

## Heart Teaching Safer Recruitment Policy

**Date of policy:** 12 January 2026

**Policy Reviewed by:** Faith Ashby

**Next Review Date:** 12 January 2027

**Address:** 26 Kings Hill Avenue, West Malling, ME19 4AE

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### 1. Safer Recruitment Policy Statement

Heart Teaching LTD is committed to creating a culture that safeguards and promotes the welfare of children and adults at risk. We adopt robust recruitment procedures that prevent unsuitable individuals from working with children or vulnerable adults.

### 2. Scope of the Policy

This policy applies to all Heart Teaching staff, directors, contractors, volunteers, and work placements. All applicants will receive copies of the Safeguarding Policy, Allegation Policy, Whistleblowing Policy, and Code of Conduct.

### 3. Roles and Responsibilities

Heart Teaching will: - Prevent individuals posing a risk from engaging in regulated activity with children or vulnerable adults. - Comply with the latest guidance, including **Keeping Children Safe in Education 2025/26**, and DBS/TRA requirements. - Ensure all pre-employment checks are completed prior to appointment.

### 4. Recruitment and Selection Process

- All interviewers must have recognised training in safer recruitment.
- At least one interviewer for roles involving children or vulnerable adults must hold current safer recruitment certification.

### 5. Advertisements

Job adverts will: - Clearly outline safeguarding responsibilities and extent of contact with children or adults at risk. - Include Heart Teaching's commitment to safeguarding and the requirement for pre-employment checks. - Specify whether the post is exempt under the **Rehabilitation of Offenders Act 1974** and Exceptions Orders 1975, 2013, 2020.

## 6. Application Forms

Applicants must provide: - Personal details, including full employment and education history. - Current and former names, national insurance number, and contact information. - Professional references covering at least the last two years, and the most recent employment involving children if applicable. - Statement of personal qualities, experience, and suitability. - Applicants must complete a criminal record self-declaration form.

CVs alone are **not accepted**.

## 7. Shortlisting

- Minimum of two staff will shortlist candidates.
- Reasons for gaps, inconsistencies, or concerns must be documented.
- Candidates are informed that **online searches** may be conducted, and findings discussed at interview.

## 8. Employment History and References

- Minimum of **two professional references** required.
- References must be verified and not open references.
- Any discrepancies between application and references are investigated.
- Verification includes employment and qualifications via TRA Employer Access Service where applicable.

## 9. Employment Selection

Interview questions cover: - Motivation for the role and working with children. - Relevant experience and skills. - Employment gaps and changes in roles. - Decisions and reasoning are fully documented.

## 10. Pre-appointment Vetting Checks

Checks include: - Identity verification (including name changes). - Enhanced DBS check with barred list information. - Overseas police checks (where applicable). - Verification of professional qualifications, TRA checks, right to work in the UK, and medical fitness.

## 11. Rehabilitation of Offenders Act 1974 (ROA 1974) Statement

- Applicants must disclose unspent convictions; spent and unspent convictions are requested for roles involving children or vulnerable adults.
- All disclosures are treated confidentially and fairly.
- Suitability assessed case-by-case based on relevance to role and safeguarding.

## 12. Summary

Heart Teaching ensures all staff, volunteers, and candidates understand their duty to report safeguarding concerns. Information is shared on a **need-to-know basis** to protect children and adults at risk. Safer recruitment information is available on the Heart Teaching website and recruitment platforms.

## 13. Appendix – Key Legislation and Guidance

Legislation / Guidance	Web Address
Keeping Children Safe in Education 2025/26	<a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education">https://www.gov.uk/government/publications/keeping-children-safe-in-education</a>
Children Act 1989	<a href="http://www.legislation.gov.uk/ukpga/1989/41/contents">http://www.legislation.gov.uk/ukpga/1989/41/contents</a>
Children Act 2004	<a href="https://www.legislation.gov.uk/ukpga/2004/31/contents">https://www.legislation.gov.uk/ukpga/2004/31/contents</a>
Care Act 2014	<a href="https://www.legislation.gov.uk/ukpga/2014/23/contents">https://www.legislation.gov.uk/ukpga/2014/23/contents</a>
Counter-Terrorism and Security Act 2015 (Prevent Duty)	<a href="https://www.legislation.gov.uk/ukpga/2015/6/contents">https://www.legislation.gov.uk/ukpga/2015/6/contents</a>
Working Together to Safeguard Children 2023	<a href="https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_statutory_guidance.pdf">https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_statutory_guidance.pdf</a>
Safer Working Practice Guidance	<a href="https://www.saferrecruitmentconsortium.org/">https://www.saferrecruitmentconsortium.org/</a>
Information Sharing Guidance 2024	<a href="https://assets.publishing.service.gov.uk/media/66320b06c084007696fca731/Info_sharing_advice_content_May_2024.pdf">https://assets.publishing.service.gov.uk/media/66320b06c084007696fca731/Info_sharing_advice_content_May_2024.pdf</a>
Rehabilitation of Offenders Act 1974	<a href="https://www.legislation.gov.uk/ukpga/1974/53">https://www.legislation.gov.uk/ukpga/1974/53</a>

Legislation / Guidance	Web Address
Disqualification under Childcare Act 2006	<a href="https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006">https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006</a>

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