The right support, at the right time

Safer Recruitment Policy

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Policy Adopted	**May 2025**
Policy Published	**May 2025**
Reviewed	**July 2026 – minor amendmenta**
Next Review Date	**September 2027**

This policy sets out the procedures and responsibilities for safer recruitment of employees at the Leading Futures Alternative Provision.

Keeping Children Safe in Education: Safer Recruitment Policy

1. Introduction

1.1 Safer recruitment is an important part of safeguarding children and is the first step towards safeguarding and promoting the welfare of children in education.

1.2 Leading Futures Alternative Provision is committed to safeguarding and promoting the welfare of all learners in its care and expects all staff and volunteers to share this commitment.

1.3 The provision has adopted recruitment procedures that will deter, reject and identify people who might be unsuitable to work with children and young people.

1.4 All elements of this Policy ensure that the recruitment and selection processes:

• Meet the requirements of Keeping Children Safe in Education (KCSiE) updated September 2026
• Include relevant vetting and checking procedures
• include robust induction arrangements
• provide an ongoing training infrastructure

1.5 This policy outlines the steps the provision will take to ensure those employed are safe to work with children and young people.

Its main purpose is:

• to prevent unsuitable people working within the provision
• to attract the best possible candidates
• to create and maintain a safe workforce

1.6 The recruitment and selection process should ensure the identification of those best suited to the job based on the applicant's abilities, qualifications, experience and attitude as measured against the job description and person specification.

1.7 All those involved in recruitment and selection will ensure all processes are conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

3 1.8 The KCSiE framework includes the following policies and guidance:

• Safer Recruitment Policy
• DBS Guidance
• Suitability
• Disqualification Guidance
• Single Central Record Guidance
• Whistleblowing Policy
• Managing Allegations against Staff in the provision

2. Roles and Responsibilities

2.1 It is the responsibility of Leading Futures Alternative Provision Directors to monitor and review the effectiveness of this policy and to be familiar with the DfE guidance 'Keeping Children Safe in Education' and its specific requirements related to Safer Recruitment.

2.2 It is the responsibility of the Directors to ensure that structures are in place to support the effective implementation of this policy and that all appropriate pre-employment checks are carried out on all staff who work at the provision.

2.3 The Directors will ensure before convening any interview panel that at least one member of the interview panel has completed Safer Recruitment Training.

2.4 The Interview Panel will ensure that child protection/ safeguarding matters are central to the interview process.

2.5 Any member of staff involved in the recruitment and selection process will ensure they comply with all the elements of this policy.

3. Scope

3.1 This policy applies to the recruitment of all posts at Leading Futures. In the event of a future Principal/Headteacher appointment the Leading Futures Alternative Provision, Directors will be undertake the arrangements agreed by Leading Futures.

The Directors will act within the framework of this Policy in appointing to all posts.

4 4. Equalities Legislation

4.1 Leading Futures Alternative Education Provision will comply with relevant equalities legislation, including:

• Equality Act 2010 • Employment Relations Act 1999
• Employment Rights Act 1996
• The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
• The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
• The Agency Workers Regulations 2010

4.2 The Directors will promote equality in all aspects of the provision's life, particularly with regard to the advertising of posts, appointing, promoting and paying staff, training and staff development.

It will ensure that its processes are open, transparent and fair and all decisions are objectively justified.

5. The Vacancy

5.1 When a vacancy arises in the provision the Directors, will review the needs of the business and ensure the post to be advertised meets the provisions needs effectively.

5.2 In our provision the Directors will assess and analyse the vacant post taking into account the provisions current and future staffing structure and budget.

5.3 The Directors will consider what type of appointment should be made and will ensure the implications of the different types of contracts are considered prior to advertising.

5.4 When a vacancy arises the Directors will review the particulars of employment. Decisions on advertising and recruitment will be agreed.

6. Employment Protection

6.1 Leading Futures Alternative Provision is committed to fairly considering employees subject to notice of compulsory redundancy for suitable vacancies within the provision.

Directors will ensure details of vacancies are provided to employees at risk of compulsory redundancy and will facilitate consideration for posts, as appropriate.

7. Job Descriptions and Person Specifications

7.1 A Job Description will be produced for each job, which will summarise the duties, responsibilities, content and context of a post. It will be a clear, concise and a fair representation of the post. Job descriptions will be reviewed and updated at least annually as part of the appraisal process and when a post becomes vacant. It will also confirm if the post is/ is not suitable for any flexible working arrangements.

7.2 A Person Specification will be produced for each job, which will list the qualifications, experience, skills, personal attributes, attitudes and behaviours needed to undertake the duties and responsibilities of the post as detailed in the job description. Person specifications will be divided into essential and desirable criteria. All criteria defined as essential will be job specific.

7.3 The Person Specification will confirm how each essential requirement will be assessed during the selection process, e.g. at interview, on the application form etc. The criteria will not be changed after the post has been advertised. Candidates must demonstrate on their application form how they meet the criteria listed on the Person Specification to be shortlisted.

7.4 A prescribed qualification/ status will be used in a person specification if there is a legal requirement and if it can be objectively justified as essential for the role e.g. Teacher, Higher Level Teaching Assistant. Where a qualification is not essential and cannot be justified, the following paragraph will be stated in the person specification “if you do not have the formal qualifications specified but can demonstrate skills or experience of an equivalent standard, we would still be interested in your application”.

7.5 Consideration will also be given when stating the length of experience required for the role to ensure equality of opportunity related to age.

