

May Blossom Farm CIC Alternative Provision

Registered Office: 30 Bath Street, Rugby, Warwickshire

Phone: 07870 853725

Email: info@mayblossomfarm.co.uk

Website: <http://www.mayblossomfarm.co.uk>



Safer Recruitment Policy

Approved by:	Gill Press
Last reviewed on:	01/09/2025
Next review due by:	31/08/2026
Head of Alternative Provision	Gill Press
Deputy Head of Alternative Provision	Hannah Priest
Designated Safeguarding Lead (DSL)	Gill Press
Deputy DSL (DDSL)	Hannah Priest
Designated Safeguarding Trustee	Russel Breyer

This policy was ratified in Sept 2025 and will be reviewed in September 2026

Introduction

May Blossom Farm CIC Alternative Provision (MBF) is committed to safeguarding and promoting the welfare of children and young people. This policy sets out the recruitment and selection procedures that must be followed to ensure the safe appointment of all staff and volunteers.

Purpose

This policy aims to:

- Ensure the best possible individuals are recruited based on their merits, abilities, and suitability for the role.
- Ensure that all applicants are treated fairly, consistently, and without discrimination.
- Ensure compliance with statutory requirements including Keeping Children Safe in Education (KCSIE, Sept 2025), the Childcare Act 2006, the Prevent Duty Guidance, and Disclosure and Barring Service (DBS) requirements.
- Safeguard children by ensuring all necessary pre-employment checks are carried out.

Scope

This policy applies to all appointments, whether permanent, fixed-term, temporary, full-time, part-time, paid, or voluntary. It applies to all staff and trustees involved in recruitment and selection.

Policy Statement

- MBF is committed to fair, consistent, and transparent recruitment.
- Equality of opportunity will be applied throughout the recruitment process.
- Recruitment decisions will always be based on the applicant's ability to meet the requirements of the role.
- Safer recruitment training will be undertaken by at least one member of any interview panel.

Procedures

Step 1: Vacancy Authorisation

The need for a new role must be agreed by the Head of Provision and Designated Safeguarding Trustee before recruitment begins.

Step 2: Job Description and Person Specification

A clear job description and person specification will be prepared, including safeguarding responsibilities.

Step 3: Advertising

Posts will be advertised appropriately to attract a wide pool of applicants. All adverts will make clear MBF's commitment to safeguarding.

Step 4: Applications

All applicants must complete the MBF application form. CVs alone will not be accepted.

Step 5: Shortlisting

Candidates will be shortlisted against the person specification. Decisions will be recorded and retained for six months.

Step 6: References

Two references will be sought for shortlisted candidates, including the most recent employer. Where possible, references will be taken up prior to interview.

Step 7: Selection

Interviews will be conducted by at least two panel members, one of whom has safer recruitment training. Interviews will include questions on safeguarding and suitability to work with children.

Pre-employment Checks

An offer of employment is conditional upon:

- Enhanced DBS check (with barred list check where applicable)
- Verification of identity
- Right to work in the UK check
- Verification of qualifications
- Health declaration
- Satisfactory references
- Online/social media screening

No one will start work until all checks are satisfactorily completed.

Training

- All staff and trustees involved in recruitment must have completed **Safer Recruitment Training** from a recognised provider.
- At least one trained panel member will sit on every interview panel.
- Training must be **refreshed every 5 years** or sooner if statutory guidance changes.
- The Designated Safeguarding Lead (DSL) will maintain a record of all staff with up-to-date safer recruitment training.
- MBF will provide regular **refresher briefings** on safer recruitment and safeguarding practices.

Data Protection

Personal data obtained during recruitment will be handled in accordance with data protection legislation and MBF's Privacy Notice. Records will be kept securely and only as long as necessary.

Breaches

Any breach of this policy will be dealt with under MBF's disciplinary procedures and may amount to gross misconduct.

Failure to follow this policy may place children at risk of harm.

Any breach by staff involved in recruitment will be treated as a **serious disciplinary matter**.

Breaches may result in:

- Retraining and formal warnings, or
- In cases of gross misconduct, **dismissal**.

Where safeguarding concerns arise, MBF will also refer matters to:

- The **Local Authority Designated Officer (LADO)**, and/or
- The **Disclosure and Barring Service (DBS)**, if an individual is dismissed or removed from working with children due to safeguarding concerns.

Related Policies

- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Equality and Diversity Policy
- Whistleblowing Policy