



REPLENISH LEARNING

SAFE RECRUITMENT AND STAFF VETTING POLICY

October 2025

1. Purpose

The purpose of this policy is to ensure the safety and well-being of children attending our educational provision by implementing robust recruitment and vetting processes for all staff and volunteers.

2. Legal Framework

This policy is aligned with the following legislation and guidance:

- **Children Act 1989 and 2004**
- **Safeguarding Vulnerable Groups Act 2006**
- **Education Act 2002**
- **The Childcare (Disqualification) Regulations 2009**
- **Keeping Children Safe in Education (KCSIE) 2025**

3. Recruitment Process

The recruitment process will include the following steps:

- 1. Job Descriptions and Person Specifications**
 - Clearly define the roles, responsibilities, and qualifications required for each position.
- 2. Advertising the Role**
 - Advertise vacancies through appropriate channels to attract suitable candidates.
- 3. Application Process**
 - Require candidates to complete a standard application form detailing their experience, qualifications, and reasons for applying.
- 4. Shortlisting**
 - Shortlist candidates based on their application against the job description and person specification.
- 5. Interview Process**
 - Conduct interviews that assess candidates' suitability for working with children, including their understanding of safeguarding and child protection.

4. Staff Vetting Procedures

- 1. References**

- Obtain at least two professional references, preferably from previous employers in education or childcare settings. References must be checked for authenticity.

2. Disclosure and Barring Service (DBS) Check

- All staff members must undergo an enhanced DBS check before they start working with children. This check must be renewed every three years.

3. Right to Work in the UK

- Verify that all staff have the legal right to work in the UK.

4. Disqualification Declaration

- Ensure all staff complete a declaration regarding disqualification from working with children, in line with the Childcare (Disqualification) Regulations.

5. Staff Vetting Template

Candidate Name		Position Applied For		Date of Application	
Reference Check	DBS Check	Right to Work	Disqualification Declaration	Notes	
Completed: [Yes/No]	Completed: [Yes/No]	Completed: [Yes/No]	Completed: [Yes/No]		

6. Induction and Training

All new staff must undergo a thorough induction process, which includes training on safeguarding policies, child protection, and understanding their responsibilities in creating a safe learning environment.

7. Monitoring and Review

This policy will be reviewed annually or sooner if required by changes in legislation or best practice guidelines.

8. Implementation

The policy will be implemented and communicated to all staff, ensuring that they understand their responsibilities regarding recruitment and safeguarding.