



REACHING OUTCOMES USING TAILORED EDUCATION & SKILLS

SAFER RECRUITMENT POLICY 2026-27

Approved by:	Mr Daniel Luford (Director)	Date: 01/04/23
	Mr Nick Lyons (Director)	
Last reviewed on:	31/08/25	
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Policy Statement

Routes Learning is committed to safeguarding and promoting the welfare of children and young people. As an Alternative Education Provision, Routes Learning recognises that robust safer recruitment procedures are essential to ensure that all staff, tutors, mentors and other individuals working with or having contact with children and young people are suitable to do so.

Routes Learning will operate recruitment and selection procedures that comply with relevant legislation and statutory guidance, including *Keeping Children Safe in Education (KCSIE)* and guidance issued by the Disclosure and Barring Service (DBS). No individual will be permitted to undertake duties involving children or young people until the appropriate pre-employment safeguarding checks have been completed and satisfactory evidence has been obtained.

Safer Recruitment Training

Routes Learning will ensure that those involved in the recruitment and selection of tutors and other staff who may work with children receive appropriate safer recruitment training.

Recruitment decisions will be made using a consistent, fair and evidence-based process, with safeguarding and the welfare of children and young people being central considerations.

Recruitment and Advertising

All vacancies will include appropriate information regarding Routes Learning's commitment to safeguarding and promoting the welfare of children and young people.

Job advertisements and associated recruitment information will make clear that successful applicants will be required to undergo appropriate pre-employment safeguarding checks.

Where applicable, applicants will be informed whether the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and relevant amendments. Routes Learning will ensure that applicants are treated fairly and that protected convictions and cautions are not unlawfully considered.

Application documentation will make clear that it is an offence for an individual to apply for certain roles involving regulated activity with children if they are barred from undertaking such activity.

Application and Shortlisting

Routes Learning will require applicants to complete an appropriate application form. CVs may be considered as supporting information.

Applications will be scrutinised for:

- Gaps in employment or education;
- Inconsistencies in employment history;
- Frequent changes of employment or location;
- Relevant qualifications and experience;
- Previous experience of working with children and young people; and
- Any information that may raise safeguarding concerns.

Shortlisting will, wherever practicable, be undertaken by at least two individuals. Any concerns identified during the shortlisting process will be explored with the applicant as part of the recruitment process.

Routes Learning may undertake an online search of shortlisted candidates where appropriate. Any such search will be used to identify information that may be relevant to the individual's suitability to work with children and young people and will be conducted consistently and fairly.

Self-Declaration

Shortlisted candidates will be required to complete an appropriate self-declaration confirming whether there is any criminal record, safeguarding information or other relevant matter that may affect their suitability to work with children.

This may include information relating to:

- Criminal convictions and cautions where disclosure is legally required;
- Whether the individual is subject to any relevant restrictions or is barred from working with children;
- Safeguarding concerns or disciplinary matters relevant to their suitability; and
- Relevant information relating to time spent living or working outside the UK.

Applicants will be required to confirm that the information provided is accurate and complete.

Any information disclosed will be considered in accordance with relevant legislation and statutory guidance.

Interviews

All shortlisted candidates will be subject to a face to face interview process.

Interview questions will assess the individual's:

- Suitability to work with children and young people;
- Understanding of safeguarding responsibilities;
- Professional conduct and boundaries;
- Previous experience of working with children and young people;
- Understanding of the needs of vulnerable learners, where relevant to the role; and

- Ability to promote a safe, positive and inclusive learning environment.

Interviewers will explore any gaps or inconsistencies identified within an applicant's employment history and any other areas requiring clarification.

Questions relating to safeguarding will form an appropriate part of the recruitment process. Information considered and decisions made during the recruitment process will be appropriately recorded.

References

Routes Learning will obtain appropriate references before an individual commences work with children and young people.

References will be obtained directly from the referee and, wherever possible, will be provided by an appropriate senior person who is able to comment on the individual's suitability for the role.

Routes Learning will seek to verify:

- The candidate's most recent employment;
- Previous employment involving work with children, where relevant;
- The candidate's employment dates and role;
- Any information relevant to safeguarding and suitability; and
- Any discrepancies between the application, interview and reference information.

Open references will not be accepted.

Any concerns or discrepancies identified through references will be investigated and resolved before an appointment is confirmed.

Tutors and Mentors will not have unsupervised contact with children or young people until the required pre-employment checks have been satisfactorily completed.

