



Safer Recruitment Policy – Safe Space Education

Version 1(01.03.2026)

1. Introduction

Safe Space Education is committed to safeguarding and promoting the welfare of children and young people. Safer recruitment is essential to ensure that all staff, tutors, mentors, and contractors are suitable to work with children and do not pose a risk to pupils.

This policy applies to:

- Employees
- Self-employed tutors and mentors
- Volunteers
- Contractors
- Agency staff

2. Aims

This policy aims to:

- Prevent unsuitable individuals from working with children
- Ensure a consistent and rigorous recruitment process
- Meet statutory safeguarding requirements
- Promote a culture of vigilance and accountability

3. Recruitment and Advertising

All recruitment materials will:

- State Safe Space Education's commitment to safeguarding
- Outline the requirement for enhanced DBS checks
- Include expectations around references and employment history
- Make clear that safeguarding concerns may be shared with relevant authorities

4. Application Process

All applicants must:

- Complete an application form or provide a full CV
- Provide a full employment history with explanations for gaps
- Provide two professional references

- Declare any criminal convictions, cautions, or investigations

Incomplete applications will not be accepted.

5. Shortlisting

Shortlisting will be completed by at least two staff members. During shortlisting, the team will:

- Review employment history
- Identify unexplained gaps
- Flag inconsistencies for discussion at interview

6. Interviews

Interviews will:

- Explore suitability for working with children
- Include safeguarding-related questions
- Address any gaps or anomalies in employment history
- Assess values, professionalism, and boundaries

7. Pre-Employment Checks

Before starting work, all staff must have:

- Enhanced DBS check (with children's barred list check)
- Identity verification
- Right to work in the UK check
- Two satisfactory references
- Verification of qualifications (where relevant)
- Confirmation of professional registration (if applicable)

Staff **must not** begin work until all checks are complete.

8. Ongoing Safeguarding Expectations

Staff must:

- Report concerns about colleagues immediately
- Maintain professional boundaries
- Complete safeguarding training annually
- Adhere to all Safe Space Education policies



9. Record Keeping

A Single Central Record (SCR) will be maintained and updated with:

- DBS details
- Identity checks
- References
- Qualifications
- Right to work
- Start dates

10. Review of Policy

This policy will be reviewed annually or sooner if required.

Review date: 01.03.2027