

Sutton & District Training Limited

SAFER RECRUITMENT AND SELECTION POLICY

Date effective from:	01/08/2026
The Policy will next be reviewed:	01/08/2027
Policy approved by:	Julie Ingleton
Signed:	Xxxx
Date:	xxxx

SUTTON AND DISTRICT TRAINING LIMITED

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Introduction

Sutton & District Training Ltd (“SDT”) understands the importance of safeguarding our learners and young people in our care and this policy should be read in conjunction with Safeguarding and Child Protection Policy. Our safeguarding responsibilities inform our practices throughout the recruitment and selection process. We have given careful consideration and attention to the following guidance:

- Keeping children safe in education (DfE 2026)
- Equality Act 2010
- DBS Code of Practice (amended 2015)

To help safeguard and promote the welfare of all students, SDT is committed to a thorough and consistent Safer Recruitment Policy and practice.

1. Aims, Purpose and Scope

This policy is designed to facilitate good recruitment and selection practice and ensure the college meets all legal requirements and best practice towards the safeguarding of our learners and young people at SDT.

This policy covers the recruitment and selection process from the planning and advertising of vacancies through to appointment and induction. It is intended as a guide for all staff involved in the recruitment and selection process and follows best practice guidance from KCSIE. We aim to conduct all recruitment and selection of staff in a professional, timely and responsive manner.

2. Discrimination

SDT is committed to providing equality of opportunity for all applicants, ensuring that all stages of recruitment and selection are fair and procedures will be reviewed on a regular basis, this will include The Equality Act 2010

Types of Discrimination

Direct Discrimination: occurs when someone is treated less favourably than others would be treated in the same, or similar, circumstances on the grounds of a protected characteristic as outlined in The Equality Act 2010 (9 protected characteristics).

Indirect Discrimination: occurs when a requirement or condition is applied which has a disproportionately adverse effect on a group of people on the grounds of a protected characteristic as outlined in The Equality Act 2010 (9 protected characteristics)

3. Roles and Responsibilities

SDT have delegated responsibility to each centre manager for the recruitment of staff and for each to be supported by a member of the SMT to make final decisions on appointments.

The Senior Management Team (“SMT”) are responsible for the implementation of the procedure and no individual will have sole responsibility for the selection decision. At least one of member of SMT must have successfully completed accredited Safer Recruitment Training.

No manager or SMT will be involved in a recruitment exercise and appointment where they are related to an applicant or have a close personal relationship with them outside of work. The recruitment will be balanced to include a variety of staff, roles, genders and backgrounds.

4. Recruitment and Selection Procedure

4.1 Vacancy, Job Description and Person Specification.

When a vacancy is identified a job description and person specification are written or reviewed and updated as necessary. The ideal start date is identified, and the recruitment timetable is planned out, as far as is practicably possible, working backwards from this date.

4.2 Volunteers

When recruiting for volunteers, this policy should be followed. The only difference in the process is that when it comes to the interview process, an informal conversation can take place rather than a formal interview.

4.3 Advertising

Vacancies are advertised in a variety of media, online websites and social media platforms. However, where there is a reasonable expectation that where there are sufficient, suitably qualified, internal candidates, vacancies may be advertised internally before an external advertisement is placed.

5. Applications

All candidates are required to complete our application forms, which are sent out when someone registered interest. CV's may accompany the application however it is the information entered onto the application form which will be used when deciding who to shortlist.

We require information on full academic and employment history; suitability for the role, referees, a declaration about Disclosure Barring Service (DBS) Checks, DBS Children's Barred List Check and a declaration of eligibility to work in the UK. We also state that the provision of false information is an offence and could result in the application being rejected or summary dismissal of the applicant if the applicant has been selected and possible referral to the police and/or the DBS.

6. Shortlisting

Applications are shortlisted by the centre managers and SMT. Short-listing of candidates will be against the job description and person specification for the post. There must be consistency between members of the interview panel and those involved in the shortlisting process.

7. Basic Internet Checks

As advised in Keeping Children Safe in Education 2026 (KCSIE), SDT undertakes, as part of their shortlisting process, a Basic Internet Check (consisting of searching for the candidate on public available websites, including social media, for any adverse hits) as part of our due diligence on shortlisted candidates. This helps identify any incidents or issues that have happened, and are publicly available online, which we may want to explore at interview.

