Safer Recruitment Policy

Ratification Date: ___20/07/21_____

Signed: ___D Smith _____

Review Date: ___11/09/26_____

Date of next review: Sept 2027

Version Control

Version	Date	Changes
1	20/07/21	Original
1.1	20/07/23	Annual Review, minor grammar/punctuation amend
1.2	18/09/23	Document reformatted; Reviewed in line with updated Keeping children safe in education 2023, Statutory guidance for schools and colleges; 1 September 2023;
1.3	05/09/24	Reviewed in line with KCSIE 2024 and Working Together to Safeguard children; updated reference section 1
1.4	12/09/25	Reviewed in line with KCSIE 2025 , Working Together to Safeguard Children, updated review schedule statement
1.5	11/09/26	Reviewed in line with KCSIE 2025 , Working Together to Safeguard Children, inclusion of Head of Centre in process for feedback. Update section 2

Review

Approved and reviewed by The Board of Directors.

This policy will be reviewed annually, or more frequently, if necessary, to ensure that it remains up-to-date and effective. The review will take into account changes in legislation, guidance, and best practice.

1. Introduction

Liminal Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, site staff, personnel from alternative providers and 3rd party contractors to share this commitment.

Liminal Education is committed to recruiting and selecting high quality staff with the necessary skills, experience and aptitude to care for, nurture and enable the pupils to learn and thrive in a happy, caring and safe environment.

When recruiting any staff, there is always at least one member of staff of the interviewing panel who has completed the Safer Recruitment Training. This training is provided by a recognised training provider with the relevant skill sets and expertise to deliver topics pertinent to the qualification obtained on completion.

All staff employed within Liminal Education, including volunteers, casual staff, and university and college students will be required to undertake an enhanced DBS and Barring Check. This is renewed in line with Local Authority Guidelines on a three-year cycle.

This policy has been developed in line with latest DFE guidelines and legislation including updated:

Keeping Children Safe in Education, Sept 2026

https://assets.publishing.service.gov.uk/media/6a9081309a177a1decf97b00/Keeping_children_safe_in_education_2026.pdf

Working Together to Safeguard Children, March 2026

https://assets.publishing.service.gov.uk/media/69fb1c28d0e316a40f269a5b/Working_together_to_safeguard_children_2026_a_guide_to_multi_agency_working.pdf

2. Safe Recruitment Procedure

The Directors will ensure that those involved with the recruitment and employment of staff have received appropriate safer recruitment training, the substance of which should at a minimum cover the content of Part 3 of KCSIE.

When a post becomes vacant or is created then the following procedure takes place:

3. Job and Person Specification

For every vacancy a job and person specification will be written and approved by the CEO and COO. Each role is tailored to take into account the following:

- General Professional Duties and Responsibilities
- Knowledge and Understanding
- Planning, Teaching and Classroom Management

• Sickness Absence and Disability

• Qualifications

• Experience

• Disposition

• Practical and Intellectual Skills

• Other Professional Requirements

• Legal and Legislative Requirements (e.g. Enhanced DBS and Barring Check, Criminal Convictions, Childcare Disqualification Declaration and other pre-employment checks relevant to Safer Recruitment Policy).

4. Job Advertisement

All posts will be advertised internally and externally in order to attract a wide field of candidates as possible. The exception to this is where internal applicants are required due to budgetary challenges.

All advertisements for posts will state that the provision is committed to safeguarding children and young people and all post holders are subject to a satisfactory enhanced DBS check and a Childcare Staff Disqualification Declaration Disclosure.

5. Service and Job Information Pack

All interested applicants will be provided with an application form, job description and person specification and signposting to the most recent inspection report and copies of the Child Protection and Safeguarding Policies and Safer Recruitment Policy.

6. Shortlisting and References

• All applicants for any post within Liminal Education will be required to complete an application form, a curriculum vitae will not be accepted.

• Incomplete applications will not be accepted and may be returned for completion.

• Short listing will be undertaken by the appropriate responsible staff.

• A list of the potential shortlisting candidates will be provided and any relationships between candidates and an employee Liminal Education disclosed immediately.

