



**TRAINING FOR
ELECTRICIANS**



SAFER RECRUITMENT POLICY

Putting safeguarding at the heart of every recruitment decision.

2026- 27



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1	Jul 24, 2026	Heidi Strickland	Stuart Gallagher	Initial release of Safer Recruitment Policy.

Distribution

This policy applies across Training for Electricians Ltd and is communicated to all employees and other individuals involved in recruitment and selection. It is available electronically within the organisation’s policy framework and will be reviewed annually, or sooner where changes to legislation, statutory safeguarding guidance or organisational practice require amendment.

1. Policy Statement

Training for Electricians Ltd is committed to safeguarding and promoting the welfare of children and young people and recognises that robust safer recruitment practice is an essential part of creating and maintaining a safe learning environment. The organisation works with young people, including learners under the age of 18, and therefore accepts its responsibility to ensure that individuals appointed to positions involving contact with learners are suitable, appropriately qualified where required, and able to demonstrate the values, behaviours and professional standards expected of those working within an education and training environment. Safeguarding considerations are embedded throughout recruitment and selection and are not treated as a single pre-employment check or solely as a Disclosure and Barring Service (DBS) requirement. Training for Electricians takes a continuous approach to safer recruitment which begins when a vacancy or staffing requirement is identified and continues through advertising, application, shortlisting, interview, pre-employment vetting, induction, probation, supervision and ongoing employment.

The organisation seeks to deter unsuitable individuals from applying, identify and investigate concerns arising during recruitment, prevent individuals who are unsuitable or legally barred from undertaking relevant work, and ensure that recruitment decisions are fair, consistent, evidence-based and properly documented. Recruitment will be undertaken in accordance with applicable safeguarding legislation and guidance, having regard where relevant to **Keeping Children Safe in Education 2026, Working Together to Safeguard Children 2026**, Disclosure and Barring Service guidance, the Safeguarding Vulnerable Groups Act 2006 as amended, the Rehabilitation of Offenders Act 1974 and applicable exceptions, the Equality Act 2010, UK GDPR and the Data Protection Act 2018. Training for Electricians will review this policy whenever relevant statutory guidance, legislation or DBS requirements change.

2. Scope and Responsibilities

This policy applies to the recruitment and engagement of all individuals whose work may bring them into contact with learners, including permanent and temporary employees, tutors, trainers, assessors, administrative and support staff, volunteers, agency workers, contractors and other individuals undertaking work on behalf of Training for Electricians. The nature and level of pre-employment checks will be determined according to the particular role, the duties to be undertaken, the level and frequency of contact with children and young people, and the organisation's legal entitlement to undertake particular checks. Training for Electricians will not assume that every role automatically qualifies for the same level of DBS check; eligibility will be assessed against current DBS guidance and the legal definition of regulated activity. Current DBS guidance confirms that organisations are legally responsible for ensuring that the level of DBS check requested is appropriate and permitted for the particular role.

Overall responsibility for ensuring that safer recruitment arrangements are implemented rests with the Managing Director, supported operationally by the Designated Safeguarding Lead. **Heidi Strickland, Operations Manager and Designated Safeguarding Lead**, has completed formal Safer Recruitment training, providing additional safeguarding knowledge and competence within the recruitment process. Wherever practicable, recruitment involving roles working directly with children or young people will involve a person who has received appropriate safer recruitment training. Recruitment decisions will not be made solely by an individual candidate's prospective line manager where additional scrutiny is reasonably available, and safeguarding concerns identified during recruitment will be referred to the Designated Safeguarding Lead before an appointment is confirmed.

3. Planning and Advertising Vacancies

Before recruitment begins, Training for Electricians will establish the purpose of the role, duties and responsibilities, required qualifications and experience, expected contact with learners, safeguarding responsibilities and the appropriate pre-employment checks. Job descriptions and person specifications will clearly define the competencies and standards required and, where relevant, make explicit the individual's

responsibility for safeguarding and promoting the welfare of learners. Recruitment materials will make clear the organisation's commitment to safeguarding children and young people and that appointments are subject to appropriate safer recruitment and pre-employment checks.

Where appropriate to the role, advertisements will explain that the successful applicant will be subject to an appropriate DBS check and other relevant safeguarding checks. Training for Electricians will seek to create an appropriate level of deterrence from the outset by making clear that safeguarding is central to its recruitment arrangements and that information provided by candidates will be scrutinised and verified. Applicants will be expected to provide complete, accurate and truthful information concerning their employment history, qualifications and suitability for the position.

4. Applications, Employment History and Shortlisting

Training for Electricians will obtain sufficient information from candidates to enable their suitability to be assessed consistently and safely. Applications and CVs will be scrutinised carefully against the requirements of the role, and recruitment decisions will not be based solely upon an informal conversation or personal recommendation. Particular attention will be paid to employment history, qualifications, relevant experience and any unexplained gaps, inconsistencies, repeated changes of employment or other information requiring clarification. Candidates may be asked to explain gaps or discrepancies during the recruitment process, and explanations will be considered and recorded before an appointment is confirmed.

Shortlisting decisions will be made against predetermined criteria contained within the job description and person specification. Information relating to protected characteristics will not be used unlawfully in recruitment decisions. Where current statutory guidance requires or recommends additional checks for shortlisted candidates in the relevant educational context, Training for Electricians will consider and undertake those checks proportionately and lawfully. Any information discovered which may relate to a candidate's suitability to work with children will not automatically result in rejection without appropriate consideration; however, it will be explored before a final recruitment decision is made and safeguarding will remain paramount.

