

# SPM Development Services Ltd

## Safer Recruitment Policy

**Reviewed and Updated:** September 2025

**Next Review:** September 2026, or sooner if statutory guidance changes.

### Purpose and Scope

SPM Development Services Ltd is committed to safeguarding and promoting the welfare of children and young people. We recognise that safe recruitment is essential to deter, identify and reject individuals who may pose a risk of harm. This policy applies to the recruitment of all staff, tutors, contractors, and volunteers.

### Legal and Statutory Framework

This policy is underpinned by the following statutory guidance and legislation:

- Keeping Children Safe in Education (KCSIE 2025)
- Working Together to Safeguard Children (2023)
- The Equality Act 2010
- The Education (Independent School Standards) Regulations 2014
- DBS and Home Office guidance on safer recruitment

### Key Principles

- Safeguarding children is the highest priority in recruitment decisions.
- All recruitment will be conducted fairly, transparently and in line with equality legislation.
- At least one member of any recruitment panel will have completed safer recruitment training.
- No individual will start work until all mandatory checks have been completed and verified.

### Recruitment Process

The recruitment process will include the following steps:

- Advertising – all job adverts and role descriptions will include a safeguarding statement.
- Application – applicants must complete an application form and provide a full employment history.
- Shortlisting – applications will be reviewed against safeguarding and role criteria.
- Interview – interviews will include questions on safeguarding knowledge, experience and scenarios.
- Conditional Offer – made subject to satisfactory checks.

## Pre-employment Vetting Checks

The following checks must be completed before employment commences:

- Enhanced DBS certificate with children's barred list check (for regulated activity).
- Identity verification, including photographic ID and proof of address.
- Right to work in the UK check.
- At least two satisfactory references, obtained and verified before appointment.
- Online searches of shortlisted candidates, as required by KCSIE 2025.
- Verification of qualifications and professional status where relevant.
- Prohibition from teaching check (where applicable).
- Section 128 direction check for management roles (if applicable).
- Overseas checks where the candidate has lived or worked abroad in the last 5 years.
- Employment history checked, with explanations sought for any gaps.

## Single Central Record (SCR)

SPM Development Services Ltd will maintain a Single Central Record of recruitment and vetting checks, in line with KCSIE 2025. This record will be regularly reviewed and audited as part of safeguarding monitoring.

## Risk Assessments

Where a check reveals information of concern (such as a criminal conviction), a written risk assessment will be completed by the DSL before employment can commence. The decision will be recorded, with input from the commissioning authority where required.

## Training and Monitoring

- Staff involved in recruitment will complete accredited safer recruitment training.
- This policy will be reviewed annually, or sooner if statutory guidance changes.
- Compliance with this policy will be monitored through internal audits and quality assurance processes.