• All applications will be looked at in detail and scrutinised by at least two members of PLT or the Board of Directors.

• Applicants will be shortlisted for the post if they meeting the particulars of the job description and person specification.

• Immediately after shortlisting, references will be sent for those candidates identified.

• All applicants will be asked to provide two referees, one of whom should be the applicant's current or most recent employer. NB where an applicant who is not currently working with children, has done so in the past, it is important that a reference is also obtained from the employer by whom the person was most recently employed in work with children.

• References will not be accepted by relatives or friends.

• Open references and testimonials will not be accepted.

• All referees will be asked if the candidate is suitable to work with children, has any disciplinary procedures relating to the safety and welfare of children, or any details of allegations/concerns/bad behaviour relating to the safety and welfare of children.

• All references will be checked for consistent information.

• The candidate will be asked to clarify any highlighted discrepancies.

• The CEO/COO/Head of Centre will inform those shortlisted immediately after the shortlisting process has taken place. Unsuccessful applicants will not always be informed due to the potential volume of applications the provision may experience.

Shortlisted candidates will be sent:

• detailed documentation of the interview process

• directions to the place of interview

• Shortlisted candidates will be asked if they have a disability within the meaning of the Equality Act 2010 and if they require any particular adjustments to accommodate their particular needs.

• Also, they will be informed if they will have to undertake skill tests as part of the interview.

7. The Interview

• On the day of the interview all candidates will need to provide proof of identity, proof of their qualifications and proof of eligibility to live and work in the UK.

• The interview may consist of an activity, informal meetings with the Board of Directors/CEO and representatives from host schools, and a Professional Interview.

• Teaching posts will require a short micro-teach and Support Staff posts will required to support a class for a period of time.

• All candidates will be assessed for their suitability to the post and their capability to safeguard and protect the welfare of children and young people. This will be assessed through specific Child Protection and Safeguarding questions coupled with e-Safety questions.

• During the interview, any discrepancies noted from the shortlisting, including any gaps in employment, will be explored. If the interviewing panel are not satisfied with any explanation given, the applicant will not be successful.

A successful candidate will be offered a conditional offer of employment; this will be subject to a series of checks:

• receipt of at least two satisfactory references, confirming that the referee knows of no reason why the candidate should be prohibited from working with young people

• verification of the candidate's identity

• Barred list check obtained if candidate is to start prior to DBS clearance;

• Enhanced DBS Disclosure (with list checks)

• EEA Check (Teacher Services Restrictions)

• verification of the candidate's medical fitness

• verification of professional status e.g. QTS, NPQH

• teaching posts - verification of successful completion of Statutory Induction period (applies to those who obtained QTS after 7 May 1999);

• non-teaching posts will require satisfactory completion of the probationary period unless this has already been achieved through another Metropolitan Council or similar.

• Childcare Disqualification Declaration.

• Where a candidate is from overseas, Barred List information and DBS disclosures will be completed. In addition, if the candidate has been out of the country for 3 months or more within the last 5 years we would follow the LA recommendations that state further checks would be made. If the individual was on a Tier 2 visa the appropriate overseas checks would be conducted under the Tier 2 immigration rules.

Volunteers will be subject to the same vetting procedures to that of a permanent member of staff.

8. Single Central Record

There is a Single Central Register kept in the provision detailing every member of staff and volunteer. This includes details of the rights of individuals to work in the UK and details of their Child Protection Level 1 training. This record is maintained by the CEO and the provision`s DSL and is reviewed at the start of each half term.

There are 4 sections to the Single Central Record:

1. All Teaching Staff

2. All Support Staff

3. Volunteers and helpers

4. Supply Teachers and Supply Support Staff – details of compliance information relating to qualifications, DBS checks and ID checks are contained within the SCR.

Please see appendix 1 for a copy of the headings contained within the Liminal Education SCR. This follows the guidance from Keeping Children Safe in Education 2026.

• During induction for all staff, procedures for Safeguarding Children and reporting concerns are shared by the Designated Safeguard Lead and a copy of the provision's Child Protection and Safeguarding Strategy is provided (please refer to policy).

