



REACHING OUTCOMES USING TAILORED EDUCATION & SKILLS

SAFER RECRUITMENT POLICY

2024

Approved by:	Mr Daniel Luford (Director) Mr Nick Lyons (Director)	Date: 01/04/23
Last reviewed on:	Interim Review 31/03/24 by Nick Lyons (Director)	
Next review due by:	31/03/25 (reviews may take place in response to safeguarding concerns)	

Safer recruitment and the Single Central Record (SCR)

To make sure suitable people are recruited, Routes Learning will ensure that those involved in the tutor recruitment process have received appropriate safer recruitment training.

When advertising roles, Routes Learning will inform all applicants that safeguarding checks will be undertaken, and that Routes Learning has a strong commitment to promoting the welfare of children. It will be clear whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 (and relevant amendments). If the role is exempt, certain spent convictions and cautions are protected (they do not need to be disclosed) and will not be taken into account.

Application forms will state that it is an offence to apply for a role if an applicant is barred from engaging in regulated activity with children. A link to this policy will be included. Regulated activity means:

- Being responsible for supporting young people on a one-to-one basis
- Carrying out paid, or unsupervised unpaid, work regularly for Routes Learning where that work provides an opportunity for contact with children
- Engaging in intimate or personal care or overnight activity, even if this only happens once, and regardless of whether there is supervision or not.

Our shortlisting process will involve at least two people and will consider any inconsistencies or gaps in employment, and will explore any potential concerns. Once shortlisted, candidates will be asked to complete a self-declaration of any criminal record or information that would make them unsuitable to work with children. This will include whether they have any criminal history, are on the barred list, and any overseas information. Candidates will sign to say that the information they have provided is true. Routes Learning will consider carrying out an online search on shortlisted candidates.

References will be obtained following successful interview, and any issues raised will be explored before the employment is confirmed. Tutors will not have contact with young people before references have been confirmed. Routes Learning will liaise directly with referees to verify information, and will ensure that references are completed by a person in a senior position. Verification of the candidates most recent employment will be obtained, as well as a reference from the last employment the candidate had where they worked with children (if they are not currently working with children). The information on a candidates application form will be compared with that on the reference, and any inconsistencies will be explored with the candidate. Routes Learning will not accept open references.

All information regarding the vetting checks carried out will be recorded in Routes Learning's SCR, in individual's personnel files.

When interviewing, Routes Learning will probe any gaps in employment, or where a candidate has changed employment or location frequently. The interview will clearly explore the individual's suitability to work with children, and all information considered and decisions made will be recorded.

All offers of employment will be conditional until satisfactory completion of the pre-employment checks. When appointing new tutors, Routes Learning will verify their identity and obtain an enhanced DBS certificate, including the barred list information for those engaging in regulated activity. A copy of the certificate will be kept for no longer than 6 months, but we may still record the fact that this vetting took place. We ask tutors to sign up to the DBS update service. Routes Learning will ensure that new tutors' mental and physical fitness is suitable to carry out their work responsibilities. Verification of the tutors' right to work in the UK will be taken and retained for the duration of the tutors' employment, and for two years afterwards. Copies of professional qualifications will be verified. Additional checks for candidates who have lived or worked outside the UK may be carried out (following guidance in [criminal records checks for overseas applicants](#)).

In certain circumstances, relevant checks will be carried out on existing tutors, for example when there are safeguarding concerns, when an individual moves from unregulated to regulated activity, or if there has been

a break in service for more than 12 weeks. Following appointment, consideration will be given to tutors' ongoing suitability, to prevent the opportunity for harm to children.

For all persons employed or volunteering with Routes Learning, the SCR records:

- An identity check
- A barred list check
- An enhanced DBS check
- A check of professional qualifications, where required
- A check to determine the individual's right to work in the UK
- Additional checks for those who have lived or worked outside of the UK