



Safer Recruitment Policy

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1. Policy Statement

LTS Group is committed to creating a culture that safeguards and promotes the welfare of children and young adults at risk. Robust recruitment procedures are in place to deter and prevent unsuitable individuals from applying for or securing employment.

This policy follows statutory guidance in **Keeping Children Safe in Education 2025 (KCSIE)** and other safeguarding legislation.

2. Scope

This policy applies to all LTS Group staff, workers, contractors, volunteers, and agency workers involved in the recruitment process.

In addition, all candidates and staff will be made aware of the **Safeguarding and Child Protection Policy**, the **Whistleblowing Policy**, the **Code of Conduct**, and the **Allegations Policy** during recruitment and induction.

3. Roles and Responsibilities

LTS Group will:

- Prevent people who pose a risk of harm from working with children by following effective recruitment policies in line with **KCSIE 2025**.
- Ensure individuals subject to a **Section 128 direction** (prohibiting or restricting involvement in the management of independent schools) do not participate in management roles, in line with DfE guidance.
- Ensure appropriate **pre-appointment checks** are conducted, including ongoing suitability monitoring.
- Share safeguarding information with schools, local authorities, the **Local Authority Designated Officer (LADO)**, the DBS, and other safeguarding partners where required.
- Ensure that agency staff and temporary workers understand that safeguarding is a shared responsibility, including the duty to report concerns and follow procedures.

4. Recruitment and Selection

- All staff involved in recruitment will have completed recognised **safer recruitment training**.
- Interviews will include questions on safeguarding knowledge, professional conduct, and suitability to work with children.



- Candidates will be informed that online searches will be carried out as part of due diligence. Any findings relevant to safeguarding or professional conduct must be documented, discussed with the candidate, and recorded.

5. Advertisements

Job adverts will clearly state:

- LTS Group's commitment to safeguarding children.
- That all posts are subject to **safeguarding checks**.
- Whether the post is exempt from the **Rehabilitation of Offenders Act 1974**.
- The safeguarding responsibilities associated with the role, including contact with children or regulated activity.

6. Application Forms

All applicants must provide:

- Personal details, including previous names, addresses, and national insurance number.
- Full employment history (including voluntary work) with explanations for gaps.
- Details of qualifications, awarding bodies, and dates.
- Professional references (minimum of two, verified by LTS Group).
- A statement describing personal qualities and experience relevant to the post.

CVs alone will not be accepted.

7. Shortlisting

- At least **two staff members** will conduct shortlisting.
- Reasons for gaps or inconsistencies will be explored.
- Shortlisted candidates will complete a **self-declaration** regarding criminal records or other suitability issues.
- Candidates will be informed that **online searches** will be undertaken. Any safeguarding-relevant findings will be discussed and recorded.



8. References and Employment History

- All offers of employment are conditional upon receipt of **two professional references**.
- LTS Group will verify:
 - Referees' identity and authority.
 - Candidate's previous employment, particularly where they worked with children.
 - Any inconsistencies between application and references.
- **Safeguarding information** obtained during recruitment must be recorded and shared with relevant partners where required.

9. Employment Selection

Interviews will assess:

- Motivation for working with children.
- Relevant skills and experience.
- Gaps in employment or frequent moves, with reasons explained.

All decisions and information will be clearly recorded.

10. Pre-Appointment Checks

Checks for anyone engaging in regulated activity with children include:

- Identity verification (including name changes).
- Enhanced DBS check with children's (or Adults if appropriate) barred list.
- Right to work in the UK.
- Overseas police checks, where applicable.
- Medical fitness verification.
- LTS Group will verify all relevant professional qualifications and check the status of any teaching or education-related registration via the Teaching Regulation Agency (TRA) Employer Access Service on the DfE website. This ensures that candidates are not subject to any prohibitions, sanctions, or restrictions that would prevent them from working in regulated activity with children.

11. Agency and Temporary Worker Responsibilities

- Agency and supply staff must comply with LTS Group policies and local safeguarding arrangements.
- LTS Group retains responsibility for ensuring agency staff are suitable and that safeguarding information is shared appropriately.
- All staff, candidates, and agencies have a **duty to report concerns**, in line with statutory guidance.



12. Information Sharing

- Safeguarding concerns take **precedence over confidentiality**.
- LTS Group will share information **proportionally and, on a need-to-know basis** with schools, local authorities, the LADO, the DBS, or other safeguarding partners.
- Staff and candidates are informed that they have a **professional duty to share relevant safeguarding information** with other agencies or recruitment providers if required.

13. Policy Communication

LTS Group communicates this policy via:

- Company website: www.ltsq.co.uk
- Internal server
- Staff and candidate registration/induction process.

14. Relevant Legislation and Guidance

Legislation / Guidance	Web Address
Keeping Children Safe in Education 2025	KCSIE 2025
Working Together to Safeguard Children 2023	Working Together 2023
Children Act 1989	Children Act 1989
Children Act 2004	Children Act 2004
Care Act 2014	Care Act 2014
Disqualification under the Childcare Act 2006	Disqualification guidance
Rehabilitation of Offenders Act 1974	ROA 1974
Counter Terrorism and Security Act 2015 ('Prevent Duty')	Prevent Duty
Modern Slavery Act 2015	Modern Slavery Act
Human Rights Act 1998	Human Rights Act
Female Genital Mutilation Act 2003	FGM Act
Safeguarding Vulnerable Groups Act 2006	SVGA 2006
UN Convention on the Rights of the Child (UNCRC) 1989	UNCRC

Landline	020 8629 3655	Office hours
Eddi Banks	07540 881687	Director
Karen Coles	020 8629 3655	Compliance Manager
Liz Feeney	07719 304301	Safeguarding Officer
Email contacts	e.banks@ltsq.co.uk ; k.coles@ltsq.co.uk ; l.feeney@ltsq.co.uk	



SPECIALIST
RECRUITMENT

SIGNED: *Eddi Banks*
POSITION: DIRECTOR
DATE : SEPTEMBER 2025
REVIEW DATE: SEPTEMBER 2026