

Safer Recruitment Policy

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Signed: 

Position: Director

1. POLICY STATEMENT

Rapid Improvement Training Ltd is committed to safeguarding and promoting the welfare of all learners, including children, young people, and adults at risk. The organisation recognises that safer recruitment is a fundamental part of safeguarding and plays a critical role in preventing unsuitable individuals from gaining access to learners.

The organisation will ensure that all recruitment and selection processes are conducted with the highest level of rigour, consistency, and transparency. These processes are designed not only to attract and appoint high-quality staff, but also to actively deter, identify, and reject individuals who may pose a risk to learners.

Safeguarding is embedded within organisational culture and practice. All staff share responsibility for ensuring that recruitment decisions reflect this commitment.

2. Purpose and Scope

The purpose of this policy is to establish a clear and compliant framework for safer recruitment across the organisation. It ensures that all appointments are made following appropriate checks, scrutiny, and decision-making processes that prioritise learner safety.

This policy applies to all individuals working for or on behalf of Rapid Improvement Training Ltd. This includes employees, agency staff, contractors, volunteers, and employer partners involved in delivery. It applies equally across all environments in which the organisation operates, including training centres, employer workplaces, and online learning settings.

3. Legislative and Regulatory Framework

This policy is informed by current UK legislation and statutory guidance, including:

- Keeping Children Safe in Education
- Working Together to Safeguard Children
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Rehabilitation of Offenders Act 1974 (Exceptions Order)
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR
- Disclosure and Barring Service Code of Practice
- Care Act 2014
- Counter-Terrorism and Security Act 2015

The organisation also ensures that recruitment practices meet the expectations of Ofsted and relevant funding bodies, including the Greater London Authority (GLA).

4. Roles and Responsibilities

Responsibility for safer recruitment sits across all levels of the organisation. Strategic oversight is provided by Directors and senior leaders, who are accountable for ensuring that effective systems, resources, and governance arrangements are in place.

Managers are responsible for leading recruitment processes within their areas and ensuring that safeguarding considerations are embedded throughout. They must ensure that all stages of recruitment are conducted in line with this policy and that any concerns are properly explored and resolved.

The Designated Safeguarding Lead (DSL) plays a key advisory role, particularly where safeguarding concerns arise during recruitment. The DSL supports risk assessments and ensures alignment with wider safeguarding procedures.

Those directly involved in recruitment must follow this policy in full. At least one member of any interview panel must have completed appropriate safer recruitment training, in line with statutory expectations.

5. Safer Recruitment Approach

Rapid Improvement Training Ltd adopts a whole-process approach to safer recruitment. Safeguarding considerations are embedded from the earliest stages of workforce planning through to post-appointment monitoring.

Recruitment is not viewed as a single event, but as an on-going process that begins before a role is advertised and continues through induction, probation, and on-going supervision. All decisions are made based on a combination of professional judgement, evidence gathered through the recruitment process, and a clear understanding of safeguarding risk.

6. Pre-Recruitment Planning

Before any recruitment activity begins, the organisation ensures that there is a clear and justified need for the role. Job descriptions and person specifications are reviewed or developed to accurately reflect the duties of the role and the skills required.

Particular attention is given to defining safeguarding responsibilities. Where a role involves regulated activity, this is clearly identified at the outset. All roles include an explicit expectation that the post-holder will safeguard and promote the welfare of learners.

7. Advertising and Attraction

All job advertisements clearly communicate the organisation's commitment to safeguarding. This serves both to inform applicants and to deter individuals who may be unsuitable.

Adverts include a safeguarding statement and make clear that appointments are subject to appropriate pre-employment checks, including enhanced DBS checks where required.

8. Application and Shortlisting

Applicants are required to provide a full employment history, including explanations for any gaps. This is essential in identifying patterns that may require further exploration.

Applications are assessed against the person specification using consistent criteria. Shortlisting is undertaken by appropriately trained staff, and any discrepancies, anomalies, or concerns are noted and followed up at interview.

Where appropriate, candidates are required to complete a self-declaration regarding criminal history, in line with the legal framework governing disclosure.

