



Safer Recruiting Policy (LSC)



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This policy can be issued to employees to explain the employer's stance on safer recruitment, under the 'keeping children safe in education' statutory guidance for schools and colleges in England.

Introduction

This policy is to ensure that the individuals responsible for recruitment and selection always hire and promote the most appropriate applicant or employee in a safe, fair and consistent manner, free from discrimination and to ensure that relevant processes are followed to protect vulnerable groups.

We are committed to safeguarding and promoting the welfare of children, which is reflected within our recruitment and selection activities. We will ensure that the recruitment and employment of staff to work with children is carried out in line with relevant statutory guidance on safer recruitment for schools and colleges and make sure that those involved with the recruitment and employment of staff to work with children receive appropriate safer recruitment training.

It is our policy to look to fill any open position by internal promotion or transfer wherever possible. All applicants will be assessed objectively on their merits in accordance with our Equality, Inclusion and Diversity Policy. Any person involved in the selection and interview processes who have a conflict of interest should declare it immediately to their Line Manager.

Advertisement

The individual(s) placing the advertisement(s) must ensure that they use a variety of media to reach a broad cross-section of potential applicants and must include the following points:

- the job title
- our commitment to safeguarding and promoting the welfare of children
- detail which confirms applicants will undergo strict vetting procedures and safeguarding checks before appointment and relevant pre-employment checks (this includes but is not limited to: DBS checks, qualification checks, reference checks and identity checks)
- the safeguarding responsibilities of the post as per the job description and/or personnel specification
- whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974
- the salary or pay scale
- any significant benefits applicable to the position
- any minimum qualifications for the position
- any particular skills and/or experience required for the position
- any required training which must be completed on confirmation of successful appointment

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- any typical features of the position (e.g. part-time, fixed-term, outside UK etc)
- the closing date for applications.

Care will be taken to avoid specifying requirements for the position which are potentially discriminatory either directly or indirectly.

Job description

Where we use job descriptions to assist in the drafting of a job advert, we will ensure the details incorporated are concise and relevant to the job role being advertised and include any safeguarding requirements.

Where personnel specifications are used along with the job advert only those details which are relevant such as essential or desirable knowledge, skills and experience will be included, along with any safeguarding requirements.

Applications

Application forms will seek only information which is necessary for the selection process.

Where the role involves engaging in regulated activity relevant to children, we will include a statement that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

Applicants will be required to provide:

- personal details including current and former names, current address and national insurance number
- details of their present (or last) employment and reason for leaving
- full employment history (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment
- qualifications, the awarding body and date of award
- details of referees/references
- a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the personnel specification.

We will only accept a curriculum vitae (CV) alongside a completed application form. A CV on its own will not contain adequate information.

At each stage of the process, applicants will be kept informed and should expect to be told the following:

1. When they can expect to hear whether their application is to be progressed to the next stage of the recruitment process
2. What the next stage will involve.

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Decisions taken to either reject or accept an application will be checked and approved by the LSC Manager before they are communicated to the applicant.

Shortlisting

Short-listed candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children, to give candidates the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

We will ensure that at least two people carry out the shortlisting exercise. For consistency, the same people will carry out the interview, where possible.

During the shortlisting process, we may carry out an online search on the shortlisted candidates, as part of our due diligence. If the search identifies any incidents or issues that are publicly available online, we will explore these with the applicant at interview.

Selection tests

We will use a range of selection techniques to identify the person most suitable for the post.

Where selection tests are used in the recruitment process, they will be checked by the LSC Manager to ensure:

- They are free from any discriminatory element
- The test is directly relevant for the position being interviewed for.

Prior to the interview

Prior to the interview, the criteria for the position should be identified.

Criteria that isn't relevant should be avoided.

Where possible, we will obtain references prior to interview so that any concerns raised can be explored further with the referee and taken up with the candidate at interview.

Interview

The interview will normally be conducted by two members of staff and thorough notes taken.

All questions asked will be directly relevant to one or more of the selection criteria that have been identified for the position.

No assumptions will be made nor will questions about the applicant's personal circumstances be asked.

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During the interview we will seek to determine the applicant's suitability to work with children and explore any potential areas of concern.

Any information about past disciplinary action or substantiated allegations will be considered in the circumstances of the individual case.

Interview questions will be structured to include:

- finding out what attracted the candidate to the post being applied for and their motivation for working with children
- exploring their skills and asking for examples of experience of working with children which are relevant to the role
- probing any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this
- whether they have the physical and mental capacity for the specific role.

After the interview

Once the interview has taken place and the decision has been made, we will contact the successful individual and arrange the start date for the position.

Candidates may be asked to carry out a short trial period (paid) of up to a week before we make an offer. Relevant vetting, safeguarding and pre-employment checks will be carried out before the commencement of any trial period.

