volunteer role profile will have a clear reference to an individual's responsibility to safeguard children, adults and promote their welfare.

## **9.4 Disclosure of Criminal Convictions - Self-Disclosure**

All short-listed candidates will be asked to complete a self-disclosure form (**appendix 1**) with their invitation to interview. The information will be considered by the HR Team prior to interview and relevant criminal convictions will be passed to the interview panel. Where a conviction falls under a relevant category, a risk assessment will be carried out.

## **9.5 References**

9.5.1 The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be requested directly from the referee using the standardised college form.

9.5.2 References will be sought on all short listed candidates and will be obtained, where possible, before interview so that any issues or concerns they raise can be explored further with the referee, and/or taken up with the candidate at interview.

9.5.3 The college will take reasonable steps to verify references received electronically.

9.5.4 A reference must be obtained from the applicants current or most recent employer. Where the current or most recent employer has not been listed as a referee, the HR Team will request contact details to obtain a reference directly.

## **9.6 Online Search**

9.6.1 Prior to interview, an online search will be carried out as part of the college's due diligence on all shortlisted candidates by the HR Team. This may help identify any incidents or issues that have happened, and are publicly available online, which the interview panel might want to explore with the applicant at interview.

## **10. Interviews**

10.1 The interview will assess the merits of each candidate for the post, including at least one question exploring their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate.

10.2 The chair of the panel will ensure that safer recruitment processes are followed in full and will ensure all relevant questions are asked of the applicant in regard to safeguarding.

### **10.2 Interview Panel**

10.2.1 A minimum of two interviewers will form the interviewing panel.

10.2.2 The members of the panel will:

- have the necessary authority to make decisions about appointments;
- be appropriately trained, (at least one member of interview panel will have undertaken Safer Recruitment Training).
- The chair of the panel must have undertaken safer recruitment training at the time of the appointment.
- meet before the interviews to:
  - reach a consensus about the required standard for the job to which they are appointing;
  - consider the issues to be explored with each candidate and who on the panel will ask about each of those.
  - Shortlist candidates, this must be completed by at least two members of the interview panel

10.2.3 Where a candidate is known personally to a member of the selection panel this will be declared before shortlisting takes place. It may then be necessary to consider changing the selection panel to ensure that there is no conflict of interest.

### **10.3 Scope of the Interview**

10.3.1 In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore, by completing the Safer Recruitment Checks pro forma (**appendix 2**):

- the candidate's attitude toward, and what motivates them to work with children and young people;
- their ability to support the college's ethos for safeguarding and promoting the welfare of children;
- any gaps in the candidate's employment history;
- any concerns or discrepancies arising from the information provided by the candidate and/or a referee.
- any concerns arising from the online search

the candidate will be asked again if they have any/or any pending cautions or convictions which to declare

### **11. Conditional Offer of Appointment: Pre Appointment Checks**

11.1. An offer of appointment to the successful candidate will be conditional upon:

- verification of the candidate's identity, obtaining a copy of the successful candidate's original birth certificate
- verification of eligibility to work in the UK
- appropriate overseas check, and references from any overseas education employer after this date.
- verification of the candidate's mental and physical fitness to carry out their role
- the receipt of at least two satisfactory and verified references
- verification of qualifications
- verification of professional status where required e.g. QTS status (unless properly exempted)
- a check of the DfE Barred List
- a satisfactory DBS Enhanced Disclosure, with the certificate seen and verified by the college. (for Volunteers a written risk assessment in relation to the undertaking of an Enhanced DBS Disclosure)
- Where relevant, a check using the Employer Access Online Service to see if a prohibition order issued by the Secretary of State for Education or GTCE sanction exists against the individual (for posts carrying out 'teaching work')
- Any additional checks as deemed appropriate

11.2 All checks will be appropriately documented and retained on the individual's personnel file with information recorded on the college's single central record in line with the statutory requirements set out in Keeping Children Safe in Education (Sept 2025). Where information is unsatisfactory or there are discrepancies in the information provided this will be followed up.

11.3 Where:

- the candidate is found to be on the relevant barred List, or the DBS Disclosure shows they have been disqualified from working with children by a Court; or,
- an applicant has provided false information in, or in support of, their application; or,
- there are serious concerns about an applicant's suitability to work with children,

The facts will be reported to the Local Authority Designated Officer (LADO) and the Police..

11.4 If an individual's DBS certificate is not completed a member of staff would only be able to commence work if the college is satisfied that:

- appropriate supervision is in place by the relevant Line Manager
- the appropriate supervisor informs the college Designated Safeguarding Lead (DSL) every two weeks, who is working under supervision and what interventions are in place. The appropriate supervisor will note and record details on the College's CPOMS staff safe system.

