



RESPECT. RESILIENCE. INTEGRITY.

Safer Recruitment Policy

DATE APPROVED

24 September 2026

NEXT DOCUMENT REVIEW

July 2027

Policy Owner:	Sam Gray, Headteacher
Confirmed by	Life Changing Education Ltd, acting through Krystian Liptrot, Chair of the proprietor board and company
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Date Implemented:	24 September 2026
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Applies to:	All recruitment, appointment, deployment and vetting activity for LCE Academy at Unit 4, Howarth Court, Oldham Gateway, Gateway Crescent, Chadderton, Oldham, OL9 9XB.

LCE ACADEMY

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1 Purpose and Commitment

LCE Academy is committed to safeguarding and promoting the welfare of children and young people. Safer recruitment is a critical safeguarding responsibility and underpins the school's culture of vigilance, integrity and accountability.

All adults working within the school, including staff, proprietors, volunteers, contractors and visiting professionals, play a role in safeguarding pupils. Recruitment processes are therefore designed to prevent unsuitable individuals from gaining access to children and to ensure that all appointments are made safely, fairly and lawfully.

2 Legal and Statutory Framework

This policy is informed by and complies with:

- Keeping Children Safe in Education (DfE, 2026)
- Education (Independent School Standards) Regulations 2014 - Part 4
- Safeguarding Vulnerable Groups Act 2006
- Rehabilitation of Offenders Act 1974 (Exceptions Order)
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR

3 Scope

This policy applies to all recruitment and appointment activity, including:

- teaching and support staff (permanent, fixed-term, supply and agency)
- proprietors and governors
- volunteers and students on placement
- contractors and visiting professionals

No person begins regulated activity until identity, right-to-work, barred-list and prohibition checks and every other check that must precede work are complete and verified. If an enhanced DBS certificate is not yet available, a person may start only where KCSIE permits it: a separate children's barred-list check and all other required checks are complete, a written risk assessment and supervision plan are approved by the Headteacher, and the outstanding certificate is tracked and reviewed. No person whose suitability is unresolved is left unsupervised with pupils.

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Safer Recruitment Principles

Recruitment at LCE Academy is underpinned by the following principles:

- safeguarding is prioritised at every stage of recruitment
- processes are transparent, fair and consistent
- selection decisions are values-led and evidence-based
- equality of opportunity is actively promoted
- accountability and oversight are maintained throughout

At least one member of every interview panel will have completed accredited Safer Recruitment training.

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Roles and Responsibilities

- Headteacher: overall accountability for safer recruitment and SCR compliance
- Senior Leaders: participation in recruitment and interview panels
- Authorised HR administrator: obtains and verifies source evidence, maintains recruitment files and the Single Central Record, and escalates any gap immediately to the Headteacher and proprietor
- Krystian Liptrot, Chair of the proprietor board and company: statutory accountability, approval of this policy and recorded assurance from SCR and recruitment audits; the advisory governing body provides challenge without displacing that accountability
- Staff involved in recruitment: adherence to this policy and confidentiality

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Recruitment and Selection Process

6.1 Advertising and Application

All job descriptions and advertisements:

- include a clear safeguarding statement
- outline responsibilities relating to child protection
- are written using inclusive language

Applicants must complete a full application form. CVs alone are not accepted.

6.2 Shortlisting

Shortlisting is carried out by at least two people. At least one member of the recruitment panel must have completed appropriate safer-recruitment training.

- Applications are scrutinised for completeness and consistency
- Employment gaps are identified and explored

- For shortlisted candidates, the school will consider a proportionate online search as part of due diligence. Candidates are told in advance; searches use publicly available information, are recorded consistently and any relevant concern is explored at interview without unlawful discrimination
- Selection is based solely on published criteria

6.3 References

Two satisfactory references are obtained and scrutinised, normally before interview where practicable. One must be from the current or most recent employer; where the applicant has worked with children, a reference is sought from the relevant employer even if it is not the most recent. Any discrepancy, vague response or safeguarding concern is resolved and recorded before appointment.

References must:

- confirm suitability to work with children
- disclose any safeguarding or disciplinary concerns
- verify employment history

Open or generic references are not accepted.

6.4 Interviews

Interviews are conducted by a panel of at least two members, at least one will be safer recruitment trained.

Interviews include:

- exploration of safeguarding knowledge and attitudes
- values-based questioning
- verification of identity and qualifications

6.5 Conditional Offer

All offers of employment are conditional upon satisfactory completion of all references and pre-employment checks.