A multitude of risk classifications are checked on each platform. They are:

- extreme views or opinions
- hate or discriminatory behaviour
- illegal activities
- inappropriate or undesirable content
- potential addiction or substance abuse
- sexually explicit content
- violent content

The protected characteristics that are not used in any risk classifications are:

- race or ethnicity
- religion or belief
- political opinions
- sexual orientation
- disabilities
- Age

8. References

Where possible, two references will be taken up immediately. In cases where it may not be possible to do this; either because of delay on the part of the referee or because a candidate does not wish their current employer to be approached at this stage, before employment is made, satisfactory references must have been received. References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

When references are requested, details of the Job Description will be provided to the referee and the following topics will be covered:

- The candidate's suitability for working with children and young people
- The candidate's suitability for this post
- Confirmation of the applicant's post, salary and responsibilities
- Comments about the candidate's performance history and conduct

SDT require two employment references one of which must include your current or most recent employer.

All references will be checked to ensure that questions have been answered satisfactorily, and where this has not been the case, the referee will be contacted to provide further information. Any discrepancy between references and the application form will be taken up with the candidate and if not satisfactorily explained may lead to a withdrawal of employment offer.

9. Interviews

All formal interviews cover the applicant's suitability for the roles and suitability to work with learners, exploring any gaps or anomalies in the information available to recruiters and ensuring safeguarding criteria are met.

Interview notes are collated, along with feedback from other colleagues who have been involved in the selection process.

SDT believes it is good practice to provide feedback to unsuccessful applicants following the interview when requested to do so.

10. Offer of Employment

In accordance with the recommendations set out in KCSIE, a conditional offer of employment is made in writing to the successful candidate subject to:

- verification of right to work in the UK (we will keep a copy of this verification for the duration of the member of staff's employment)
- receipt of at least two satisfactory references (if these have not yet already been received)
- verification of identity (preferably from current photographic ID and the originals of all documentation must be provided)
- verification of professional qualifications (using employer access online service and original certificates)
- receipt of a satisfactory enhanced disclosure from the DBS via our online system
- Receipt of satisfactory basic internet check or explanation of results provided
- confirmation that the applicant is not named on the Children's Barred List
- verification of the applicants mental and medical fitness for work (a job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role)
- the entries on the application form proving to be complete and accurate.

11. DBS (Disclosure Barring Service) Check

SDT applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the college which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

It is our college policy that the DBS disclosure must be obtained before the commencement of employment of any new employee, should they start prior to this, a risk assessment MUST be carried out.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.

In some cases, new employees may have already obtained a DBS from previous employment. This must be provided and checked before employment commences.

Should a new employee already have joined the update service, SMT will:

- obtain consent from the applicant to carry out an update search.
- confirm the Certificate matches the individual's identity.
- examine the original certificate to ensure that it is for the appropriate workforce and level of check, i.e. enhanced including barred list information.

The Update Check would identify and advise whether there has been any change to the information recorded, since the initial Certificate was issued. Applicants will be able to see a full list of those organisations that have carried out a status check on their account.

11.1 DBS Certificate

The DBS no longer issues Disclosure Certificates to employers, therefore employees/applicants should bring their original Certificate to SDT before they commence work or any project involving regulated activity.

In cases where we are notified that a DBS check is positive for criminal convictions, cautions, warnings etc, the contents of the certificate will be discussed with the relevant Designated Safeguarding Lead.

12. Starting Employment/Induction

SDT recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. SDT will therefore provide ongoing training and support for all staff. All staff who are new to the college will receive induction training that will include the colleges safeguarding policies and guidance on safe working practices.

13. Single Central Record

SDT ensures all employee information is recorded on the Single Central Record – a record of recruitment and vetting checks. Details are kept on all employees who are employed to work at the college:

- Full name of the new employee
- Previous name where appropriate
- DOB and address
- Employment start date from the first day the employee has access to the children
- Role Offered
- Source of the proof of identify/right to work in the UK
- Confirmation that the original DBS form has been checked from the candidate
 - DBS clearance number; date and who completed the check to be recorded
- Relevant qualifications with dates i.e. QTS and number for all teaching staff

14. Monitoring and Review

This policy will be reviewed and monitored yearly.