• All staff will be required to read and confirm that they have read Part 1 of Keeping Children Safe in Education.

• The monitoring of the recruitment process, induction arrangements and the Single Central Record will be carried out by the CEO. The Single Central Record will be verified and signed by the CEO each term.

• During induction all staff are made aware of the Staff Code of Conduct and given a copy of it. (please refer to policy).

Reports will be produced on a half termly basis that monitor the expiry of the DBS certificate for all personnel in the provision. This report is monitored and produced by the CEO and the DBS renewals are completed in line with LA Guidance every three years.

Identity checks of employees are completed during the recruitment and interview process and are recorded in the Single Central Record. Identity checks are updated when the DBS renewal is conducted every three years and are recorded on the Single Central Record.

A copy of all appropriate documents for the successful candidate will be retained on their personnel file including those used to verify the successful candidate's identity and qualifications.

9. Further reading and other Policy information

It is important that this policy is read in conjunction with the school's Child Protection Policy and Safeguarding Strategy.

If supply staff are used then checks will be made regarding ensuring that agencies provide written evidence of in date enhanced DBS.

Appendix 1: SCR Headings

Appendix 2: Pre-employment Checklist

Appendix 3: Fully Cleared Memo

APPENDIX 1

LIMINAL SCR HEADINGS.

• Post & Date of Commencement in School

ID CHECKS

• Name

• Date of Birth

• Address

• Check made by (name) - *document seen and date*

• Date Childrens Barred List - *check undertaken*

• Check - *made by and date*

PROHIBITION FROM TEACHING CHECK

• Date Check undertaken - *Yes/ No*

• DBS Information Check

• Disclosure - *Number & Level*

• DBS - *Completed by*

• Check made by and date

• EEA Check

RIGHT TO WORK IN THE UK CHECK

• What evidence of right to work in UK was provided - *Check made by and date*

QUALIFICATIONS CHECK

• Is a qualification a requirement for the post – *Y/N*

• What qualification was provided - *Check made by and date*

• QTS Check - *Check made by and date*

• Teacher reference number - *Check made by and date*

Overseas Check

• What further checks have been made - *Check made by and date*

Child Protection Training Records

• CP CPD Information Log

• CP Training Level

• *Date*

• Trainer/Provider Childcare Disqualifications Check/Declaration

• Date

• *Authenticated by*

APPENDIX 2

PRE-EMPLOYMENT CHECKLIST

Surname:	Forename:	Mr/Mrs/Miss/Ms/Dr
Appointment of:		
Location:		
Manager's name:		
Perm/Temp	End date:	Internal/External

Checks completed	Date Sent	Date cleared/ Rec'd	Initials	Spreadsheet updated
Added to new starter spreadsheet				
Provisional offer pack sent				
Application form signed				
Medical Information				
Ref 1 (name)				
Accepted by manager				
Ref 2 (name)				
Accepted by manager				
A&I cleared Y/N docs seen				
Does post require DBS? Y/N				
Does the post require 128 management check? Y/N				
DBS appointment made				
Date sent				
DBS disclosure number				
DBS date of issue				
Overseas check required Y/N				
Childcare disqualification Y/N				
Quals received and copied (where applicable)				
Teacher Quals				
QTS date				
QTS and prohibition checked				
EEA check completed				
Bank details and pension form received				
Manager informed applicant is cleared				

APPENDIX 3

FULLY CLEARED MEMORANDUM

Name	
Post Title	

Type	Cleared on
Medical information	
Ref 1 received	
Ref 2 received	
Asylum and immigration cleared	
Asylum and immigration doc seen	
BBS disclosure number enhanced	
DBS disclosure date of issue	
DBS identity check docs seen	
DBS date docs checked	
DBS docs seen by	
DBS name of countersignatory	
Childcare disqualification declaration	
QTS date	
NCTL teacher registered and not subject to a prohibition order-date confirmed	

If person is not appointed within three months then all clearances become invalid.

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LIMINAL
Education
A 'Triple A' Approach to Holistic Education