8. Application Form

8.1 A standard Leading Futures Alternative Provision application form will be used for all vacancies.

8.2 The application form is designed so that information regarding the age, disability, ethnic or racial origin and marital status of applicants is confined to the back page.

With the exception of applicants who have a disability, shortlisting will be undertaken without this information being available.

This page will be removed prior to shortlisting but will be recorded for monitoring purposes.

9. Advertising

9.1 The purpose of an advertisement is to attract only the right type of person for the job. Advertisements will give information on the type, age range, location and size of the provision.

9.2 Adverts will appear on the Leading Futures Alternative Provision website as a minimum and may also be advertised on the following as appropriate: local press, The Times Educational Supplement, the Careers Service and Job Centres.

9.3 Consideration should also be given to advertising in other media to target underrepresented groups.

9.4 Where it is appropriate that a post be filled from within the provisions current staff, such an appointment will be based on internal advertisement and open internal competition.

9.5 The aim of adverts is to give enough information to persuade suitable applicants to seek further details.

Adverts will:
• state the post title and function
• pay (including, as appropriate, the pay range, hourly rate and any allowances)
• the contractual status
• the hours/ full-time equivalent and location
• contain brief information from the job description and essential criteria from the person specification
• include, where appropriate, the statement “if you do not have the formal qualifications specified but can demonstrate skills or experience of an equivalent standard, we would be interested in your application”
• include the statement “The appointment will be subject to enhanced DBS clearance (including a check on the children’s barred list for those working in regulated activity) for the successful applicant. We are committed to Safeguarding and promoting the welfare of children. We follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education. We are also committed to Equality and Diversity. Sorry but CV’s will not be accepted”.
• contain language that is non-gender specific and avoid phrases which imply age restrictions
• Include a copy of the provisions safeguarding policy and/ or a link to the provisions safeguarding policy on the Provisions website
• contain a contact number for an informal discussion about the vacancy, or to arrange a visit to the provision, if appropriate
• specify a closing date for applications
• state the date of the interview(s)

9.6 As an equal opportunities’ employer, Leading Futures Alternative Provision guarantees an interview for disabled applicants who meet the essential criteria of the post.

10.The Recruitment Information Pack

10.1 Applicants responding to adverts will receive appropriate information about the post either electronically or via the Leading Futures Alternative Provision website to assist them in deciding whether or not to proceed with an application.

10.2 The main details which all applicants for posts will receive are:

• Application Form (incorporating Recruitment Monitoring Form)
• Covering letter - this will include details of the closing date, interview date (where known), telephone contact number, process for rejection, i.e. whether candidates should assume they have been unsuccessful after a certain date. The letter will confirm contact details if the candidate requires reasonable adjustments to be made. Details of the post being subject to a DBS check will also be included.
• Job Description and Person Specification
• Any specific job-related information (i.e. organisation chart and additional information)
• Any relevant background information regarding the provision and local area.
• Child protection policy/ safeguarding statement
• Safer recruitment policy

10.3 The pack will normally be sent within 48 hours of the applicant's request.

11. Receipt of Application Forms

11.1 The application form will be used for all the provision's vacancies. CVs are not acceptable.

11.2 If a candidate submits only a CV before the closing date for the post, they will be given the opportunity to complete an application form with a request to return the completed form before the closing date. If an applicant is unable to complete an application form due to a disability, consideration can be made for accepting CVs if alternative formats are not suitable/ available.

11.3 Applicants must fully complete the application form. Any application form received and deemed to not be fully completed will not be shortlisted.

11.4 Application forms received after the closing date will only be considered in exceptional circumstances, e.g. where proof of posting indicates undue delay through no fault of the applicant. Any decision made to accept an application after the closing date will be recorded with the reason(s).

11.5 Receipt of applications will not be acknowledged.

11.6 No shortlisting will take place until after the closing date. Personal information about the candidate such as age, gender and marital status on the Recruitment Monitoring Form will be detached on receipt and not shown to anyone involved in the shortlisting.

12. Shortlisting

12.1 Shortlisting will be undertaken with reference to the criteria outlined in the job advertisement and will be undertaken by a panel or be delegated to the Directors, assisted by appropriate members of staff. A minimum of two people will always be involved in shortlisting. At least one of those who undertake the shortlisting process will also be involved in the subsequent selection/ interview. If possible, one of these will be the line manager to whom the successful candidate will report. Wherever possible panels involved in the process will ensure a gender mix.

13.Objective Assessment

13.1 Each application form will be carefully considered, and applicants will be assessed against the criteria listed in the person specification. Those shortlisting will apply the criteria from the person specification objectively based on the information provided within the application form.

13.2 The selection criteria will be applied consistently to all applicants, whether internal or external, and each applicant will be dealt with in the same way. Candidates who are shortlisted must always meet the essential requirements of the post - the desirable criteria may be used as an additional filter to reach the final shortlist.

13.3 Applicants who do not have the formal qualifications specified, but can demonstrate skills of an equivalent standard, should be considered for the shortlist with exception of QTS if appropriate.

14.Equality Issues

14.1 Leading Futures Alternative Provision will guarantee an interview to candidates with a disability who meet the essential criteria in the person specification and consider them on their abilities. Once all the application forms have been received, they will be checked as to whether any applicant has declared that they have a disability and whether any adjustments are required for interview.

14.2 If a candidate has a disability where they are likely to be at a substantial disadvantage because of working arrangements, then the provision is legally required to consider any reasonable adjustments which could be made at the workplace if they were to be appointed.

