

Remedicare Education Services

Safer Recruitment Policy

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1. Introduction

Remedicare Education Services is committed to safeguarding and promoting the welfare of children and young people. As an Alternative Provision provider, we recognise that safer recruitment is a fundamental safeguarding responsibility and an essential part of protecting learners from harm.

All recruitment decisions are made with learner safety as the highest priority. Remedicare Education Services ensures that all individuals appointed to work with learners are suitable, appropriately checked, and able to contribute positively to a safe and supportive learning environment.

This policy sets out the procedures followed by Remedicare Education Services to ensure recruitment practices comply with statutory safeguarding guidance, including Keeping Children Safe in Education (KCSIE) 2026, relevant Disclosure and Barring Service (DBS) requirements, and safer recruitment expectations.

2. Purpose

The purpose of this policy is to:

- Ensure all recruitment processes prioritise safeguarding.
- Prevent unsuitable individuals from working with learners.
- Provide clear safer recruitment procedures for all staff involved in recruitment.
- Ensure appropriate pre-employment checks are completed.
- Ensure all staff understand their safeguarding responsibilities.
- Maintain accurate recruitment records.
- Promote a culture where safeguarding is embedded throughout employment.

3. Scope

This policy applies to:

- Permanent employees.
- Temporary staff.
- Agency workers.
- Volunteers.
- Contractors.
- Consultants.
- Students on placement.
- Individuals working directly or indirectly with learners.

Anyone involved in recruitment must follow this policy and complete appropriate safeguarding checks before appointments are confirmed.

4. Safer Recruitment Responsibilities

Service Directors – Marina & Holly

The Service Directors are responsible for ensuring:

- Safer recruitment procedures are implemented consistently.
- Appropriate safeguarding checks are completed.
- Recruitment decisions consider learner safety.
- The Single Central Record (SCR) is maintained accurately.
- Recruitment practices are reviewed regularly.

Recruitment & Compliance Lead – Marie O'Reilly

Responsible for:

- Managing recruitment documentation.
- Completing pre-employment checks.
- Maintaining recruitment records.
- Supporting managers with safer recruitment procedures.

Recruiting Managers

Responsible for:

- Ensuring job descriptions are accurate.

- Participating in safeguarding-focused interviews.
- Raising concerns during recruitment.
- Ensuring suitability decisions are recorded.

5. Safer Recruitment Training

Remedicare Education Services recognises that safer recruitment is a key safeguarding responsibility. All staff involved in recruitment and selection processes must understand their role in identifying and appointing suitable individuals to work with learners.

At least one member of every recruitment panel will have completed recognised safer recruitment training before participating in recruitment decisions.

The following members of Remedicare Education Services have completed **Safer Recruitment in Education Training**:

- Marina Logan – Service Director
- Holly Awford – Service Director
- Marie O'Reilly – Recruitment & Compliance Lead

Training completed through:

High Speed Training – Safer Recruitment in Education Training Course

Training ensures those involved in recruitment understand:

- The principles of safer recruitment.
- The importance of robust recruitment procedures.
- How to identify potential safeguarding concerns during recruitment.
- Appropriate interview and selection processes.
- Pre-employment safeguarding checks.
- The importance of professional curiosity when reviewing applications and references.

Safer recruitment training will be refreshed in line with statutory guidance, organisational requirements, and any changes to safeguarding expectations.

Remedicare Education Services ensures that safer recruitment principles are embedded throughout the recruitment process and that all appointments prioritise the safety and wellbeing of learners.

6. Advertising Vacancies

All job adverts must:

- Clearly state Remedicare Education's commitment to safeguarding.
- Include a safeguarding statement.
- State that successful applicants will be subject to appropriate pre-employment checks.
- Confirm that an enhanced DBS check may be required.

Example:

"Remedicare Education Services is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to satisfactory safeguarding checks, including an enhanced DBS check where required."

7. Job Descriptions and Person Specifications

All roles must include:

- Responsibilities relating to safeguarding.
- Expected professional behaviours.
- Required qualifications and experience.
- Level of learner contact.
- Requirement to maintain professional boundaries.

