

Legacy Youth Academy – Safer Recruitment Policy

1. Policy Statement

Legacy Youth Academy is committed to safeguarding and promoting the welfare of all children and young people in our care. We expect all staff, volunteers, and those associated with our provision to share this commitment. Our safer recruitment policy ensures that all necessary checks are carried out on staff and volunteers working with pupils to promote a safe learning environment.

This policy complies with the latest guidance from:

Keeping Children Safe in Education
(KCSIE) 2024

Working Together to Safeguard Children

The Education Act 2002

The Rehabilitation of Offenders Act 1974

The Equality Act 2010

2. Scope

This policy applies to:

All permanent, temporary, and supply staff

Volunteers

Governors/trustees and directors

Contractors and external providers
working directly with pupils

3. Principles of Safer Recruitment

Legacy Youth Academy will ensure:

Every role involving contact with children includes a clear statement of safeguarding responsibility.

Recruitment materials reflect our commitment to safeguarding.

All applicants undergo a rigorous selection

process, including relevant vetting checks.

Any concerns about an applicant's suitability are acted upon appropriately and swiftly.

4. Recruitment Procedure

4.1 Planning and Advertising

All job descriptions clearly state safeguarding responsibilities.

Person specifications outline essential safeguarding knowledge, skills, and attitudes.

Advertisements will highlight our safeguarding commitment and the need for enhanced DBS checks.

4.2 Application Process

All applicants must complete an application form; CVs will not be accepted alone.

Gaps in employment must be explained and explored during interviews.

Applicants must disclose all previous convictions, cautions, reprimands, or warnings (whether spent or unspent), in line with current DBS filtering rules.

4.3 Shortlisting

At least two individuals will shortlist applications using a consistent and fair approach.

Shortlisted candidates are checked for any anomalies or concerns within their application.

4.4 Interviewing

At least one member of the interview panel will be Safer Recruitment trained.

Interviews will include questions to assess the candidate's attitude toward safeguarding and promoting welfare of young people.

Any discrepancies or concerns will be

explored.

5. Pre-Appointment Vetting Checks

The following checks will be carried out prior to appointment:

Check Type	Applies To	Notes
Enhanced DBS with Barred List	All staff working with pupils	Must be in place before unsupervised work begins
Identity	All staff and volunteers	Verified in person
Right to Work in the UK	All applicants	As required by law
References	All staff and volunteers	At

least two, one from most recent employer
Employment History All staff Gaps
must be explained

Prohibition from Teaching Teachers
Checked via Teaching Regulation Agency
Overseas Checks Applicants who have
lived/worked abroad Additional checks
as appropriate

Disqualification from childcare Where
applicable Per statutory guidance

6. Induction and Training

All new staff and volunteers receive:

A safeguarding induction, including KCSIE
Part 1 or Annex A

Training on Legacy Youth Academy's Child Protection Policy and procedures

Code of Conduct

Ongoing safeguarding and professional development

7. Volunteers and Contractors

Volunteers in regulated activity undergo enhanced DBS checks.

Supervised volunteers may not require a barred list check, but a risk assessment will be completed.

Contractors working directly with pupils must present appropriate checks before work begins.

8. Single Central Record (SCR)

Legacy Youth Academy maintains an up-to-date SCR which includes all required vetting information for staff, volunteers, and contractors.

9. Allegations and Concerns

Any concerns about staff during the recruitment process or after appointment will be handled in line with our Managing Allegations Against Staff Policy and reported to the Local Authority Designated Officer (LADO) where appropriate.

10. Monitoring and Review

This policy will be reviewed annually or in response to changes in legislation or statutory guidance. All recruitment practices will be regularly monitored for effectiveness.

Approved by:

Directors, Legacy Youth Academy

Date: 28/07/2025