15.Numbers to Shortlist

15.1 If a large number of applicants meet the essential criteria on the person specification, the selection panel may use the desirable criteria. If this is not effective in reducing the number, pre-screening may be used to reduce the numbers before the main selection process takes place. Applicants who declare a disability will not be part of any pre-screening.

16.Recording the Decision

16.1 The results of shortlisting will be recorded on the standard Recruitment Selection Form with clear reasons given for shortlisting or rejecting each applicant, and marks allocated against the criteria on the person specification.

16.2 Information obtained during the shortlisting process will be treated as confidential. Comments recorded as to why applicants were or were not included will not be disclosed outside of the selection panel, or only to an applicant who requests feedback on why they were not shortlisted for the vacancy.

17.The Interview and Selection Process

17.1 The main objective of the interview / selection process will be to:

• determine each candidate’s suitability for appointment as measured against the person specification
• give all candidates a fuller picture of the job
• select the right person for the job

17.2 One member of the Interview Panel will be nominated as the Appointing Officer with overall responsibility for making the final decision.

18.Contacting Shortlisted Candidates

18.1 All candidates will receive 5 days' notice of the date for interview (apart from exceptional circumstances). Candidates will receive written confirmation of their invitation to interview which will state the following:

• details of the nature of the selection process
• the selection panel
• the interview / selection process time and venue
• any reasonable adjustments which disabled candidates need in relation to the selection process
• confirmation of documents needed for evidence checking e.g. original certificates relating to professional or educational qualifications.

18.2 Shortlisted candidates will be sent a disclosure form along with the written confirmation (above) in which they are required to send back to the Leading Futures Alternative Provision 24 hours before interview

18.3 Online checks:
• An online check will also be undertaken of all shortlisted candidates prior to interview.
• This will be undertaken by a member of staff who is not a member of the interview panel and who will not be an immediate colleague of the candidate.
• This will be a check of the full name (including any previous surnames) via an internet search, this will not be a social media search.
• Should any concerning information be found via this search the person undertaking the check will share this information with the chair of the interview panel, only if this is relevant to their suitability to work with children. They will seek appropriate advice from HR if they unsure before sharing this information with any interview panel member.
• A record that this check has been undertaken and any action that was taken as a result will be referenced on the employee file should they be appointed.
• This information would be discussed with the candidate at interview and any response recorded as part of the recruitment process.

18.4 The successful candidate will be subject to a DBS check. All candidates will need to bring evidence of their identity with them to the interview.

19.Visits by Candidates

19.1 Shortlisted candidates are given an opportunity to visit Leading Futures Alternative Provision while it is operating and should be able to meet and talk to other members of staff who will not form part of the selection process.

20.Selection Panel

20.1 The interviewing panel should be constituted according to the determination of the Directors. Interviews will be conducted by panels of at least two people, wherever possible, with a gender balance.

21.The Interview Process

21.1 All vacancies will require a face-to-face interview which will explore each applicant's ability to do the job applied for as set out in the job description and person specification.

21.2 During the interview candidates will be asked the same pre-prepared core questions. The process will give all candidates an equal chance to demonstrate their suitability for the job.

21.3 Supplementary questions can be asked of candidates based on responses during the interview and also any questions which arose from the application form.

21.4 All members of the interview panel must remain objective and ensure they give each candidate equal opportunity during the interview.

21.5 Each panel member will be responsible for keeping clear, concise objective notes of the interview process which will be available to candidates should they so request afterwards.

21.6 Any information disclosed by the candidate on their application form related to allegations, disciplinary action, cautions or convictions will be discussed during the interview.

21.7 Candidates will have the opportunity at the end of the interview process to ask questions about the job or the provision. The Chair of the panel will ensure the candidates are aware of the decision-making timescales and how decisions will be communicated.

22.Declaration of Interest

22.1 Any person on the interviewing panel who has any interest in, or is related to, any of the applicants will declare that interest or relationship so that all the other members of the interviewing panel are aware of it. If appropriate such a person may be removed or replaced on the selection panel.

23.Other Selection Methods

23.1 The selection process will normally involve at least one other selection method in addition to the interview.

23.2 Oral Presentation - If this is a requirement of the job being applied for, candidates will be advised in advance if they will be expected to make a presentation and what is expected of them.

23.3 Written Tests - This could involve a job-related task which requires a reasoned written response, testing each candidate's ability to supply and draw from their own experience and knowledge, and their ability to communicate effectively.

23.4 Observing Teaching (or other practical task/ activities relevant to the position) - See Visits to Candidates (Teaching Staff). Any observations undertaken during on the selection day will follow a similar process and will be outlined to the candidates in advance.

23.5 Psychometric Tests - If psychometric tests are to be used, they will be used as an aid to all other selection assessment material. Psychometric tests should only be administered by someone trained in their use. The administration of the test can be amended / changed to ensure disabled candidates are given an equal opportunity to participate.

24.Equality Issues

24.1 The interview panel will be mindful of equality legislation to ensure questions do not indicate any form of discrimination; however, issues of disability which may affect the job should be addressed positively and discussed during the interview.

24.2 The panel will discuss with the candidate during the interview, what reasonable adjustments would be required in order to fulfil the role of the post. If the post is exempt from the Rehabilitation of Offenders Act 1974, evidence of the candidate's identity will be checked and recorded before the end of the interview. This will be included on the person specification.

25.Asylum and Immigration Check

25.1 In line with the Asylum and Immigration Act 1996, the provision is required to check that employees are legally able to reside and work in the UK.

