

SPM Development Services Ltd

Safer Recruitment Policy

Reviewed and Updated: July 2026

Next Review: September 2027, or sooner if statutory guidance changes.

Approved by: Simon Piper-Masha

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 2026)
- Working Together to Safeguard Children (2023)
- The Equality Act 2010
- The Education (Independent School Standards) Regulations 2014
- Data Protection Act 2018, UK GDPR and the Data (Use and Access) Act 2025
- 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 commence work until all required safer recruitment and pre-employment checks have been completed, verified and deemed satisfactory.

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 2026.
- 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 and regularly audit a Single Central Record in line with KCSIE 2026. The SCR will include all required safer recruitment and vetting checks and will be reviewed periodically to ensure records remain accurate, complete and up to date.

Ongoing DBS Monitoring

SPM Development Services Ltd is committed to maintaining safer recruitment standards throughout an individual's engagement with the organisation. Where staff are subscribed to the DBS Update Service, periodic DBS Update Service status checks will be carried out with the individual's written consent. The date of the status check will be recorded as part of the organisation's safeguarding records.

Where an individual is not subscribed to the DBS Update Service, alternative arrangements will be considered in line with the organisation's safer recruitment procedures and the level of risk associated with the role.

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

- At least one member involved in recruitment will have completed recognised safer recruitment training.

- Staff involved in recruitment will receive appropriate safeguarding and safer recruitment training relevant to their role.
- This policy will be reviewed annually, or sooner if statutory guidance changes.
- Compliance with this policy will be monitored through regular safeguarding audits, quality assurance activities and periodic review of recruitment records.