If at any point during the recruitment process, any issues arise then you should report your concerns to HR who will review your concerns.

Vetting and pre-employment checks

Offers of employment will be subject to us receiving satisfactory pre-employment checks, including an enhanced DBS check from the Disclosure and Barring Service. We will be legally obliged to defer start dates if the relevant checks are not completed by the specified start date.

Offers of employment will also be subject to satisfactory references being obtained, proof of any relevant qualifications, satisfactory identity checks and evidence of the applicant's right to work in the UK. Where candidates have lived or worked outside the UK, we will carry out any further checks we consider appropriate.

Internal recruitment

It is important that we recruit people that are suitable for the position and who will deliver an excellent service. We take the recruitment, development and promotion of our staff seriously and we do this by following a fair and non-discriminatory process. We are committed to the safeguarding and welfare of children and will ensure that all relevant checks are completed to ensure safe recruitment is conducted in line with our processes and procedures, and relevant statutory guidance.

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Any opportunities for promotion will be advised and open to all members of staff and if you feel you have the skills and experience to bring to the role then we welcome your application and any questions that you may have.

Record keeping

We will keep a clear record of all information considered in the decision making, along with decisions made.

The Equality Act 2010 places a positive obligation on LSC to make all adjustments that are deemed reasonable where these have the purpose of removing or reducing substantial disadvantages faced by disabled individuals, when compared to non-disabled individuals.

The duty arises in relation to any:

- workplace provision, criterion or practice
- physical feature within the workplace
- provision of auxiliary aids or service.

Our commitment as an employer

LSC is committed to taking positive and proactive steps throughout the recruitment process and the ongoing employment of our workforce to ensure appropriate and effective adjustments are put in place.

This commitment covers the following areas of our organisation; this is a non-exhaustive list and adjustments to other areas may be appropriate depending on the circumstances:

- application process
- recruitment assessments
- interview process
- induction sessions
- workloads
- working hours
- workspaces
- training sessions
- car parking
- access to facilities such as canteen facilities
- absence management.

As an employer, we would encourage all employees to submit any requests or raise adjustment matters with their line manager as soon as possible. Any requests or matters raised will be treated positively and sensitively in line with our commitment, and no detriment, harassment or unfavourable treatment will result as a consequence of an employee bringing any adjustment matters to the attention of their line manager.

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Internal process

To aid the introduction of appropriate and effective workplace adjustments, LSC will follow a standard process of consideration, unless adjustments are necessary to remove any disadvantages faced by the employee as a result of this process.

Once LSC is aware, or can reasonably be expected to be aware, that an employee is disabled, a discussion on reasonable adjustments will be held between the employee and their line manager. This meeting will provide the opportunity for an open and honest discussion about the disadvantages faced by the employee at work and the identification of potential adjustments that could reduce or remove these. At the meeting, the reasonable adjustment action plan will also be filled in to contain a record of these discussions.

Full consideration will be given to each adjustment to determine whether it:

- reduces or removes the disadvantage faced by the disabled individual and
- it is reasonable for LSC to make.

A confirmation of the adjustments that will be put in place after this meeting will be sent to the employee in writing. A copy of this confirmation and the completed reasonable adjustment action plan will be placed on the employee's personnel file to ensure this is accessible by the employee's current and future line managers.

Using trial periods

To ensure LSC is meeting their commitment of putting in place appropriate and effective adjustments, the use of a trial period for adjustments may be introduced where appropriate.

A trial period allows LSC and the employee to evaluate the practical impact of any agreed adjustments, ensuring that these go as far as possible at reducing or removing the disadvantages faced by the individual.

A trial period will only be used where this is agreed by the employee and will be for a short period. A review at the end of the trial period will be used to assess the practical suitability of the adjustment and may, if this is not suitable, lead to amendments or alternative adjustments being introduced.

Reviewing adjustments

As part of our ongoing commitment, LSC will undertake periodic reviews of agreed adjustments to ensure these remain suitable and have the continued required effect.

A review will be undertaken once an adjustment has been in place for at least a month and will be repeated at least every year. The employee is encouraged to fully participate in these reviews to allow full consideration of the effectiveness of the adjustment.

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The outcome of this review may be that the adjustment in place continues, is altered or alternative adjustments are introduced.

Medical advice

To aid the consideration of suitable adjustments, LSC will encourage employees to provide any medical advice or guidance they have received from medical experts. Any advice or guidance provided will be fully reviewed and used to consider the effectiveness of introducing, and continuing, the workplace adjustments.

It may be the case that an Occupational Health (OH) referral is suitable to receive expert advice on workplace adjustments. In these circumstances, the employee's consent will be sought in advance of any referral.

Concerns

If an employee has any concerns regarding the making or consideration of workplace adjustments, they are encouraged to raise this to the attention of their line manager as soon as possible. Once made aware, the line manager will undertake an investigation and feedback to the employee concerned.

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