To adhere to this requirement, candidates for interview will be asked to bring with them a copy of one of the following:

• A passport showing that the holder is a British citizen or has a right of abode in the UK.
• A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card.
• A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland
• A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the UK as the family member of a national from a European Economic Area country or Switzerland who is resident in the UK.
• A passport or other travel document endorsed to show that the holder can stay in the UK; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
• An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

25.2 If the applicant is unable to produce a document from the list above, then they must produce two documents from the Asylum and Immigration checklist.

25.3 A photocopy of the relevant document will be taken and kept as part of the employee's personal file.

26. Feedback

26.1 One member of the interview panel will contact each candidate (whether successful or not) to be offered feedback on how they performed during the process. This will normally be within 5 working days of the interview.

27.Pre-employment Checks

27.1 Appointments are subject to all of the pre-employment checks detailed below and any offer of employment will be conditional subject to satisfactory receipt of all such checks.

27.2 Once all the pre-employment checks have been received and deemed to be satisfactory by the Directors, an unconditional offer of employment will be confirmed.

28. References

28.1 References will be requested for all shortlisted candidates (including internal candidates) prior to interview and in sufficient time for them to be made available to the interviewing panel. An exception may be made when a candidate requests clearly on their application form no contact with their referee(s) should be made until they have been formally offered the post in question.

An offer of appointment will not be confirmed until all references have been received and are deemed to be satisfactory.

28.2 The Appointing Officer will contact the referee directly in order to clarify any aspect of the reference.

Any telephone discussion with a referee will be recorded with full notes kept of the conversation.

28.3 References received will, on request, be disclosed to applicants under Data Protection and Freedom of Information law.

28.4 Interview/ selection panel members should not act as a referee unless in exceptional circumstances (e.g. with internal candidates). Candidates should be asked to name an alternative referee.

28.5 References will be used to check the appointment and to reinforce decisions made as part of the interview/ selection process. References will be checked against information on the application form and from the interview/ selection process.

29.Information to Referees

29.1 Requests for references will be on the Leading Futures Alternative Provision standard reference request form. Requests will be accompanied by the job description and person specification.

References received before the interview process will be checked by the appointing officer / chair of the interview panel prior to the interview. References will be shared with other panel members after the interview. The appointing officer/ chair of panel will clarify or probe any discrepancies from within the reference during the interview if appropriate.

30.Need for References

30.1 At least two references will be required, one from the current employer and one from the other most recent employer.

A reference will also be requested from a previous school / education employer should the current and most recent not be in this category. In addition, a reference may also be requested from a previous employer where a candidate previously worked with children.

30.2 References will be sought directly from the referee. References provided directly by the candidate with the application form or at interview will not be accepted.

30.3 Previous employers not named as referees may be contacted to clarify any anomalies or discrepancies. This will only be in relation to administrative details and not used as an informal means of canvassing views as to any applicants' potential suitability for the post being applied for. On such occasions, the candidate will be notified in the first instance.

31. Qualifications

31.1 All shortlisted candidates will be asked to bring with them to interview any relevant original qualification certificates (i.e. stated as essential requirements in the person specification). If these documents are not available at the interview, the Appointing Officer will inform the candidate that, if successful, they will be required to provide the certificates prior to the offer of employment being confirmed.

32.Pre-employment Medical Check

32.1 Pre-employment medical checks are used solely for determining the fitness of a prospective employee for a specific post, and to ensure their placement in a post will present no risk to the health of the applicant or other employees.

32.2 Appointments are contingent upon satisfactory medical clearance from Occupational Health. If any concerns regarding suitability for the role arise, a discussion will take place to explore reasonable adjustments.

The Appointing Officer will ensure that the medical questionnaire includes an accurate and up to date summary of the physical and mental requirements of the job. The successful candidate(s) will be provided with either a hard copy or electronic copy of the medical questionnaire with the conditional offer letter.

Candidates must then return this to Occupational Health as soon as possible. The Appointing Officer will receive confirmation from Occupational Health once the candidate receives appropriate medical clearance.

32.3 All clinical information is confidential and will not be released to management unless there is a specific need to do so, and the consent of the applicant has been obtained. Adjustment of duties, assistance with equipment or adjustment to premises should be part of any assessment.

33. Disclosure and Barring Service Checks (DBS)

33.1 All posts which involve working directly with children & young people in all education settings are exempt from the Rehabilitation of Offenders Act (1974), Section 4 (2) by virtue of the Rehabilitation of Offenders Act (1974) (Exemption) (Amendment) Order 1986.

Candidates for these posts are obliged to declare any pending court actions, all previous criminal convictions, bind over orders or cautions, which for other posts would be considered spent. Failure to disclose this information could lead to the offer of employment being withdrawn.

33.2 Checks must be carried out in accordance with current DfE guidance. For most appointments, an enhanced DBS certificate, which includes barred list information, will be required as the majority of staff will be engaging in regulated activity.

All posts within the provision require an enhanced DBS certificate. Therefore, a satisfactory DBS certificate must be obtained prior to a new employees start date. The successful employee will be required to provide the DBS certificate to the Directors as soon as possible after receiving it.

Employees will be required to undertake a new DBS where there has been a break in service of 3 months or more, duties required have significantly changed or additional information has been brought to the Trust's attention'.

33.3 A criminal background will not automatically debar an applicant from employment. Where a DBS check discloses information not previously disclosed by the individual and discussed at interview stage, they must be interviewed by the Directors who will make a final decision as to whether or not employment will be confirmed.

33.4 Information given by candidates will be treated in the strictest confidence. Access to the information given will be restricted to those with legitimate need to see it.