- other checks (references etc) have are completed satisfactorily
- the DBS barred list check has been completed
- A new starter DBS Risk Assessment has been carried out and is returned to Human Resources.
- The individual will also be required to wear a yellow staff lanyard, until DBS clearance has been satisfactorily received by the College.

11.5 The following personnel should have their details entered on the College Central Register

- Staff in regulated activity
- Regular and/or unsupervised Volunteers, including Governors
- Supply Staff
- Regular visiting professionals in regular contact with children – eg Coaches
- Contract staff in regular contact with children

All leavers will be deleted off the college central register immediately

## **12. Post Appointment Induction**

12.1 There will be an induction programme for all staff which includes the arrangements for Child Protection and Safeguarding, Keeping Children Safe in Education (Part 1 (or Annex A as appropriate) and Annexe B) and Safer Working Practice Guidance.

## **13. Agency Staff**

13.1 When the college needs to use the services of a supply agency we will ensure the agency operates a safer recruitment process and provides confirmation that the following have been checked and judged as satisfactory:

- Identity
- Enhanced DBS Disclosure
- Right to work in the UK
- The DBS Barred List
- Any Prohibition Order, Interim Prohibition Order or GTCE sanction for those undertaking 'teaching work'
- Qualifications (where applicable)
- Overseas Checks, including an EEA check where applicable (see Appendix 1)

When the supply member of staff arrives at the college, their identity will be checked and it will be confirmed that they are the same person on the documentation from the agency. The supply staff's details will be entered on the Single Central Record (SCR).

**A copy of the Safer Recruitment Checklist will be completed with supporting evidence and placed in the file of successful candidates.**

## Appendix 1

### SELF-DISCLOSURE FORM

Congratulations on being shortlisted. Please return this disclosure via email to: [HumanresourcesHR@lcb.ac.uk](mailto:HumanresourcesHR@lcb.ac.uk) at least one day prior to interview. If we have not received this, we reserve the right to withdraw the offer of interview.

POST APPLIED FOR:	Date:
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Surname:	Previous name(s) (if any):	
Forename(s):	Preferred title:	Date of birth:
National Insurance No:	Teacher Ref. No (if applicable):	Date of recognition as qualified teacher, QTS (if applicable):

***Leeds College of Building is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.***

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Please read the information [here](#) before answering the following questions. If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/helpline@nacro.org.uk> or phone 0300 123 1999

or email

1. Do you have any convictions or adult cautions that are unspent?
If yes, please provide details here

**Please turn over to continue**

2. Do you have any other cautions or convictions that would not be filtered?
If yes, please provide details here
3. Do you have any other cautions or convictions that would not be filtered?
If yes, please provide details here
4. Are you included on the DBS children's barred list?
If yes, please provide details here
5. (Teaching posts only) Are you, or have you ever been, prohibited from teaching by the TRA or sanctioned by the GTCE?
If yes, please provide details here
6. Have you lived or worked outside the UK for more than 3 months in the last 5 years?
If yes, please provide details here
7. Are you subject to any sanctions relating to work with children in any country outside the UK?
If yes, please provide details here
<p><b>Please complete the declaration below:</b></p> <p>I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.</p> <p><b>Signed:</b> _____ <b>Date:</b> _____</p>

**Please return this form to: Human Resources**

Please note that, if you are unsuccessful, this disclosure form will be securely destroyed within 6 months of your application.

**Appendix 2**

**Safer Recruitment Checks**  
**Questions to be asked at interview**

*The chair of the interview panel should complete this form during the interview with the candidate.*

Candidate Name:

Post:

Date of interview:

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1. In line with the Keeping Children Safe in Education Guidelines (2025), I am obliged to ask if you are aware of any physical or mental health issue which you may have, or have had, which would make you unfit for this role? Our understanding of this will enable us to consider any reasonable adjustments we may need to make to support you.

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.....  
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2. Do you have any/ or any pending convictions or cautions that you should declare?

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.....  
.....

3. What motivates you to work with young people?

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.....  
.....  
.....

**Please turn over to continue**

**References Received Prior to Interview** *(attached if received)*

Current/most recent employer

Second reference

**Online Searches - Completed by Human Resources**

Any issues to raise:

**Any other queries**

I also need to discuss the following with you:

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**Chair of the Panel**

Signed.....Date.....

Name .....

*Once completed, please sign this form and return it to Human Resources*