



Safer Recruitment Policy

Policy Reviewed by:	Hayley Richardson-Byrne / Suzy Hollett
Date:	01.09.2026
Policy Verified by:	Senior Management Team
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Key Personnel	
Proprietor	Sara Llewellyn
Designated Safeguarding Lead (DSL)	Suzy Hollett
Deputy Headteacher	Natalie Lovelock
HR Manager	Hayley Richardson-Byrne
Business Manager	Sophie Illingworth
IT Manager	Jamie Martin
Teaching Staff	Joe Ross Ryan Colvin

1. Policy Statement

Maple Haven School is a specialist independent SEND school supporting up to 14 primary to secondary-aged pupils.

The school is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers, contractors and visitors to share this commitment.

Safer recruitment is a fundamental part of the school's safeguarding arrangements and is designed to help deter, identify and reject individuals who may pose a risk to children and young people.

Maple Haven School adopts a stage not age approach and recognises that many pupils may have additional vulnerabilities due to their special educational needs and disabilities. For this reason, safeguarding considerations remain central to every stage of the recruitment process.

The welfare of children is paramount.

The Proprietor, Sara Llewellyn, has overall responsibility for ensuring effective safer recruitment arrangements are in place throughout the school.

2. Aims

This policy aims to:

- Safeguard and promote the welfare of children.
- Ensure robust safer recruitment procedures are followed.
- Recruit staff who are suitable to work with children and young people.
- Prevent unsuitable individuals from gaining access to pupils.
- Ensure compliance with statutory safeguarding requirements.
- Promote a culture of vigilance and professional curiosity.

- Ensure recruitment decisions are fair, transparent and merit based.
- Support the school's commitment to equality, diversity and inclusion.
- Maintain high standards of professionalism and conduct.

3. Maple Haven School Context

Maple Haven School is a specialist independent SEND school supporting up to 14 primary-aged pupils.

The school provides highly personalised provision for pupils with a range of needs, including:

- Autism Spectrum Condition (ASC).
- Social, Emotional and Mental Health (SEMH) needs.
- Communication and interaction differences.
- Learning difficulties.
- Sensory processing differences.
- Medical and developmental needs.

The school recognises that pupils with SEND may be more vulnerable to abuse, exploitation, bullying and inappropriate adult behaviour.

As a result, safeguarding and suitability to work with children remain the most important considerations within all recruitment and selection activities.

4. Legislative Framework

This policy has regard to:

- Keeping Children Safe in Education (KCSIE) 2026.
- Working Together to Safeguard Children 2026.
- The Education (Independent School Standards) Regulations 2014.
- The Safeguarding Vulnerable Groups Act 2006.
- The Rehabilitation of Offenders Act 1974 (Exceptions Order).
- The Counter-Terrorism and Security Act 2015.
- Equality Act 2010.
- Data Protection Act 2018.
- UK General Data Protection Regulation (UK GDPR).
- Prevent Duty Guidance.

5. Roles and Responsibilities

Proprietor

Sara Llewellyn is responsible for:

- Ensuring effective safer recruitment arrangements are in place throughout the school.
- Ensuring recruitment procedures comply with statutory safeguarding requirements.
- Ensuring safeguarding remains central to all recruitment decisions.
- Monitoring compliance with this policy.
- Reviewing safer recruitment practice and outcomes.
- Participating in recruitment processes where appropriate.
- Reviewing the Single Central Record (SCR) regularly.
- Ensuring suitable resources are available to support safer recruitment.

Deputy Headteacher

Natalie Lovelock is responsible for:

- Leading recruitment processes where appropriate.
- Participating in interview panels.
- Ensuring safeguarding considerations are embedded throughout recruitment.
- Supporting candidate assessment and selection.
- Exploring safeguarding gaps, anomalies and concerns during interviews.
- Supporting induction and probation processes.
- Ensuring appointments support the needs of Maple Haven pupils.

Designated Safeguarding Lead (DSL)

Suzy Hollett is responsible for:

- Advising on safeguarding aspects of recruitment.
- Participating in recruitment processes where appropriate.
- Ensuring safeguarding culture is reflected throughout recruitment activities.
- Supporting investigations where safeguarding concerns arise during recruitment.
- Ensuring unsuitable candidates are appropriately identified and managed.
- Supporting safeguarding induction arrangements.