34.Overseas Applicants and Checks

34.1 If a candidate has lived or worked overseas in the five years prior to appointment, a 'Certificate of Good Conduct' must be obtained and provided by the candidate. If an applicant is unable to obtain the document the must provide evidence confirming the attempts made and then a risk assessment will be undertaken by the Directors regarding confirmation of employment. All other pre- employment check must be satisfactorily completed.

35.Childcare Disqualification Declaration

35.1 All appropriate applicants must complete the Leading Futures Alternative Provision Self-declaration form in relation to the Childcare Disqualification Regulations 2009.

Where a positive declaration is made the Directors will meet with the individual to discuss the declaration further.

Employment will not commence until appropriate decision is made by the Directors.

36.Teacher Status & Prohibition Check

36.1 The provision will undertake a check against the Department for Education 'Employer Online Service' to confirm that a teacher has qualified teacher status and is not prohibited from teaching.

37. Proof of Identity and Right to Work in the UK (Asylum and Immigration Act)

37.1 All applicants will be required to provide evidence of identity in line with the Asylum and Immigration Act 1996.

The provision is required to check that employees are legally able to reside and work in the UK. To adhere to this requirement, candidates for interview will be asked to bring with them appropriate evidence of identity.

38.Offer of Appointment

38.1 The offer of employment will be confirmed in writing by the Directors to the successful candidate(s) as soon as possible after the interview. This will be a conditional offer of employment and is subject to satisfactory receipt of all pre-employment checks.

38.2 Once all pre-employment check has been satisfactorily received a formal unconditional offer of appointment will be confirmed in writing by the Directors to the successful candidate.

38.3 Within 2 months of the successful candidates start date, the individual will receive a statement of written particulars.

38.4 The Appointing Officer will send all appropriate information from the recruitment process to HR.

39.Equalities Issues

39.1 If a candidate requires any adjustments to be made to enable them to do the job, these will be discussed with the individual prior to their start of employment.

40. Recruitment Monitoring

40.1 Leading Futures Alternative Provision will monitor its recruitment processes and provide information on the ethnic origin of applicants to fulfil its duty under the Equality Act 2010.

40.2 All applicants are required to complete an equal opportunities recruitment monitoring form as part of their application form. This form will be detached and stored separately and is not seen by any member of the selection panel.

40.3 Examples of the type of information gained from the monitoring process include:

• numbers of applicants for posts
• gender breakdown of applicants
• age breakdown of applicants
• ethnicity of applicants
• disability status of applicants
• where adverts are seen

40.4 After an appointment has been made, the Appointing Officer is responsible for the completion of the Recruitment Selection Form.

This form, together with all other interview and selection documentation will be retained within the provision for a minimum period of 6 months after appointment.

41.Single Central Record

41.1 Leading Futures Alternative Provision will keep a single central record of all the pre-employment checks of employees (including supply staff) who work in the provision in accordance with KCSiE and Ofsted. Volunteer information will also be part of this record. The provision maintains the SRC.

42.Induction & Ongoing Training

42.1 All new employees will be subject to the Leading Futures Alternative Provision induction process during the first term of their employment.

42.2 In addition the provision recognises that as part of its commitment to create a safe workforce and culture it needs to ensure all staff receive appropriate personal and professional development.

42.3 The aims of the induction process are to:

• familiarise employees with their new environment
• be aware of the appropriate behaviours and standards of conduct expected
• help them to develop skills and the knowledge to do their job
• gain an awareness as to how their post relates to the rest of the provision
• gain an awareness of the culture of Leading Futures
• become a motivated and effective member of staff as quickly as possible

42.4 Training opportunities will be identified and agreed during an employee's annual appraisal. The Leading Futures Alternative Provision will ensure all employees receive appropriate training in accordance with any statutory or other requirements/ priorities as well as to ensure its on-going commitment to developing employees.

43.Monitoring and Review

43.1 Leading Futures Alternative Provision will monitor the outcomes and impact of this policy on an annual basis.

LEADING FUTURES ALTERNATIVE PROVISION STAFF APPLICATION FORM

Completing the Form

Please take the time to complete all sections of the application form. This is the first stage of the recruitment process which may lead to an interview and the possible offer of employment.

- Ensure that you have given your name and address accurately so that we are able to contact you.
- We are interested in your experience, and any skills or training you have completed which would support the requirements of the job you are applying for. Please also include any non-work activities that are relevant.
- It is important that you sign the form.
- We ask everyone to complete an application form, so please do not send a C.V.
- Remember, we select candidates for an interview based on what is written in the application form.

Jobs Working with Children

The post for which you are applying will involve working with children. In order to ensure the safety of children, your application will be subject to rigorous pre-employment checks in line with Department for Education Statutory Guidance, Keeping Children Safe in Education.

Please read this information carefully:

- The references you have offered will be contacted. We also reserve the right to contact any other previous employer for a reference.
- We will take into consideration relevant information received from any source. This may include information held by this authority, for example in Social Care or Education, and information received from other external authorities or bodies.
- You will be required to provide proof of any educational qualifications or memberships of professional bodies that are stated in your application form.
- You will be asked to submit original proof of identification, such as a birth certificate, National Insurance number, passport or driving licence. You will also be asked to submit all marriage certificates in cases where you have changed your name, and previous address details.
- You will have to complete a medical questionnaire and may be required to meet with our occupational health physician.

Criminal Record Checks:

- This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) and the Criminal Justice and Court Services Act 2000. It is also covered by the Protection of Children Act 1999.