7 Pre-Employment Checks

The following checks are completed before appointment as required. Statutory check details, including the date completed and checker, are recorded on the Single Central Record (SCR); supporting evidence, references and confidential medical information are retained in the recruitment file:

- enhanced DBS check
- barred list check (where applicable)
- identity verification
- right to work in the UK
- qualification and professional status checks

- references
- prohibition from teaching check where teaching work is undertaken, and section 128 direction check for management roles and proprietors
- further overseas checks where a person has lived or worked outside the UK, with a recorded risk assessment where evidence is unavailable
- medical fitness confirmation, retained confidentially in the personnel file rather than as medical detail on the SCR

For every person appointed to teaching work, including an unqualified teacher or support colleague deployed to teach, the Academy completes the applicable prohibition-from-teaching check. For the proprietor body and any person taking part in management, it records the required section 128 check. DfE-completed proprietor checks are reconciled to the application evidence and the Single Central Record.

Where a candidate has lived or worked outside the UK, the Academy obtains any check it considers appropriate so that relevant overseas events can be considered. If evidence cannot be obtained, the Headteacher records the enquiries made, risk assessment, decision, supervision or other controls and review point; absence of a certificate is never treated as proof of suitability.

Identity, right-to-work, qualification and other checks required before appointment must be completed before the person starts.

8 Single Central Record (SCR)

The HR provider may administer the Single Central Record, but accountability remains with the proprietor and Headteacher. The SCR covers staff, supply staff and proprietors and records each required check, its completion date and the person who verified it. Recruitment files contain the source evidence and decision records; unexplained blanks, undated checks and retrospective completion are not acceptable.

- The Headteacher checks the SCR before any new starter has access to pupils and completes a documented full review at least termly
- Proprietors receive termly assurance reports
- Any discrepancies are rectified immediately

9 Volunteers, Contractors and Agency Staff

Every volunteer role is defined and risk-assessed before work begins. From 1 September 2026, the former supervision exemption no longer applies. A volunteer who teaches, trains, instructs, cares for or supervises pupils frequently, on more than three days in a 30-day period, or overnight is in regulated activity and requires an enhanced DBS check with children's barred-list information. Personal care or healthcare can be regulated activity even on one occasion. A volunteer not in regulated activity receives the level of check justified by the recorded risk assessment and is never left unsupervised where no checks have been obtained.

For agency and third-party staff, the Academy receives written confirmation that all required checks have been completed, records the date the confirmation was received and whether an enhanced DBS certificate contains disclosed information, and checks identity against that confirmation on arrival. Contractors are risk-assessed; the appropriate check and supervision are secured for any person with opportunity for contact with pupils. All receive site safeguarding and conduct information before access.

10 Induction and Probation

All new staff complete a structured induction covering:

- safeguarding and child protection
- behaviour and professional conduct
- health and safety procedures
- whistleblowing and low-level concerns

All appointments are subject to a probationary period, with performance and safeguarding conduct reviewed.

11 Allegations and Safeguarding Concerns

A concern or allegation that may meet the harm threshold is reported immediately to the Headteacher. Where it concerns the Headteacher, it is reported to Krystian Liptrot, Chair of the proprietor board and company; where reporting to either person creates a conflict, staff contact the LADO directly. Low-level concerns and self-referrals follow the Safeguarding and Child Protection Policy and Staff Code of Conduct and are recorded separately from pupil records.

The Oldham Local Authority Designated Officer (LADO) is contacted without delay where the threshold is met or advice is required; the current contact route is maintained in the Safeguarding and Child Protection Policy and staff safeguarding quick guide.

12 Implementation and assurance

The Headteacher and authorised HR administrator reconcile the live Single Central Record to recruitment files before opening, after every appointment or role change, and through a documented full audit at least termly. The review samples source evidence, dates, checker identity, contractor and agency confirmations, teaching and management checks, overseas decisions, gaps and action closure. An independent check is commissioned before opening and after any material weakness.

Recruitment decisions, shortlisting, online-search records, references, interview evidence, checks, risk assessments, induction and probation reviews are retained securely in accordance with the retention schedule. DBS certificate information is handled and retained only as permitted. The proprietor receives a concise assurance report; any missing mandatory check prevents the affected work or access until resolved.

Monitoring and review

- Safer recruitment practice is monitored through SCR audits
- Recruitment data is reviewed termly by the proprietor
- This policy is reviewed annually in July and immediately following a statutory change, safeguarding incident, audit finding or identified weakness.