Company Name:	VES Recruitment Ltd
Policy Name:	Safer Recruitment Policy (Education)
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1. Safer Recruitment Policy Statement

VES is committed to creating a culture that safeguards and promotes the welfare of children and adults at risk. In order to achieve this culture, we adopt robust recruitment procedure that deter and prevent people who are unsuitable to work with children from applying for or securing employment.

2. Scope of the Policy

This policy applies to anyone managed by VES including our directors, staff, contractors and any work placement/volunteers.

All prospective applicants will be supplied with copies of the Safeguarding Policy, Allegation Policy, Safeguarding Children Policy, Whistleblowing Policy and Code of Conduct.

3. Roles and Responsibilities

VES will:

- Prevent people who pose a risk of harm from working with children by having effective policies and procedures in place for the recruitment of staff and volunteers in accordance with the DfE guidance, Keeping Children Safe in Education 2026 (KCSIE) and any guidance or code of practice published by Disclosure and Barring Service (DBS);
- Prevent people who are subject to a Section 128 direction (which prohibits or restricts a person who has previously been prohibited from teaching) from taking part in the management of an independent school, including academies and free schools, in accordance with the DfE guidance, Keeping Children Safe in Education 2026 (KCSIE, Paragraph 262) (as updated from time to time) and any guidance or code of practice published by the Disclosure and Barring Service (DBS);
- Ensure that it meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

4. Recruitment and Selection Process

All those involved with the recruitment and employment of staff to work with children will be trained to a recognised standard or safer recruitment.

VES ensures at least one person who conducts an interview has completed safer recruitment training.

5. Advertisements

When defining the role (whether through the job, role description and person specification) VES will have regard to Keeping Children Safe in Education (KCSIE 2026) and include:

- *The skills, abilities, experience, attitude, and behaviours required for the post; and*

- *The safeguarding requirements, i.e., to what extent will the role involve contact with children and will they be engaging in regulated activity relevant to children.*

All adverts will also include:

- *VES' commitment to safeguarding and promoting the welfare of children and make clear that safeguarding checks will be undertaken;*
- *The safeguarding responsibilities of the post as per the job description and person specification; and*
- *whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013, 2020, 2023 and subsequent amendments.*

6. Application Forms

All roles advertised by VES will include (in the application form and elsewhere) the following statement:

"VES is committed to safeguarding children and young people. All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children."

VES Will also ensure that all prospective applicants provide the following:

- Personal details, current and former names, current address and national insurance number;
- Details of their present (or last) employment and reason for leaving;
- Full employment history, (since leaving schools, including education, employment and voluntary work) including reasons for any gaps of employment.
- Qualifications, the warding body and date of award;
- Details of referees/references; and
- A statement of the personal qualities and experience that the applicant believe are relevant to their suitability for the post advertised and how they meet the person specification.
- a statement from the applicant sharing all relevant information about criminal convictions (where legally required to be disclosed), cautions (where applicable), police investigation or pending prosecution, allegations, disciplinary findings and investigations relevant to their suitability to work with children.

VES does not accept curriculum vitae (CVs) in place of application forms.

7. Shortlisting

In order to ensure that candidates have the opportunity to share relevant information and allow for this to be discussed at interview stage before the DBS certificate is received, all shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

VES will ensure the following:

- That at least two people carry out shortlisting exercise
- That reasons are given for any inconsistencies and for gaps in employment and reasons given to them; and
- All potential concerns are explored.

In addition, as part of the shortlisting VES will inform shortlisted candidates that online searches may be conducted as part of due diligence checks. Any incidents identified or issues that have happened, and are publicly available online, will be explored with the candidate at interview.

8. Employment History and References

All offers of employment made by VES will be subject to the receipt of a minimum of two written professional references, including the most recent assignments, covering at least two years of employment or assignment history.

VES follows strict standards and therefore will:

- Not accept open references e.g. to whom it may concern.
- Not rely on applicants to obtain to retain their references.
- Ensure any references from the candidate's current employer have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the head teacher as accurate in respect to disciplinary investigations);
- Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed.
- Secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then secure a further a references (more than 2);
- Always verify any information with the person who provided the reference.
- Ensure electronic references originate from a legitimate source and where necessary, verify the sender's identity;
- Contact referees to clarify content where information is vague or insufficient information is provided; and
- Compare the information on the application form with that contained in the references and follow up any discrepancies with the referee and/ or the candidate where appropriate.
- Establish the reasons for candidate leaving their current or most recent post; and
- Ensure any concerns are resolved satisfactorily before appointment is confirmed.