- A caution or conviction will not necessarily prevent you from applying for the post. There are, however, certain offences which will prevent you from working with children under the regulations made under the Children's Act, including Schedule 1 offences such as sexual and violent offences.
- If you are shortlisted for the post, and invited to interview, you will be required to complete a self-declaration form in relation to any criminal convictions. This must be submitted prior to the interview, failure to do so could result in the offer of an interview being withdrawn.
- At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- Prior to any offer of employment being made, you will be required to complete a Disclosure Application Form. Once completed, this disclosure form will be sent to the Disclosure and Barring Service. The DBS will search Police Force, Department of Health, and Department for Education & Skills records for relevant information. The DBS will inform you of the result of their search and issue you with a DBS certificate. They will also send a notification via the online DBS system to Wolverhampton Council and Leading Futures Alternative Provision to confirm whether this check is clear or not. You will still be required to bring in your original certificate to the school for verification.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Online Checks:

In line with the Statutory Guidance Keeping Children Safe in Education an online check will be undertaken for all shortlisted candidates prior to the interview.

- Someone who is not on the interview panel will undertake this search and only share information obtained with the panel should this have implications around your suitability to work with children.
- The panel may ask you specific questions about any information obtained via this online search if appropriate.
- All information given/obtained will be treated as strictly confidential and will be stored securely.
- For disclosure information and services please visit the DBS homepage on their web site www.homeoffice.gov.uk/dbs.
- If you do take up employment, it is necessary for you to inform the Directors of any cautions, bind overs or convictions you sustain during the subsequent course of your employment.

IMPORTANT - WE WILL REPORT ALL PERSONS TO THE RELEVANT AUTHORITIES WHO ATTEMPT TO OBTAIN EMPLOYMENT WHILST THEY ARE BARRED FROM WORKING WITH WORKING WITH CHILDREN.

Privacy Notice under the Data Protection Act (General Data Protection Regulations from 26th May 2018)

We are collecting Personal Identifiable Information to enable us to process your job application and to monitor against statutory requirements e.g. Equality Act 2010. This information is being processed under DPA – Schedule 2 (2a) (GDPR 2018 -Article 6 (1) b) and DPA – Schedule 2 (2a) (GDPR 2018 – Article 9 (2) b).

If you are successful and subsequently appointed this information will be used for the purpose of:

- contractual obligations as an employer
- to keep you informed on matters relating to your employment
- detection and prevention of fraud and over payments from the public purse
- completion of statutory returns
- improving the management of its workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling monitoring of protected characteristics to support compliance with the Equality Act 2010
- supporting the work of the School Teachers' Review Body, if you are a teacher

This information will be treated as confidential and will not be used when short-listing or deciding on whether an applicant is successful or unsuccessful in obtaining employment. If you are successful in obtaining employment with us, we will retain this information for the period of your employment and for 6 years following the end of your employment.

If you are unsuccessful in obtaining employment, your data will be retained for 6 months from the time of applying. Once it reaches this retention end date it will be deleted/destroyed along with any other information gathered throughout the recruitment process.

We will not share any Personal Identifiable Information collected with external organisations unless, excluding our HR & payroll Provider or unless required to do so by law.

By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

Equal Opportunities:

To ensure we meet our commitments in relation to Equal Opportunities we need to collect information about our job applicants. It would help us greatly, therefore, if you would complete the Monitoring Form attached to the application form fully.

- When your application is received the Monitoring Form will be removed before the form goes to those involved in shortlisting for interviews.
- Those involved in shortlisting and interview will not know what information is on the Monitoring Form.

If you require any help or have any questions about the recruitment process, or you are unhappy about the way you are treated or have any suggestions as to how we can do better, please contact the Leading Futures Alternative Provision directly.

Whatever the outcome of your application, thank you for the interest you have shown in working with us.

EMPLOYMENT APPLICATION FORM FOR ALL STAFF

Please complete the relevant parts of this form

Job Title: **Closing Date:** **Application to be returned to e.rennie@leadingfutures.uk**

1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Initials: **First Name(s):** **Surname/Family name:** **Correspondence Address:** **Postcode:** **Contact Number:** **Email Address:**
If this post is available for job share, do you wish to be considered on this basis? **Yes [ ] No [ ]**
Teaching posts only **Teacher Reference No:**

2. EDUCATION AND TRAINING

Please give details of secondary, further and higher education, examinations passed, other relevant training undertaken and memberships of any professional bodies. Please note that you will be asked to bring along original certificates at the interview if you are shortlisted.

Name of School/ College/ University/ Professional Body/ Institution	Period of study or membership	Subject and type of qualification or course	Grade/ Membership Number

3. CURRENT OR MOST RECENT EMPLOYMENT

Post Title:	
Employer and Address: **Tel. No:** **May we contact you on this number?**	**Date appointed:** **Date left (if applicable):** **Reason for leaving:**
Present wage/salary £ **Please specify type and value of any allowance included in the above**	**Notice required/ date available for employment:**

4. PREVIOUS EMPLOYMENT/ EXPERIENCE

Starting with the most recent please list previous experience. All time since leaving full time education should be accounted for. Additional sheets may be added.

Name and address of Employer	Post Title/Brief outline of duties (including Salary/Grade)	Dates	Reason for leaving

5. GAPS IN EMPLOYMENT

Please detail below any gaps in your employment or education

6. SUPPORTING STATEMENT

Please set out below any further information which you feel supports your application. This should include a description of your duties and responsibilities in your current or most recent post. Include any other experience that you feel is relevant to your application. In completing this section take as a guide the contents of the job description of the post for which you are applying.