Pre-Employment Checks

All offers of employment or engagement will be conditional upon the satisfactory completion of the required pre-employment checks.

Depending on the nature of the role, Routes Learning will verify:

- Identity;
- An appropriate DBS certificate;
- Barred list status where the role constitutes regulated activity;
- Professional qualifications where required;
- Right to work in the UK;
- References;
- Employment history and relevant gaps;

- Overseas criminal record information, where applicable; and
- Any other checks required by current statutory guidance.

Where an Enhanced DBS check with Children's Barred List information is legally required, this will be obtained before the individual undertakes regulated activity.

Routes Learning will assess the level of DBS check required for each role based on the duties and level of contact with children and young people.

DBS Certificates and the Update Service

Routes Learning will record the outcome and date of required DBS checks on the Single Central Record.

Where a DBS certificate is obtained, Routes Learning will comply with relevant DBS requirements regarding the handling and retention of certificate information. Where appropriate, tutors and mentors will be encouraged to subscribe to the DBS Update Service. Where an individual is subscribed to the Update Service, Routes Learning may undertake the required status checks, subject to the appropriate consent and verification requirements.

Right to Work and Qualifications

Routes Learning will undertake appropriate checks to verify an individual's right to work in the UK before employment or engagement commences.

Evidence relating to right-to-work checks will be retained in accordance with current legal requirements.

Where a role requires specific professional or academic qualifications, Routes Learning will verify the relevant qualifications before the individual commences the role.

Overseas Checks

Where a candidate has lived or worked outside the UK for a relevant period, Routes Learning will consider whether additional overseas criminal record or safeguarding checks are required.

Where applicable, Routes Learning will follow current government guidance concerning criminal record checks for overseas applicants.

The nature and extent of additional checks will be determined by the individual's circumstances and the requirements of the role.

Single Central Record

Routes Learning will maintain a Single Central Record (SCR) in accordance with the requirements of current statutory safeguarding guidance.

The SCR will provide a clear record of the relevant safeguarding and pre-employment checks undertaken for staff and other individuals within scope.

Depending on the individual's role, the SCR will record, as applicable:

- Identity checks;
- Barred list checks;
- Enhanced DBS checks;
- Professional qualification checks;
- Right-to-work checks;
- Overseas checks, where applicable; and
- Other checks required by current statutory guidance.

The SCR will be maintained securely, and access will be restricted to authorised personnel.

Recruitment of Existing Staff and Ongoing Suitability

Safer recruitment does not end when an individual is appointed. Routes Learning will maintain an ongoing focus on the suitability of all staff, tutors, mentors and other individuals working with children and young people.

Additional checks may be required where circumstances change, including where:

- An individual's duties change and they move into regulated activity;
- There is a significant change in the individual's role;
- A safeguarding concern or allegation arises;
- There is a relevant break in service;
- New information comes to light that may affect an individual's suitability; or
- Statutory guidance requires an additional check.

Routes Learning will respond appropriately to safeguarding concerns relating to existing staff and will follow its safeguarding and disciplinary procedures where required.

Record Keeping and Data Protection

All recruitment and safeguarding records will be maintained securely and handled in accordance with UK data protection legislation and Routes Learning's data protection requirements.

Information relating to DBS checks, references, identity checks and other recruitment information will only be accessed by individuals with a legitimate business or safeguarding need to do so.

Routes Learning will ensure that records are retained only for as long as required and in accordance with applicable legislation, statutory guidance and the organisation's retention procedures.

Responsibilities

The person with responsibility for recruitment and safeguarding will ensure that:

- Safer recruitment procedures are consistently followed;

- Appropriate checks are completed before individuals commence relevant duties;
- The SCR is accurate, complete and regularly reviewed;
- Recruitment records are securely maintained;
- Any safeguarding concerns arising during recruitment are appropriately escalated; and
- Recruitment practices remain aligned with current statutory guidance.

All individuals involved in recruitment are responsible for following Routes Learning's safer recruitment procedures and raising any safeguarding concerns identified during the recruitment process.

Monitoring and Review

Routes Learning will regularly review its safer recruitment procedures and Single Central Record to ensure that they remain effective and compliant with current legislation and statutory safeguarding guidance.

The policy will be reviewed at least annually, or sooner where there are significant changes to legislation, statutory guidance or Routes Learning's operating arrangements.