



Safer Recruitment and Training Policy

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Created by: Mr P Marsden

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1. Policy Statement

Active Futures Academy is committed to safeguarding and promoting the welfare of children and young people. We recognise that safer recruitment practices and ongoing training are vital to ensure that all staff and volunteers are suitable to work with children and understand their safeguarding responsibilities.

This policy applies to all staff, agency workers, contractors, and volunteers engaged by Active Futures Academy.

2. Aims

- To ensure we recruit and retain staff and volunteers who are safe, suitable, and committed to safeguarding.
- To deter, identify, and reject applicants who may pose a risk to children and young people.
- To provide regular, high-quality safeguarding and professional training to all staff.
- To comply with statutory guidance, including *Keeping Children Safe in Education (KCSIE)*.

3. Recruitment Principles

3.1 Advertising and Applications

- All job adverts and application packs will include a clear safeguarding statement.
- Applicants must complete the full application form; CVs alone will not be accepted.
- Gaps in employment history must be explained and verified.

3.2 Shortlisting and Interviews

- At least one member of every interview panel will be Safer Recruitment trained.
- Shortlisted candidates will be assessed against safeguarding criteria.
- Interviews will include questions that test candidates' suitability to work with children.
- References will be requested prior to interview where possible and verified by telephone.

3.3 Pre-Employment Checks

No individual will start work unsupervised until all required checks are complete. These include:

- Enhanced DBS check with barred list information (where applicable).
- Overseas checks (if the candidate has lived abroad in the last 5 years).
- Verification of identity, right to work in the UK, and relevant qualifications.
- Two satisfactory references, including the most recent employer.
- Confirmation of mental and physical fitness to work.

3.4 Single Central Record (SCR)

- The provision will maintain a Single Central Record of all staff, volunteers, agency staff, and contractors.
- The SCR will be regularly reviewed and audited by senior leaders and directors.

4. Induction and Probation

- All new staff and volunteers will receive a safeguarding induction, including policies, procedures, and reporting processes.
- Probationary periods will be used to assess suitability for the role.

5. Ongoing Training and Development

- **All staff** will receive safeguarding and child protection training at induction and updated at least annually.
- **Designated Safeguarding Leads (DSLs)** will undertake specialist training refreshed every two years.
- **Safer Recruitment Training** will be completed by at least one panel member for every recruitment process.
- Additional training (e.g. Prevent Duty, behaviour management, online safety, mental health awareness) will be provided according to role.
- Training records will be maintained and monitored.

6. Allegations Against Staff

- Any allegation against staff or volunteers will be managed in line with the provision's **staff code of conduct** and statutory guidance.
- Concerns will be reported immediately to the Headteacher/Principal or, where appropriate, the Local Authority Designated Officer (LADO).

7. Policy Review

This policy will be reviewed annually or sooner if there are significant changes to legislation, guidance, or organisational practice.