
Connex Academy Safer Recruitment Policy

1. Purpose and Scope

Connex Academy is committed to safeguarding and promoting the welfare of all learners and ensuring a safe environment for our staff, learners, and wider community. This policy outlines our procedures for ensuring that all individuals engaged by Connex Academy, whether as employees, contractors, or volunteers, are recruited following safer recruitment practices. It applies to all positions within Connex Academy, including those involved in delivering online education and training services.

2. Aims

- To ensure that Connex Academy recruits only individuals who are suitable to work with children, young people, and vulnerable adults.
- To prevent the recruitment of individuals who may pose a risk to learners.
- To follow an open, transparent, and fair recruitment process that upholds the values of equality and diversity.
- To ensure ongoing vigilance in maintaining a safe and supportive environment for all.

3. Legal Framework

This policy complies with:

- The Children Act 1989 and 2004
- The Education Act 2002
- The Safeguarding Vulnerable Groups Act 2006
- The Equality Act 2010
- The Rehabilitation of Offenders Act 1974

- The Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR)
- Keeping Children Safe in Education (KCSIE) guidance.

4. Safer Recruitment Procedures

4.1. Job Advertising and Descriptions

- All job advertisements and role descriptions will clearly state Connex Academy's commitment to safeguarding and the need for successful candidates to undergo relevant pre-employment checks.
- Role descriptions will include the responsibilities related to safeguarding and the expected behaviours of staff in keeping learners safe.

4.2. Application Process

- All candidates are required to complete a comprehensive application form, providing full details of their employment history, qualifications, and any gaps in their employment.
- CVs alone will not be accepted.
- Candidates must declare any criminal convictions that are not filtered by the Disclosure and Barring Service (DBS).

4.3. Shortlisting

- Shortlisting will be conducted by at least two members of staff to ensure transparency and to eliminate bias.
- Shortlisted candidates will be scrutinised for any inconsistencies, gaps in employment history, and the relevance of their qualifications and experience.
- At this stage, candidates' suitability to work with children, young people, and vulnerable adults will be further assessed.

4.4. Interviews

- All interviews will involve questions designed to assess the candidate's suitability for the role and their attitude towards safeguarding and child protection.
- Interviews will be conducted by at least two members of staff, one of whom will have completed safer recruitment training.
- Specific questions regarding safeguarding practices and past experiences of working with vulnerable individuals will be part of the interview.

4.5. Pre-Employment Checks

Connex Academy will conduct all necessary pre-employment checks before any offer of employment is confirmed, including:

- Enhanced DBS Check: All staff involved in regulated activity or those who may come into contact with children, young people, or vulnerable adults will undergo an Enhanced DBS check, including a check of the Children's Barred List.
- Overseas Criminal Record Check: For candidates who have lived or worked outside of the UK for an extended period, we will require a criminal record check from the relevant country or a good conduct certificate.
- Identity Verification: Verification of the candidate's identity and right to work in the UK.
- Qualification Checks: Verification of professional and academic qualifications relevant to the role.
- Employment References: A minimum of two professional references will be obtained, one from the candidate's current or most recent employer. Referees will be asked about the candidate's suitability to work with children, young people, and vulnerable adults.

- Prohibition from Teaching Check: For teaching staff, a check will be carried out to ensure the candidate is not subject to a prohibition order issued by the Secretary of State.

4.6. Conditional Offer of Employment

- All offers of employment are made on a conditional basis, subject to satisfactory completion of the above checks.
- If a pre-employment check reveals concerns, the Managing Director of Connex Academy will review the findings, and a risk assessment may be conducted. The academy reserves the right to withdraw any offer of employment based on the findings of the checks.

5. Training and Induction

- All new staff members will undergo a thorough induction, including safeguarding and child protection training, ensuring they are familiar with Connex Academy's policies and procedures.
- Continuous professional development (CPD) will be provided on safeguarding and child protection, and staff are expected to complete refresher training at regular intervals.

6. Record-Keeping

- Connex Academy will maintain detailed records of all pre-employment checks, including copies of identification documents, qualifications, DBS certificates, and reference checks.
- Records will be kept securely in line with data protection legislation.

7. Monitoring and Review

- This policy will be regularly reviewed by Connex Academy's senior management team and updated to reflect any changes in legislation, best practices, or internal procedures.

- The effectiveness of safer recruitment practices will be monitored through regular audits and reports.

8. Reporting Concerns

- Any concerns about the recruitment process, safeguarding issues, or the suitability of any staff member should be reported immediately to the Designated Safeguarding Lead (DSL).
- Connex Academy is committed to promoting a culture of vigilance, and all staff are expected to take responsibility for upholding the highest safeguarding standards.

9. Responsibilities

- Senior Leadership Team: Overall responsibility for ensuring this policy is adhered to and that all recruitment processes meet safer recruitment standards.
- Hiring Managers: Responsible for implementing this policy during recruitment and ensuring pre-employment checks are completed.
- Designated Safeguarding Lead (DSL): Responsible for safeguarding training and monitoring the effectiveness of the safer recruitment processes.

This policy is reviewed on an annual basis and was last updated on 1 September 2024.