

# Beacon Alternative School CIC (and Alternative Provision)

## Safer-Recruitment Policy



**Date:** October 2025

**Written by:** O'Connell/Field

**Review Due by:** October 2026

**Note:** Beacon Alternative Provision operates under Beacon Alternative School CIC, which is not currently a registered school but is working toward future registration. This policy applies to all staff, volunteers, and contractors working with children across all settings.

### 1. Introduction

Beacon Alternative School CIC is committed to safeguarding and promoting the welfare of children and young people. All staff, volunteers, governors, and visitors are expected to share this commitment. This Safer Recruitment Policy ensures that robust procedures are in place to recruit safe and suitable individuals and to mitigate the risk of harm to children.

### 2. Aims and Scope

The policy aims to:

- Ensure recruitment practices safeguard children and comply with statutory guidance, including **KCSIE 2025**.
- Provide clear procedures for recruiting staff, volunteers, and contractors.
- Promote fairness, transparency, and consistency in recruitment.

This policy applies to:

- Teaching and support staff
- Volunteers
- Supply and temporary staff
- Governors and proprietors
- External contractors working with children

### 3. Recruitment and Selection Procedures

#### 3.1 Planning and Advertising

- All job descriptions and person specifications must reference the school's safeguarding commitment.
- All adverts will clearly state:
  - Commitment to safeguarding and child protection
  - Requirement for **enhanced DBS checks with barred list checks** (where applicable)
  - The organisation's commitment to **equality, diversity, and inclusion**

#### 3.2 Application Process

- Applicants must complete a standard application form requesting:
  - Full employment history, with explanations for any gaps
  - Professional references, including one from the current or most recent employer
  - Declaration of any criminal convictions, cautions, or safeguarding concerns

- **CVs alone are not accepted** in place of a completed application form

### **3.3 Shortlisting and Interviewing**

- Candidates are shortlisted against the person specification.
- Any gaps, anomalies, or safeguarding concerns are explored during interviews.
- Interviews must include:
  - At least one panel member trained in **Safer Recruitment**
  - A safeguarding-related question or scenario
  - Discussion of the candidate's suitability to work with children

### **3.4 Pre-Employment Checks**

The following pre-employment checks are completed for all appointments:

- Enhanced DBS check with barred list information (for those in regulated activity)
- Identity verification
- Proof of right to work in the UK
- Verification of relevant qualifications and professional status
- Overseas criminal record checks, where applicable
- Two satisfactory references
- Health declaration
- Prohibition from teaching checks and Section 128 direction checks (for leadership roles)

All checks are recorded on the Single Central Record (SCR), which is maintained and monitored regularly.

From January 2026, the SCR will be maintained and monitored using LearnTrek, providing a centralised, streamlined record-keeping and reporting system.

### **3.5 Induction**

All new staff, volunteers, and supply personnel receive a safeguarding induction that includes:

- Child protection procedures
- Role and responsibilities of the Designated Safeguarding Lead (DSL)
- Staff Code of Conduct
- Whistleblowing procedures

## **4. Single Central Record (SCR)**

Beacon Alternative School CIC currently maintains a compliant SCR, recording all required vetting checks for:

- All staff (including teacher trainees)
- Supply staff
- Volunteers
- Contractors where applicable
- Members of the proprietor body

The SCR is monitored regularly by senior leadership and forms part of ongoing safeguarding audits.

From January 2026, the SCR will be maintained and monitored using LearnTrek, to ensure continuity, efficiency, and up-to-date record-keeping.

## **5. Ongoing Vigilance and Culture of Safety**

- Safeguarding is everyone's responsibility.
- Staff are expected to report concerns about colleagues promptly under the **Disciplinary Policy** and **KCSIE 2025, Part Four**.
- Regular refresher training is provided to reinforce vigilance and safe practices.

#### **6. Review and Monitoring**

- This policy is reviewed annually by the DSL and Head of Provision, or sooner if statutory guidance changes.
- Compliance is monitored through internal audits, SCR checks, and ongoing evaluation of recruitment practices.