Safer Recruitment Policy 2026

Policy Statement

Straight A Training is committed to safeguarding and promoting the welfare of all learners, particularly children, young people and vulnerable adults. We recognise that effective safeguarding begins with robust recruitment and selection procedures that deter, identify and reject individuals who may pose a risk to learners.
This policy sets out the procedures that Straight A Training will follow to ensure that all staff, associates, assessors, tutors, volunteers, contractors and anyone undertaking regulated activity are recruited safely and in accordance with legal and regulatory requirements.

Scope

This policy applies to:

- Permanent and temporary employees
- Tutors and trainers
- Contractors and consultants
- Agency staff
- Directors and senior managers

Legislative Framework

This policy is informed by:

- Keeping Children Safe in Education (KCSIE) 2026
- Safeguarding Vulnerable Groups Act 2006
- Rehabilitation of Offenders Act 1974
- Police Act 1997
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR
- Disclosure and Barring Service (DBS) requirements
- Working Together to Safeguard Children

Recruitment Principles

Straight A Training will:

- Prioritise the welfare and safety of learners throughout the recruitment process.
- Ensure recruitment practices are fair, transparent and non-discriminatory.
- Conduct appropriate checks on all individuals before engagement.
- Maintain accurate recruitment records.
- Ensure all recruitment decisions are based on merit, suitability and safeguarding considerations.

Roles and Responsibilities

Managing Director and Senior Leadership Team

The Managing Director and Senior Leadership Team are responsible for:

- Ensuring this policy is implemented effectively.
- Monitoring compliance with safeguarding and recruitment requirements.
- Ensuring appropriate resources are available to undertake recruitment checks.

Recruiting Managers

Recruiting managers must:

- Follow safer recruitment procedures.
- Complete safeguarding-focused selection processes.
- Verify all pre-employment checks are completed before appointment.

Human Resources or Designated Recruitment Lead

Responsible for:

- Maintaining recruitment documentation.
- Recording recruitment checks.
- Processing DBS applications where required.
- Ensuring compliance with legislative requirements.

Advertising Vacancies

All advertisements and recruitment materials will include a safeguarding statement such as:
"Straight A Training is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Appointments are subject to satisfactory safeguarding checks, including DBS clearance where appropriate."
Job descriptions and person specifications will clearly state safeguarding responsibilities and whether the role requires a DBS check.

Application Process

Applicants will be required to:

- Complete an application form.
- Provide a full employment history with explanations for any gaps.
- Declare relevant criminal convictions where legally required.
- Provide details of suitable referees.

CVs alone will not be accepted as the sole basis for recruitment decisions.

Shortlisting

Shortlisting will be undertaken against the person specification.
Any concerns regarding:

- Employment gaps
- Frequent changes of employment
- Discrepancies in employment history
- Safeguarding-related issues

will be explored during the selection process.

Interview Process

At least one interviewer should have received safer recruitment and safeguarding training.
Interviews will:

- Assess suitability for the role.
- Explore attitudes towards safeguarding.
- Verify qualifications and experience.
- Examine any anomalies identified during shortlisting.

Safeguarding-related interview questions may include:

- Understanding of safeguarding responsibilities.
- Experience working with learners.
- Responses to safeguarding concerns.
- Professional boundaries and conduct.

Pre-Employment Checks

No individual will commence work until all appropriate checks have been completed.
Checks may include:

Identity Verification

Applicants must provide original photographic identification and proof of address.

Right to Work Checks

Evidence of the legal right to work in the UK will be obtained and retained.

Qualification Verification

Relevant qualifications, memberships and professional certifications will be checked.

Employment History Checks

Employment history will be scrutinised and verified where appropriate.

References

A minimum of two references will be obtained, including:

- The most recent employer where possible.
- References that comment on suitability to work with learners.
- Verification of dates of employment and role responsibilities.

References will be reviewed before appointment wherever possible.

Disclosure and Barring Service (DBS) Checks

Straight A Training will undertake DBS checks appropriate to the role.
These may include:

- Basic DBS Check
- Standard DBS Check
- Enhanced DBS Check
- Enhanced DBS Check with Barred Lists Check

The level of check required will depend upon the nature of the role and its contact with children, young people or vulnerable adults.

Online Searches

Where appropriate and lawful, publicly available online information may be reviewed as part of the recruitment process to identify issues relevant to safeguarding and suitability.

Conditional Offers of Employment

Offers of employment will be conditional upon:

- Satisfactory references
- Verification of qualifications
- Verification of identity
- Right to work confirmation
- Appropriate DBS clearance
- Any other relevant safeguarding checks

Induction

All new starters will receive safeguarding induction covering:

- Safeguarding policies and procedures
- Prevent Duty responsibilities
- Reporting concerns
- Code of conduct
- Professional boundaries
- Whistleblowing procedures

Probationary Period

New employees will normally complete a probationary period during which:

- Performance will be monitored.
- Safeguarding conduct will be reviewed.
- Additional support and training will be provided where required.

Record Keeping

Straight A Training will maintain secure records of recruitment checks, including:

- Identity verification
- DBS status and certificate details
- References
- Qualification checks
- Right to work documentation

Records will be maintained in accordance with UK GDPR and data protection requirements.

Contractors, Agency Staff and Volunteers

Straight A Training will obtain confirmation that appropriate safeguarding checks have been completed before permitting contractors, agency workers or volunteers to undertake duties involving learners.

Allegations and Concerns Identified During Recruitment

Where safeguarding concerns arise during recruitment:

- Recruitment may be suspended.
- Additional information may be sought.
- The application may be withdrawn from consideration.
- Relevant authorities may be contacted where legally required.

Equality and Diversity

Straight A Training is committed to equal opportunities and will ensure recruitment decisions are free from unlawful discrimination. Safeguarding requirements will be applied fairly and consistently.

Monitoring and Review

This policy will be reviewed annually, or sooner where changes in legislation, guidance or organisational requirements occur.
This policy will be reviewed periodically to ensure it remains effective, compliant with legislation, and reflective of best practice.

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Policy Owner: Jayne Raftery
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