9. References

References are a critical part of the safer recruitment process and are used to obtain objective information about a candidate's suitability.

The organisation seeks a minimum of two references, including one from the most recent employer. References are obtained directly from the referee and are carefully scrutinised.

Referees are asked specifically about the applicant's suitability to work with learners, any safeguarding concerns, and relevant disciplinary history. Any issues identified are explored and must be satisfactorily resolved before an appointment is confirmed.

10. Selection and Interview

All shortlisted candidates are required to attend an interview, which may take place in person or via appropriate digital platforms.

The selection process is designed not only to assess skills and experience but also to evaluate attitudes towards safeguarding. Candidates are expected to demonstrate an understanding of their responsibilities in relation to learner welfare.

Interview panels explore employment history in detail, including any gaps or inconsistencies. Candidates are required to disclose relevant information and to engage openly with any concerns raised.

11. Pre-Employment Checks

No appointment is confirmed until all required pre-employment checks have been completed and verified. These checks are proportionate to the role and are carried out in line with statutory requirements.

They include verification of identity, right to work in the UK, employment history, qualifications, and references. Where applicable, enhanced DBS checks and barred list checks are undertaken.

Additional checks, such as prohibition from teaching or Section 128 checks, are conducted where required by the nature of the role.

12. Disclosure and Barring Service (DBS)

The organisation works in accordance with the requirements of the Disclosure and Barring Service to ensure that appropriate criminal record checks are carried out.

Where a DBS certificate contains information, this does not automatically prevent employment. Each case is considered individually through a structured risk assessment process that takes into account the nature of the role and the relevance of the information disclosed.

Where a DBS check is pending, a formal risk assessment must be completed, and appropriate supervision arrangements must be put in place.

13. Overseas and Additional Checks

Where candidates have lived or worked outside the UK, additional checks are undertaken to ensure that all relevant information is considered. This may include obtaining certificates of good conduct or professional references from overseas employers.

The organisation ensures that all reasonable steps are taken to verify a candidate's history and suitability.

14. Agency, Contractors, and Volunteers

The organisation applies the same safeguarding expectations to agency staff, contractors, and volunteers as it does to directly employed staff.

Written assurance is obtained that appropriate checks have been completed, and identity is verified upon arrival. Where necessary, additional checks are undertaken by the organisation.

Volunteers are subject to appropriate vetting and supervision, based on the nature of their role and level of contact with learners.

15. Induction and On-going Monitoring

Safer recruitment does not end at appointment. All new staff are required to complete a structured induction that includes safeguarding and Prevent training.

During the probationary period, staff are closely monitored to ensure that their conduct and behaviour align with organisational expectations. Any concerns are addressed promptly.

On-going supervision and performance management ensure that safeguarding remains a continuous priority.

16. Record Keeping

The organisation maintains accurate and secure records of all recruitment activity. This includes a Single Central Record of pre-employment checks, maintained in line with statutory requirements.

Records are stored securely and handled in accordance with the Data Protection Act 2018 and UK GDPR.

These records are available for inspection by regulatory bodies, including Ofsted.

17. Managing Concerns and Allegations

Any concerns about the suitability of a candidate or staff member must be taken seriously and reported immediately to the Designated Safeguarding Lead.

Concerns are managed in line with the organisation's safeguarding procedures, including referral to external agencies where appropriate. This may include referrals to the DBS where an individual is considered unsuitable to work with vulnerable groups.

18. Equality, Diversity and Inclusion

The organisation is committed to ensuring that recruitment processes are fair, inclusive, and free from discrimination. All procedures comply with the Equality Act 2010.

Decisions are based on merit and suitability, while ensuring that reasonable adjustments are made to support candidates where required.

19. Monitoring and Review

This policy is reviewed at least annually, or sooner where there are changes to legislation, statutory guidance, or organisational practice.

The effectiveness of safer recruitment procedures is monitored through internal audit, quality assurance processes, and external inspection.

20. Non-Compliance

Failure to adhere to this policy may result in disciplinary action and, where appropriate, referral to external safeguarding authorities.