For teaching posts, please include details of your induction / probation, if appropriate, and if newly qualified, details of your teaching practice if you have not previously covered this.

Use a separate sheet if necessary, ensuring that each additional sheet bears your name, and the title and location of the post for which you are applying. C.V.'s are not accepted and if included will not be forwarded to the shortlisting panel.

7. REFERENCES

Please give details of two referees whom we may ask about your suitability for the post. One of these should be your current or most recent employer. Referees must not be related to you. References will normally only be taken up if you are selected for interview. We reserve the right to approach your current and **any** previous employer.

Please note that if this is a post working with children or vulnerable adults, references **will** be taken up prior to interview. If you have any questions regarding this, please contact the provision directly. If you inform your referees that you have put their details forward it may reduce delays if references are requested.

*Please indicate if this is a work or personal referee.

Referee 1	**Referee 2**
Name:	**Name:**
Address:	**Address:**
Tel. No.	**Tel. No.**
Email:	**Email:**
Occupation:	**Occupation:**
Work/Personal*	**Work/Personal***

8. OTHER INFORMATION

Are you, to your knowledge, related to any other employees?

If yes, please give details:

Name:

Relationship:

Criminal Convictions

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Should you be shortlisted for interview you will be asked to declare on a separate form whether you have any convictions or cautions that are not "protected" in line with this legislation. Further information on the filtering of these cautions and convictions can be found in the DBS filtering guide.

Online Checks

In line with the Statutory Guidance Keeping Children Safe in Education, an online check will be undertaken for all shortlisted candidates prior to the interview.

Someone who is not on the interview panel will undertake this search and only share information obtained with the panel should this have potential implications around your suitability to work with children.

The panel may ask you specific questions about any information obtained via this online search if appropriate.

All information given/ obtained will be treated as strictly confidential and will be stored securely.

9. YOUR SIGNATURE

I certify that details provided on this form and supporting papers are true. I understand that the provision of false or misleading information given in response to any questions on this form or the failure to disclose information will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1984 and any subsequent legislation.

Signature of applicant: **Date:**

For office use only

Reason for not shortlisting:

Reason for not appointing:

IN ORDER FOR US TO MONITOR OUR COMMITMENT TO EQUALITY OPPORTUNITIES, PLEASE COMPLETE THE FORM OVERLEAF

EQUAL OPPORTUNITIES MONITORING FORM

In order to measure the effectiveness of our commitment to Equal Opportunities, we need to collect information on people who apply for our jobs. To enable us to do this, please complete the details below. Some of the information on this form may be considered sensitive personal data under the Data Protection legislation and by completing and returning this monitoring form, you will have deemed to be giving your explicit consent to the processing of the data for Equality Monitoring purposes.

This information is separated on receipt of your form and is not seen by anyone involved in short listing your application. You do not have to complete all of this section if you don't want to.

Please complete in **BLOCK CAPITALS**

Post Title:

Mr/ Mrs/ Miss/ Ms/ Dr/ Other:

Full names (including name and surname (family name):

What is your date of birth? __ / __ /_____

What is your gender? Male □ Female □

Do you have any long-standing illness or disability that limits your daily activity?

Yes □ No □ Rather not say □

Are you caring for someone who has a long-standing illness or disability that limits their daily activities?

Yes □ No □ Rather not say □

Do you belong to any particular religion or hold particular beliefs?

Christian □ Hindu □ Muslim □ Sikh □ Other (please state) □

No religion □ Rather not say □

What is your ethnicity (please tick)?

White		Mixed/multiple ethnic groups		Asian/Asian British		Black/African/ Caribbean/Black British		Other ethnic group	
English/ Welsh/ Scottish/ Northern Irish/ British		White and Black Caribbean		Indian		African, please write country of origin		Arab, please write country of origin	
Irish		White and Black African		Pakistani		Caribbean		Chinese	
Gypsy or Traveller		White and Asian		Bangladeshi		Any other Black/ African/ Caribbean/ Black British background, please write in		Any other ethnic group, please write in	
Polish		Any other mixed/ multiple ethnic background, please write in		Any other Asian background, please write in					
Any other white background, please write in									

What is your sexual orientation?

Straight/heterosexual ☐ Lesbian/Gay ☐ Bi-sexual ☐ Rather not say ☐

Would you describe yourself as trans-gender?

Yes ☐ No ☐ Rather not say ☐

Are you an agency worker?

Yes ☐ No ☐

Thank you for taking the time to complete this monitoring questionnaire

Appendix 2 – Standard Disclosure Form

Self-Disclosure Form

You are being asked to complete this form because the role you are applying for is covered by the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales or the Rehabilitation of Offenders (Northern Ireland) Order 1978 and involves contact with children or young people.

As the role you have applied for involves contact with children, you will also be required to undergo the relevant vetting and barring checks.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access any information held about you.