HR Manager

Hayley Richardson-Byrne is responsible for:

- Coordinating recruitment processes.
- Maintaining recruitment documentation.
- Managing pre-employment checks.

- Obtaining and reviewing references.
- Maintaining recruitment records.
- Maintaining the Single Central Record (SCR).
- Ensuring compliance with employment legislation and safeguarding requirements.
- Supporting interview panels and recruitment administration.
- Monitoring safer recruitment training requirements.

Business Manager

Sophie Illingworth is responsible for:

- Supporting recruitment administration.
- Assisting with safer recruitment compliance monitoring.
- Supporting contractor and visitor safeguarding compliance.
- Maintaining records relating to recruitment audits and checks.
- Supporting operational arrangements for recruitment activities.

IT Manager

Jamie Martin is responsible for:

- Supporting secure storage of recruitment information.
- Maintaining confidentiality and data security.
- Supporting online searches and digital due diligence processes.
- Ensuring recruitment information is stored in accordance with UK GDPR requirements.

Teaching Staff

Teaching staff, including Joe Ross and Ryan Colvin, may:

- Participate in recruitment activities where appropriate.
- Contribute to practical assessment tasks.
- Support candidate visits and observations.
- Provide professional feedback during recruitment processes.
- Support induction and mentoring arrangements for newly appointed staff.

6. Safer Recruitment Principles

Maple Haven School will ensure that:

- Recruitment procedures are fair, transparent and consistent.
- Safeguarding considerations are embedded throughout recruitment.
- Candidates are assessed against clearly defined criteria.
- Suitability to work with children is assessed throughout the recruitment process.
- All required statutory safeguarding checks are completed before employment commences.

- Any concerns identified during recruitment are appropriately investigated.
- Recruitment decisions prioritise the safety and welfare of pupils.
- The school promotes equality, diversity and inclusion throughout recruitment.

At least one member of every interview panel will hold current Safer Recruitment Training.

7. Recruitment and Selection Process

Maple Haven School follows a structured recruitment process designed to identify suitable individuals and deter those who may pose a risk to children.

Vacancy Identification

A review of staffing requirements, school needs and role expectations will be undertaken before recruitment begins.

Job Description and Person Specification

Each vacancy will include:

- A job description.
- A person specification.
- Safeguarding responsibilities.
- Professional expectations.
- Requirements relating to working in a specialist SEND environment.

Suitability to work with children forms part of all recruitment documentation.

Advertising

Maple Haven School normally advertises vacancies through:

- Kent Teach.
- The school website.
- Appropriate educational recruitment platforms.
- Professional networks where appropriate.

All advertisements will clearly state:

Maple Haven School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Advertisements will also make clear that safeguarding checks, including an Enhanced DBS check, will be required before appointment.

Application Forms

Applicants must complete the school's application form.

CVs alone will not be accepted.

Applicants must provide:

- Full employment history.
- Educational history.
- Relevant qualifications.
- Details of any employment gaps.
- Evidence of suitability to work with children.

Incomplete applications will not normally be shortlisted.

8. Shortlisting

Shortlisting decisions will be based upon:

- The person specification.
- Relevant experience.
- Qualifications.
- Suitability for the role.
- Experience of working with children and young people.
- Experience of working with pupils with SEND where applicable.
- Safeguarding considerations.

References may be requested before interview wherever possible.

Any discrepancies, employment gaps or concerns identified during shortlisting will be explored further during interview.

9. References

A minimum of two satisfactory professional references must be obtained before an appointment is confirmed.

References must:

- Be obtained directly from the referee.
- Be verified where necessary.
- Include safeguarding-related questions.
- Comment on the applicant's suitability to work with children.
- Be from individuals with direct knowledge of the applicant's work and conduct.

Maple Haven School will not accept:

- Open references.
- Testimonials.
- References from family members or friends.

Any concerns arising from references will be fully investigated before appointment.

10. Interviews

Maple Haven School uses a robust interview process to assess the suitability of candidates.

As a minimum, shortlisted candidates will normally participate in at least two interview stages.

These may include:

- Formal panel interview.
- Safeguarding interview.
- Professional discussion.
- Practical task.
- Observed activity.
- Pupil interaction session where appropriate.
- Values-based interview.

The interview process will explore:

- Suitability to work with children.
- Safeguarding knowledge and understanding.
- Professional values and behaviours.
- Previous experience.
- Employment history.
- Communication skills.
- Understanding of SEND.
- Ability to meet the needs of pupils attending Maple Haven School.
- Understanding of safeguarding responsibilities.