9. Employment Selection

VES uses a range of selection techniques to identify the most suitable person for posts. All interview questions will include:

- Finding out what attracted the candidate to the post being applied for their motivation for working with children.

- Exploring their skills and asking for examples of experience of working with children which are relevant to the role; and
- Probing any gaps in employment or where the candidates has changed employment or location frequently, asking about the reasons for this.

All information considered in decision making will be clearly recorded along with decisions made.

10. Pre-appointment vetting checks

VES completes all the following legal pre-employment checks when appointing an individual to engage in regulated activity in relation to children:

- Identify check (including being aware of any name changes, obtaining a birth certificate where available)
- Address check;
- National Insurance Check;
- Disqualification under Childcare Act 2006 (where applicable) and Section 128 Direction Checks;
- An overseas police check (if relevant)
- Enhanced DBS check via the applicant) including children's barred list information)
- Verification of medical fitness;
- Verification of the candidates right to work in the UK; and
- Verification of professional qualifications via the EWC.

11. Summary

VES will make clients and candidates aware of the Safer Recruitment Policy through the following means:

- Sent within the registration confirmation email
- Through the VES website

All staff, temporary workers, candidates and contractors understand that the above checks must be conducted and must be aware that they have a professional duty to share information with other recruitment firms to safeguard children/adults at risk. The public interest in safeguarding children/adults at risk may override confidentiality interests. However, information will be shared on a need-to-know basis only, as judged by VES.

Appendix
List of relevant legislation and guidance governing this policy

Legislation/ Regulation/ guidance	Web Address
Keeping Children Safe in Education	https://www.gov.uk/government/publications/keeping-children-safe-in-education--2
Children Act 1989	http://www.legislation.gov.uk/ukpga/1989/41/contents
Care Act 2014	https://www.legislation.gov.uk/ukpga/2014/23/contents
The Children Act 2004	https://www.legislation.gov.uk/ukpga/2004/31/contents
Disqualification under the Childcare Act 2006	https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006
Rehabilitation of Offenders Act 1974	https://www.legislation.gov.uk/ukpga/1974/53
Children and Social Work Act 2017	https://www.legislation.gov.uk/ukpga/2017/16/contents
Counter Terrorism and Security Act 2015 (including the 'Prevent Duty')	https://www.legislation.gov.uk/ukpga/2015/6/contents
Modern Slavery Act 2015	https://www.legislation.gov.uk/ukpga/2015/30/contents
Human Rights Act 1998	https://www.legislation.gov.uk/ukpga/1998/42/contents
Female Genital Mutilation Act 2003	https://www.legislation.gov.uk/ukpga/2003/31/contents
Safeguarding Vulnerable Groups Act 2006	https://www.legislation.gov.uk/ukpga/2006/47/contents
United Nations Convention on the Rights of the Child (UNCRC) 1989 (Ratified by the UK in 1992)	https://www.unicef.org.uk/wp-content/uploads/2016/08/unicef-convention-rights-child-uncrc.pdf
Working Together to Safeguard Children 2026	https://www.gov.uk/government/publications/working-together-to-safeguard-children--2
Prevent duty guidance: England and Wales (as updated)	https://www.gov.uk/government/publications/prevent-duty-guidance
Care and Support Statutory guidance (as updated)	https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance
Guidance for Safer Working Practice for Adults Who Work with Children and Young People (2009)	https://safeguardingcambspeterborough.org.uk/wp-content/uploads/2015/04/Guidance-for-Safer-Working-Practice-for-Adults-working-with-Children-and-Young-People.pdf
Information Sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers (as updated)	https://assets.publishing.service.gov.uk/media/66320b06c084007696fca731/Info_sharing_advice_content_May_2024.pdf
Guidance for Safer Working Practice for Those Working with Children and Young People in Education Settings (Safer Recruitment Consortium) (as updated)	https://www.saferrecruitmentconsortium.org/_files/ugd/f576a8_0d079cbe69ea458e9e99fe462e447084.pdf
What to do if you're worried a child is being abused - Guidance	https://assets.publishing.service.gov.uk/media/5a80597640f0b62302692fa1/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf

(HM Government)