Gateways Education & Wellbeing Ltd
Paving the Way to Success
Gateways Alternative Provision
Learning your way
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Confidence through learning

Safer Recruitment Policy

Policy owner:	Director / DSL
Safer recruitment lead:	Director / nominated safeguarding lead
Approved by:	Director / Leadership Team
Date approved:	21/04/2026
Review date:	21/04/2027
Applies to:	All recruitment of staff, tutors, volunteers, agency staff, contractors and other adults working with children through Gateways

1. Statement of intent

Gateways Education and Wellbeing Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff, tutors, volunteers and contractors to share this commitment. Safer recruitment is a vital part of creating a culture in which unsuitable people are prevented from working with children.

This policy sets out the principles and procedures Gateways follows when recruiting, vetting, selecting and deploying staff and other adults. It should be read alongside Gateways' Safeguarding Policy, staff code of conduct and whistleblowing procedures.

2. Aims of this policy

- deter, reject or identify people who may pose a risk to children or are otherwise unsuitable to work with them;

- ensure recruitment processes are fair, consistent and compliant with safeguarding and employment law;
- make sure pre-appointment checks are completed before a person begins relevant work, unless a lawful and risk-assessed exception applies; and
- promote a safeguarding culture throughout advertising, selection, induction, supervision and ongoing employment.

3. Legal and guidance framework

This policy reflects relevant legal and statutory guidance, including:

- Keeping Children Safe in Education 2025, in particular Part 3 on safer recruitment;
- the Safeguarding Vulnerable Groups Act 2006;
- the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975;
- the Police Act 1997 and Disclosure and Barring Service requirements;
- the Equality Act 2010; and
- relevant employment, right to work, data protection and safeguarding legislation and guidance.

4. Roles and responsibilities

4.1 Director / leadership

The Director has overall responsibility for ensuring safer recruitment procedures are in place and followed. This includes ensuring appropriate checks are completed, decisions are recorded, safeguarding concerns are acted upon and staff involved in recruitment understand their responsibilities.

4.2 Recruitment panel

At least one person involved in the recruitment process should have appropriate safer recruitment knowledge and training. Those involved in recruitment must approach the process with professional curiosity, record decision making and challenge any gaps or inconsistencies.

4.3 All staff

All staff must share responsibility for safeguarding, report concerns about adults working with children and understand that safer recruitment continues beyond appointment through induction, supervision, conduct expectations and whistleblowing.

5. Advertising and application process

- Job descriptions and person specifications will make clear the safeguarding responsibilities of the role.
- Advertisements will include Gateways' commitment to safeguarding and that appropriate vetting checks will be undertaken.

- Applicants will be required to complete an application process that allows Gateways to assess suitability, employment history, qualifications and any gaps or anomalies.
- CVs will not be accepted as the sole application document.

6. Selection

- Shortlisting decisions will be based on evidence against the role requirements and safeguarding considerations.
- Interviews will explore the candidate's suitability to work with children, attitudes to safeguarding, motivation for working with children and any gaps, inconsistencies or concerns arising from the application.
- Identity will be checked and original documents seen where appropriate.

7. Pre-appointment checks

Before a person begins work in a role requiring checks, Gateways will complete the checks that are relevant to the role and legal eligibility, which may include:

- verification of identity;
- an enhanced DBS certificate and, where the role amounts to regulated activity, a children's barred list check;
- verification of right to work in the UK;
- verification of professional qualifications where required;
- references, including from the current or most recent employer where appropriate;
- employment history and explanation of any gaps;
- prohibition, disqualification or section 128 checks where these are legally relevant to the role; and
- checks for those who have lived or worked outside the UK, where appropriate.

8. Agency staff, contractors, volunteers and visitors

Gateways will obtain written confirmation from agencies or third parties that the required checks have been completed for agency staff and other supplied personnel.
Contractors, volunteers and visitors will be risk assessed according to the nature of their contact with children, level of supervision and the work being undertaken. Gateways will not allow unsuitable or inadequately checked adults unsupervised access to children.

9. Record keeping and data protection

Gateways will keep appropriate recruitment and vetting records securely and in line with data protection law. Only those who need the information for safeguarding, employment or compliance purposes will have access to it.

10. Induction, probation and ongoing vigilance

Safer recruitment does not end at appointment. New staff, tutors and volunteers will receive safeguarding induction, role expectations and key policies. Suitability will continue to be monitored through supervision, probation, conduct expectations, training and the management of allegations or concerns.

11. Concerns, allegations and whistleblowing

Any concern about the conduct or suitability of an adult working with children through Gateways must be reported without delay in line with the Safeguarding Policy, allegations procedures and whistleblowing arrangements. Referrals to the Local Authority Designated Officer, DBS, TRA or other bodies will be made where required.

12. Monitoring and review

This policy will be reviewed annually, sooner if guidance changes or if an incident, audit or recruitment review identifies the need for amendment.

13. Policy approval

Approved by: CARLY MASON

Role: Director / DSL

Date: 21/04/2026

Next review due: 21/04/2027