Name:	
Previous name(s):	
Address with postcode:	
Telephone/ mobile number:	
Date of birth:	
Criminal record declaration This role is covered by the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales, or the Rehabilitation of Offenders (Northern Ireland) Order 1978. You are therefore only required to declare unspent conditional cautions or convictions.	
Do you have any unspent conditional cautions or convictions in the UK or overseas?	YES ☐ NO ☐

If yes, please provide further information:	
Conduct declaration	
Have you ever been known to any children's services department or police as being a risk or potential risk to children?	YES ☐ NO ☐
If yes, please provide further information:	
Have you ever been dismissed for misconduct from any paid or voluntary position previously held by you?	YES ☐ NO ☐
If yes, please provide further information:	
Have you ever been under investigation for or subject to any disciplinary sanctions in relation to your conduct at the time of your employment?	YES ☐ NO ☐

If yes, please provide further information:	
Have you ever been subject to any sanctions being placed on your professional registration, by a regulatory or licensing body in any country? (as applicable) Sanctions may include: Warnings, conditions, limitations, suspensions removal or any other restrictions that may have applied to your professional registration.	YES ☐ NO ☐ N/A ☐
If yes, please provide further information:	
Confirmation of declaration (tick box below)	
☐	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn, or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.
☐	In accordance with the organisation's procedures if required I agree to provide a valid criminal record certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.

☐	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
☐	I understand that the information contained on this form, the results of the criminal record check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.

By signing below, I confirm that the information I have provided on this form (or attached) is accurate. I understand that this information will not necessarily prevent me from being employed or appointed in the role above, and that I will be given an opportunity to discuss any concerns you might have before you make a final decision on my suitability for the role.

Signature of candidate:	
Print name:	
Date:	

Appendix 3 – Leading Futures Alternative Provision Applicant Shortlisting Form

Applicant Shortlisting Form

Applicant Name: _____

Position Applied For: _____

Leading Futures Alternative Provision is committed to equal opportunities and inclusivity. As part of this commitment, any applicant who declares a disability and meets the essential criteria for the role will automatically be shortlisted for an interview.

Has the job description and person specification been read and understood and referred to during the shortlisting process?	Y [ ] N [ ]
Has the equality monitoring form been removed from the application form before considering the applicant for employment?	Y [ ] N [ ]
Has the applicant completed the application form fully?	Y [ ] N [ ] If no, what sections are incomplete?
Has the applicant met the criteria outlined in the job description?	Y [ ] N [ ] If no, explain why.
Does the applicant hold the appropriate qualifications, as outlined in the job description?	Y [ ] N [ ] If no, does the job description state that the appropriate training will be provided?
What is the highest level of qualification held by the applicant?	State the qualification here:
Has the candidate fully outlined their employment history and relevant experience on the application?	Y [ ] N [ ]
Do you recommend that the applicant is invited to attend an interview?	Y [ ] N [ ] If no, what are the reasons? (Lack of experience/ training/ qualifications etc.)

Are there any gaps within the applicant's employment history that need to be discussed at interview?	Y [ ] If yes, write the dates below. N [ ]
Were any additional points raised in the application form that should be discussed during the interview? (E.g. Reasonable adjustments required/ explicitly stated impairments or disabilities etc.)	Y [ ] If yes, state the points below. N [ ]

Name of person shortlisting the applicant: _____
Signature: _____
Date: _____

Appendix 4 – Leading Futures Alternative Provision
Interview Question Template

Interview Questions – INSERT ROLE

Applicant Name	
Role	
Date and Time of Interview	
Interview Panel	*At least two people and a gender balance if possible*
Interview Lead	
Has at least member of the panel completed safer recruitment training?	[ ] Yes [ ] No
Name of person who has completed safer recruitment training	*At least one member of the panel must have completed this training*
Has the applicant submitted the standard disclosure form before the interview?	[ ] Yes [ ] No
Are any reasonable adjustments needed to conduct the interview?	[ ] Yes [ ] No
Have copies of official identification documents and qualification certificates been taken?	[ ] Yes [ ] No If no, why? *Explain to the applicant that if they are successful, these copies will be kept in their employment file. If unsuccessful, the copies will be destroyed*

Outline to the applicant:

- An overview of the role
- The particulars of the contract – FT / PT, fixed term contract, permanent contract, timings of the day
- How the interview will unfold. Explain the interview panel will take notes as they go through the interview
- Refreshments available

Response grading to questions:

1 – No response, unable to share understanding and experience (training would be essential before starting the role)
2 – Limited response, little understanding and experience (training would be essential and heavily supported to start role)
3 – Satisfactory response, some understanding and experience (training would be necessary)
4 – Good response, shows sound understanding and experience (training would be ongoing)
5 – Strong response, clear understanding and strong experience (develop into a trainer / expert)

Question Number 1	
Applicant Response	
Suggested Responses	
Grading	
Question Number 2	
Applicant Respons3	
Suggested Responses	
Grading	
Question Number 3	
Applicant Response	
Suggested Responses	
Grading	
Question Number 4	
Applicant Response	
Suggested Responses	

Grading	
Question Number 5	
Applicant Response	
Suggested Responses	
Grading	
Question Number 6	
Applicant Response	
Suggested Responses	
Grading	
Question Number 7	
Applicant Response	
Suggested Responses	
Grading	
Question Number 8	
Applicant Response	
Suggested Responses	
Grading	
Question Number 9	
Applicant Response	
Suggested Responses	
Grading	
Question Number 10	*Safeguarding Scenario and Question*
Applicant Response	
Suggested Responses	
Grading	

Additional Questions	
Does the applicant have anything they wish to ask?	[ ] Yes [ ] No Record questions asked:
Does the applicant have anything they wish to disclose?	[ ] Yes [ ] No Record any disclosures made:
Does the applicant feel the application process has been fair?	[ ] Yes [ ] No
Are they still a firm candidate for the role?	[ ] Yes [ ] No
Applicant Task	
Has this task been communicated to the applicant prior to the interview?	[ ] Yes [ ] No
Outline of task	Insert description of task
Comments regarding performance of task	