



Safer Recruitment Policy

Policy Owner: Lets Make Change

Version: 1.0

Effective date: 01 June 2026

Review date: June 2027

Approved by: Joseph Fitzpatrick

Version	Date	Author/Reviewed By	Summary of Changes	Approved By	Review Date
1.0	01/06/26	Alex Fitzpatrick	Initial policy created	Joseph Fitzpatrick	June 2027

Let's Make Change (LMC)

Safer Recruitment Policy

1. Policy Statement

Let's Make Change (LMC) is committed to safeguarding and promoting the welfare of children and young people and expects all staff, tutors, volunteers, contractors and partners to share this commitment.

We recognise that safer recruitment is a vital part of safeguarding and child protection. Effective recruitment procedures help deter, identify and reject individuals who may pose a risk to children or who are unsuitable to work with them.

LMC is committed to implementing robust, fair, transparent and legally compliant recruitment procedures that prioritise the safety and wellbeing of learners.

2. Scope

This policy applies to:

- Full-time employees;
- Part-time employees;
- Self-employed tutors;
- Volunteers;
- Contractors;
- Agency workers;
- Individuals undertaking regulated activity on behalf of LMC.

The policy applies throughout the recruitment, selection, induction, supervision, and ongoing engagement process.

3. Legislative Framework

This policy is informed by:

- Keeping Children Safe in Education (KCSIE) 2024;
- Working Together to Safeguard Children 2023;
- Children Act 1989;
- Children Act 2004;
- Safeguarding Vulnerable Groups Act 2006;
- Rehabilitation of Offenders Act 1974;
- Data Protection Act 2018;

- UK GDPR;
- Equality Act 2010;
- Disclosure and Barring Service (DBS) guidance.

4. Principles of Safer Recruitment

LMC is committed to:

- Recruiting the best candidates based on merit, skills, qualifications, experience and suitability;
- Promoting equality, diversity and inclusion;
- Ensuring safeguarding is considered at every stage of recruitment;
- Completing appropriate pre-employment checks;
- Maintaining accurate recruitment records;
- Preventing unsuitable individuals from working with children;
- Complying with all statutory safeguarding requirements.

5. Roles and Responsibilities

Director

The Director is responsible for:

- Ensuring effective safer recruitment procedures are in place;
- Monitoring compliance with safeguarding legislation;
- Reviewing recruitment practices;
- Ensuring sufficient resources are available to implement this policy;
- Overseeing recruitment compliance and safeguarding standards.

Recruitment Team / Managers

Those involved in recruitment are responsible for:

- Applying safer recruitment procedures consistently;
- Completing all required pre-employment checks;
- Maintaining recruitment records;
- Ensuring safeguarding considerations are embedded throughout the process;
- Maintaining the Single Central Record (SCR).

Staff, Tutors, Volunteers and Contractors

All personnel are responsible for:

- Upholding safeguarding responsibilities;

- Participating in induction and training;
- Reporting safeguarding concerns;
- Providing accurate information during recruitment processes;
- Maintaining professional standards.

6. Recruitment and Selection Process

LMC will ensure recruitment processes are transparent, consistent, and compliant with safeguarding requirements.

Recruitment procedures will include:

- Advertising vacancies appropriately;
- Reviewing applications;
- Shortlisting candidates;
- Conducting interviews;
- Verifying suitability;
- Completing pre-employment checks;
- Providing induction and ongoing supervision.

7. Advertising Vacancies

All vacancies will:

- Clearly communicate LMC's commitment to safeguarding;
- Outline safeguarding responsibilities associated with the role;
- Include appropriate qualification and experience requirements;
- Promote equality of opportunity;
- Be managed in accordance with data protection requirements.

Advertisements will state that successful applicants will be subject to safeguarding checks, including enhanced DBS checks where required.

8. Application Forms

Applicants will be required to complete an official application form.

Application forms will include:

- Full employment history;
- Education and qualifications;
- Relevant experience;
- Suitability to work with children;
- Declarations regarding criminal convictions where applicable.

Incomplete applications may not be considered.

CVs alone will not normally be accepted as the sole application document.

9. Job Descriptions and Person Specifications

All roles will have:

Job Descriptions

Clearly outlining:

- Duties and responsibilities;
- Safeguarding responsibilities;
- Reporting arrangements;
- Professional expectations.

Person Specifications

Clearly outlining:

- Essential qualifications;
- Experience requirements;
- Skills and competencies;
- Suitability to work with children and young people.

These documents help ensure objective and fair recruitment decisions.

10. Shortlisting and Candidate Assessment

Shortlisting decisions will be based on:

- Skills;
- Experience;
- Qualifications;
- Suitability for the role;
- Ability to meet safeguarding expectations.

Any gaps, discrepancies or concerns identified within applications may be explored during the interview process.

Recruitment decisions will not unlawfully discriminate against applicants based on protected characteristics under the Equality Act 2010.

11. References

A minimum of two references will be obtained before appointment.

At least one reference must normally be from the applicant's most recent employer.

References should:

- Be obtained directly from referees;
- Verify employment history;
- Confirm suitability to work with children;
- Identify any concerns regarding conduct or safeguarding.

References from family members or personal acquaintances will not normally be accepted.

12. Interviews

Interviews may take place:

- In person;
- Via secure online platforms.

Interviews will assess:

- Experience and qualifications;
- Competence for the role;
- Understanding of safeguarding responsibilities;
- Ability to maintain professional boundaries;
- Motivation for working with children.

Interviewers may explore:

- Employment history;
- Safeguarding knowledge;
- Professional conduct;
- Any disclosed convictions or disciplinary matters.

13. Verification of Identity and Qualifications

Prior to appointment, LMC will verify:

- Identity;
- Address;
- Qualifications;
- Professional registrations where applicable;
- Right to work in the United Kingdom.

Original documentation will normally be reviewed and recorded.

Any discrepancies must be resolved before employment or engagement commences.

14. Disclosure and Barring Service (DBS) Checks

LMC requires appropriate DBS checks for all staff, tutors, volunteers and contractors undertaking regulated activity.

Checks may include:

- Enhanced DBS Checks;
- Children's Barred List Checks;
- Additional safeguarding checks where appropriate.

Individuals must not commence regulated activity until all required safeguarding checks have been completed and assessed.

15. Rehabilitation of Offenders

Roles involving work with children are exempt from certain provisions of the Rehabilitation of Offenders Act 1974.

Applicants must disclose relevant convictions, cautions, reprimands or warnings where required by law.

Having a criminal record will not automatically prevent appointment.

Each case will be considered individually, taking into account:

- Nature of the offence;
- Relevance to the role;
- Time elapsed;
- Risk assessment findings.