At least one member of every interview panel will have completed Safer Recruitment Training.

Candidates will be required to provide original:

- Identification documents.
- Qualification certificates.
- Right to work documentation.
- Other relevant evidence requested by the school.

Safeguarding concerns or inconsistencies identified during interview will be explored fully before a recruitment decision is made.

11. Online Searches

In accordance with Keeping Children Safe in Education (KCSIE) 2026, Maple Haven School will carry out online searches of shortlisted candidates as part of its due diligence process.

The purpose of these searches is to identify publicly available information that may be relevant to:

- Safeguarding.
- Professional conduct.
- Suitability to work with children.

Any concerns identified through online searches will be discussed with the candidate and considered as part of the recruitment process.

12. Pre-Employment Checks

No appointment will be confirmed until all required checks have been completed satisfactorily.

Checks may include:

- Identity verification.
- Enhanced DBS check.
- Barred List check where appropriate.
- Right to work check.
- Qualification verification.
- Employment history verification.
- Reference checks.
- Prohibition from teaching checks.
- Section 128 checks where appropriate.
- Overseas criminal record checks where relevant.
- Medical fitness declaration.

A conditional offer of employment may be withdrawn if checks reveal information that makes the applicant unsuitable to work with children.

13. Single Central Record (SCR)

Maple Haven School maintains a Single Central Record (SCR) in accordance with Keeping Children Safe in Education (KCSIE) 2026 and Independent School Standards requirements.

The SCR contains details of all required safeguarding and pre-employment checks relating to:

- Employees.
- Supply and agency staff.
- Volunteers.
- Contractors.
- Individuals regularly working within the school.
- Other relevant adults where required.

The SCR records:

- Identity checks.
- Enhanced DBS checks.
- Barred List checks.
- Right to work checks.
- Qualification checks.
- Prohibition checks.
- Section 128 checks where appropriate.
- Overseas checks where applicable.

The SCR is maintained by:

Hayley Richardson-Byrne - HR Manager

The SCR is reviewed regularly by Sara Llewellyn - Proprietor
to ensure compliance with statutory safeguarding and safer recruitment requirements.

14. Agency Staff, Contractors and Visitors

The school will obtain written confirmation that required safeguarding checks have been completed for:

- Agency staff.
- Contractors.
- External professionals.

All visitors must:

- Sign in.
- Follow safeguarding procedures.
- Wear appropriate identification.
- Follow the school's visitor protocol.

Visitors without appropriate clearance must remain supervised at all times.

15. Safeguarding Culture

Maple Haven School recognises that safer recruitment is only one aspect of an effective safeguarding culture.

The school promotes safeguarding through:

- Robust safer recruitment procedures.
- Safeguarding-focused interviews.
- Ongoing safeguarding training.
- Probation reviews.
- Staff supervision.
- Low-level concerns procedures.
- Whistleblowing arrangements.
- Professional conduct expectations.
- Annual safeguarding updates.
- Regular Single Central Record audits.
- Strong leadership and accountability.

All staff are expected to maintain an attitude of:

'It could happen here.'

and to place the welfare of children at the centre of all decision-making.

The school promotes a culture in which safeguarding concerns can be raised openly, professionally and without fear of reprisal.

16. Induction

All new staff will receive an induction that includes:

- Child Protection and Safeguarding Policy.
- Staff Code of Conduct.
- Keeping Children Safe in Education (KCSIE) 2026.
- Whistleblowing Policy.
- Low-Level Concerns Policy.
- Online Safety arrangements.
- Reporting procedures.
- Professional expectations.
- CPOMS training where required.
- SEND-specific safeguarding considerations.

17. Monitoring and Evaluation

This policy will be monitored by:

- Sara Llewellyn, Proprietor

- Natalie Lovelock, Deputy Headteacher
- Hayley Richardson-Byrne, HR Manager
- Suzy Hollett, DSL

Monitoring activities may include:

- SCR audits.
- Recruitment file audits.
- Safer recruitment compliance checks.
- Staff feedback.
- Training audits.
- Safeguarding reviews.

Findings will be used to strengthen recruitment practice and safeguarding arrangements.

18. Review

This policy will be reviewed annually or sooner where:

- Legislation changes.
- Safeguarding guidance changes.
- Recruitment procedures change.
- Inspection findings require amendment.
- School circumstances change.