8. Application Process

All applicants must complete an application form.

Application forms must include:

- Full employment history.
- Explanation of any gaps in employment.
- Relevant qualifications.
- Experience working with children and young people.
- Safeguarding-related information.

CV-only applications will not be accepted as a substitute for a completed application form.

9. Shortlisting

Shortlisting will be completed against objective criteria.

Recruiting managers must consider:

- Experience working with children.
- Relevant qualifications.
- Safeguarding awareness.
- Gaps or inconsistencies in employment history.

Any concerns must be explored during interview.

10. Interviews

Interviews will assess:

- Suitability to work with learners.
- Understanding of safeguarding.
- Professional boundaries.
- Experience supporting vulnerable learners.
- Values and attitudes towards inclusion.

Questions may include:

- Previous safeguarding experiences.
- Understanding of professional boundaries.
- Responding to safeguarding concerns.

11. Pre-Employment Checks

No individual may begin working unsupervised with learners until required checks have been completed.

Checks include:

- Identity verification

- Right to work in the UK
- Enhanced DBS check
- Barred list check where applicable
- Employment history
- References
- Qualification checks
- Professional registration checks where required

12. Disclosure and Barring Service (DBS)

Remedicare Education Services determines DBS requirements based on the role and level of contact with learners.

Where a role involves regulated activity, appropriate DBS and barred list checks will be completed.

DBS information will be handled confidentially and decisions regarding disclosures will consider:

- The nature of the information.
- The relevance to the role.
- Risk to learners.
- Advice where required.

13. Single Central Record (SCR)

Remedicare Education maintains a Single Central Record demonstrating that required safeguarding checks have been completed.

The SCR includes appropriate information relating to:

- Staff.
- Volunteers.
- Agency workers.

- Contractors where applicable.

The SCR is reviewed regularly to ensure accuracy.

14. Agency Staff, Contractors and Volunteers

Remedicare Education will ensure appropriate safeguarding checks are completed for individuals who are not directly employed.

Where agency staff are used:

- Confirmation of completed checks will be obtained.
- Responsibilities between the agency and Remedicare Education will be clear.
- Safeguarding concerns will be managed appropriately.

15. Overseas Applicants

Where an applicant has lived or worked overseas, additional checks may be required.

Remedicare Education will consider:

- Overseas criminal record checks where available.
- Additional information provided by the applicant.
- Advice from relevant agencies.

16. Online Searches

As part of due diligence, Remedicare Education may undertake online searches of shortlisted candidates.

The purpose is to identify publicly available information that may raise safeguarding concerns.

Any information identified will be handled fairly and discussed appropriately with the candidate.

17. Induction and Probation

All new staff receive safeguarding induction before working independently with learners.

Induction includes:

- Safeguarding procedures.
- DSL structure.
- Reporting concerns.
- Professional boundaries.
- Behaviour expectations.
- Low-level concerns.
- Whistleblowing.

Staff suitability will continue to be monitored throughout probation.

18. Recording and Confidentiality

All recruitment information is confidential and stored securely.

Records are maintained in accordance with:

- Data Protection Act 2018.
- UK GDPR.
- Safeguarding requirements.

19. Monitoring and Review

This policy will be reviewed annually or sooner where legislation or safeguarding guidance changes.

Policy Date: September 2026

Review Date: September 2027

Appendix 1

Safer Recruitment Checklist

Purpose:

This checklist ensures that all recruitment processes at Remedicare Education Services follow safer recruitment procedures and safeguarding expectations.

This checklist must be completed for every new appointment before the individual begins work.

Vacancy and Advertisement

☐ Job description created and approved.



- ☐ Person specification completed.
- ☐ Safeguarding responsibilities included within the role description.
- ☐ Advertisement includes Remedicare Education's safeguarding commitment.
- ☐ DBS requirements identified for the role.

Application Stage

- ☐ Applicant has completed a full Remedicare Education application form.
- ☐ Full employment history provided.
- ☐ Employment gaps have been explained.
- ☐ Relevant qualifications and experience recorded.
- ☐ Any concerns identified during application review have been noted.

