

Safer Recruitment Policy

Owner: World of Education Ltd

Effective Date: 02/10/2025

Review Date: 02/10/2026

1. Policy Statement

World of Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff, tutors, contractors, and volunteers to share this commitment. Safer recruitment is a critical part of our safeguarding framework and is designed to ensure that all adults working with or around learners are suitable, safe, and competent.

2. Scope of this Policy

This policy applies to:

- All staff employed by World of Education (including temporary, freelance, and part-time staff)
- Volunteers and mentors
- Contractors/ tutors or service providers with unsupervised contact with learners

3. Aims

- To ensure a safe environment for children and young people by preventing, rejecting, or identifying individuals who are unsuitable to work with them.
- To operate recruitment and selection procedures that comply with statutory safeguarding guidance
- To embed safeguarding awareness at every stage of the recruitment process

4. Legal and Regulatory Context

This policy is informed by:

- Keeping Children Safe in Education (KCSIE, 2024)
- Working Together to Safeguard Children (2018, updated)
- The Rehabilitation of Offenders Act 1974
- The Equality Act 2010

- The Data Protection Act 2018 / UK GDPR

5. Recruitment Procedures

a. Planning and Job Descriptions

- All job descriptions and person specifications clearly outline the safeguarding responsibilities of the role.
- Job adverts include a safeguarding statement and make clear that an enhanced DBS check and references will be required.

b. Application Process

- All applicants must complete an application form; CVs alone are not accepted.
- Application forms request a full employment and education history, including any gaps.

c. Shortlisting and Pre-Interview Checks

- At least two staff members shortlist applicants using consistent criteria.
- Shortlisted candidates will be subject to:
 - Online search (social media, publicly available content)
 - Reference request (prior to interview wherever possible)
 - Clarification of any gaps or anomalies in employment

d. Interview Process

- All interviews include questions related to safeguarding and child protection.
- Interviews are reviewed by at least one panel member who has completed Safer Recruitment training.
- Any concerns or discrepancies are explored during the interview period.
- Live class tutors must be confident in using all necessary platforms, apps, and tools, and seek support or training if needed.

6. Pre-Employment Checks

Before an offer of employment is confirmed, the following checks will be completed:

Check	Required For
Enhanced DBS with Children's Barred List	All roles with regular or unsupervised contact with children
Proof of right to work in the UK	All employees
ID verification	All employees
Two professional references	All employees, including last employer

Qualifications check (if applicable)	Teachers, tutors, therapists
Medical fitness to work	All employees
Overseas criminal checks (if applicable)	If candidate has lived abroad in the last 5 years

7. Single Central Record (SCR)

World of Education maintains a Single Central Record of all staff and relevant adults, recording:

- Identity checks
- Right to work
- DBS number and date
- Barred list check
- Qualifications (if required)
- References
- Safer recruitment check completion

This record is regularly reviewed by the Senior Management.

8. Volunteers and Contractors

- All regular volunteers are subject to the same checks as paid staff, where appropriate.
- Contractors are expected to confirm DBS checks for staff working on site or with learners remotely.

9. Contractors, Tutors & Online Practitioners

- Must provide evidence of an Enhanced DBS with Child Barred List Check
- Will be asked to complete World of Education induction including safeguarding and Prevent Duty
- References and identity must be verified prior to delivery

10. Training

- At least one person on every interview panel will have completed certified Safer Recruitment Training.
- All staff must complete annual safeguarding training, including online safety, KCSIE, and Prevent.

11. Induction

All new staff, tutors, contractors, and volunteers will complete an induction including:

- Safeguarding adults and children
- Code of conduct
- Whistleblowing procedures
- Safer working practices

12. Allegations and Concerns

Any concerns about a candidate or newly appointed staff member will be referred to Senior Management

13. Policy Review

This policy will be reviewed annually or sooner in response to changes in legislation or practice.

14. Contact

If you have any questions, or concerns, relating to this policy, please contact:

Email: info@worldofeducation.online

Owner: World of Education Ltd