Shortlisting

- ☐ Shortlisting completed against the person specification.
- ☐ Any gaps, inconsistencies, or concerns explored.
- ☐ Shortlisting decisions recorded.
- ☐ Interview panel includes at least one person trained in safer recruitment.

Interview

- ☐ Safeguarding questions included.
- ☐ Candidate's experience working with children and young people explored.
- ☐ Candidate's understanding of safeguarding assessed.
- ☐ Professional boundaries discussed.

☐ Any concerns or disclosures recorded and considered.

☐ Recruitment decision documented.

Pre-Employment Checks

Before employment begins:

☐ Identity verified.

☐ Right to work in the UK confirmed.

☐ Enhanced DBS check completed where required.

☐ Barred list check completed where required.

☐ References obtained and verified.

☐ Employment history checked.

☐ Qualifications verified where required.

☐ Professional registration checked where applicable.

☐ Overseas checks completed where required.

☐ Single Central Record updated.

Before Starting Work

☐ Employment contract issued.

☐ Safeguarding induction arranged.

☐ Staff Code of Conduct provided.

- ☐ Child Protection & Safeguarding Policy shared.
- ☐ Whistleblowing procedures shared.
- ☐ Low-level concerns procedures explained.
- ☐ Staff member understands DSL reporting arrangements.

Appendix 2

Single Central Record (SCR) Monitoring Checklist

Purpose

Remedicare Education Services maintains a Single Central Record (SCR) to demonstrate that appropriate safeguarding checks have been completed for individuals working with learners.

The SCR is reviewed regularly to ensure information remains accurate, complete, and compliant with safeguarding requirements.

SCR Monitoring Checks

Staff Details

- ☐ Full name recorded.
- ☐ Role/job title recorded.
- ☐ Start date recorded.
- ☐ Employment status recorded.

Identity and Eligibility Checks

- ☐ Identity check completed.
- ☐ Right to work in the UK confirmed.
- ☐ Evidence recorded appropriately.

DBS Checks

- ☐ DBS certificate number recorded.
- ☐ Date of DBS check recorded.
- ☐ Level of DBS check recorded.
- ☐ Barred list check completed where required.
- ☐ Any DBS disclosures appropriately considered and risk assessed.

Recruitment Checks

- ☐ References obtained and checked.
- ☐ Employment history verified.
- ☐ Qualifications checked where required.
- ☐ Professional qualifications/registration checked where applicable.
- ☐ Overseas checks completed where required.

Agency Staff and Contractors

- ☐ Appropriate safeguarding checks confirmed.
- ☐ Agency responsibilities confirmed.
- ☐ Visitor/contractor arrangements recorded where appropriate.

SCR Quality Assurance Review

The SCR will be reviewed:

- At least annually.
- Following changes to safeguarding guidance.
- Following internal safeguarding audits.
- When requested by commissioners, Local Authority partners, or inspectors.

Any identified gaps will be addressed promptly.

Appendix 3

Safer Recruitment Trained Personnel

The following individuals are responsible for supporting safer recruitment practice across Remedicare Education Services:

- Marina Logan – Service Director
- Holly Awford – Service Director
- Marie O'Reilly – Recruitment & Compliance Lead

They support recruitment panels by ensuring safeguarding considerations are embedded throughout the recruitment and selection process.

Safer Recruitment Roles and Responsibilities

Service Directors – Marina Logan & Holly Awford

Responsible for:

- Ensuring safer recruitment procedures are followed.
- Approving recruitment decisions.
- Ensuring safeguarding checks are completed.
- Maintaining oversight of recruitment practice.

Recruitment & Compliance Lead – Marie O'Reilly

Responsible for:

- Maintaining recruitment records.
- Completing pre-employment checks.
- Maintaining SCR accuracy.
- Supporting audit processes.

Recruiting Managers

Responsible for:

- Following recruitment procedures.
- Identifying safeguarding concerns.
- Participating in appropriate interviews.
- Ensuring new staff receive induction.

Final Policy Information

Policy Name: Safer Recruitment Policy

Organisation: Remedicare Education Services

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Approved by:

Service Directors – Marina Logan & Holly Awford