5. Selection and Interview

Candidates selected for roles involving contact with learners will normally participate in a structured interview or equivalent formal selection process. Interviews will explore the candidate's skills, experience and suitability for the role, but will also include consideration of safeguarding. Candidates may be asked about their understanding of professional boundaries, safeguarding responsibilities, responding to disclosures or concerns, appropriate relationships with learners, equality and inclusion, and how they would respond to relevant scenarios. The interview process may also explore matters arising from the candidate's application, employment history, references or other checks.

Interviewers will remain professionally curious where information is inconsistent or incomplete. Unsatisfactory or evasive explanations concerning employment history, disciplinary matters, safeguarding concerns or professional conduct will be explored appropriately and documented. No appointment will be made merely because a candidate performs strongly in the technical aspects of a role where concerns remain about their suitability to work safely with learners.

6. References and Previous Employment

Training for Electricians will obtain appropriate references before confirming appointments wherever reasonably practicable. References should normally include the candidate's current or most recent relevant employer and should be obtained directly from the referee or organisation rather than relying solely upon copies supplied by the applicant. Where relevant, referees may be asked whether there are known concerns relating to the applicant's suitability to work with children or young people and whether the referee is satisfied that the individual is suitable for the position being considered.

References will be scrutinised against information supplied by the candidate. Material discrepancies, contradictory dates, omitted employment, vague information or concerns relating to conduct will be followed up before appointment. Open references or testimonials will not ordinarily be relied upon as the sole evidence of suitability. Training for Electricians reserves the right to seek further clarification from a referee where information is incomplete or gives rise to safeguarding or suitability concerns.

7. Identity, Right to Work and Qualification Checks

Before employment commences, Training for Electricians will verify the successful candidate's identity using appropriate original or otherwise legally acceptable documentation and will undertake the required right-to-work checks in accordance with current Home Office requirements. Where a qualification, professional status, trade competence or other certification is essential to the role, evidence will be checked and, where necessary, verified with the awarding or professional body. Any discrepancy in a candidate's identity, qualifications or information provided during recruitment will be investigated before appointment.

Where a candidate has lived or worked outside the United Kingdom, Training for Electricians will consider whether additional checks are appropriate and available in relation to the period spent overseas. The organisation recognises that a DBS certificate may not provide information about conduct or offending occurring outside the United Kingdom and will therefore consider additional evidence or overseas criminal record checks where relevant, proportionate and lawful.

8. DBS and Children's Barred List Checks

Training for Electricians will assess every relevant role against current DBS eligibility requirements and obtain the legally appropriate level of check. Where the duties constitute regulated activity with children and the statutory conditions are met, this may include an **Enhanced DBS check with a Children's Barred List check**. Where a role does not meet the legal criteria for a barred-list check, Training for Electricians will obtain only the level of disclosure to which it is legally entitled. The organisation recognises that regulated activity and DBS eligibility depend upon the actual activities undertaken, frequency, setting and other statutory conditions, rather than simply a job title.

A person who is barred from regulated activity with children must not be knowingly permitted to undertake regulated activity from which they are barred. Where the organisation becomes aware of information suggesting that a person may be barred or otherwise unsuitable, the individual will not be placed into relevant activity while the matter is assessed. DBS information will be handled confidentially and in accordance with applicable data protection and DBS requirements. A criminal record will not necessarily prevent appointment; where legally permissible, disclosed information will be considered fairly and proportionately in relation to the nature of the role, seriousness and relevance of the matter, passage of time, circumstances and safeguarding risk.

9. Conditional Offers and Commencement of Employment

Offers of employment may be made conditional upon satisfactory completion of all required safer recruitment checks. This may include verification of identity, right to work, employment history, references, qualifications, DBS and barred-list checks where legally applicable, overseas checks where appropriate, and any other check required for the particular role. Recruitment documentation will record which checks have been completed and the outcome.

As a general principle, individuals should not begin unsupervised work with learners until the required safeguarding checks have been satisfactorily completed. Where exceptional operational circumstances require an individual to begin duties before a particular check has been finalised, this will only occur where legally permissible and following a documented risk assessment authorised by senior management and the Designated Safeguarding Lead. Appropriate safeguards, restrictions and supervision will be put in place until outstanding checks are satisfactorily resolved. Training for Electricians will never use operational pressure or staffing shortages as justification for knowingly placing learners at an unacceptable safeguarding risk.

10. Agency Staff, Contractors and Visitors

Training for Electricians recognises that safeguarding responsibilities extend beyond directly employed staff. Where agency workers, contractors or other externally supplied personnel may have contact with learners, the organisation will obtain appropriate assurance that the necessary recruitment and safeguarding checks have been completed by the employing or supplying organisation. Where appropriate, identity will be checked on arrival against the information provided by the agency or contractor.

Visitors who have not undergone the necessary checks will not be permitted unsupervised access to learners where this would present a safeguarding risk. Contractors and external personnel will be informed of relevant safeguarding expectations, site arrangements and procedures for reporting concerns. The level of supervision and access permitted will be determined according to the individual's role, the purpose and duration of the visit and the potential for contact with learners.

11. Induction, Code of Conduct and Professional Boundaries

Safer recruitment does not end when an appointment is made. All new staff will receive an appropriate induction which includes safeguarding responsibilities, reporting procedures, the identity and role of the Designated Safeguarding Lead and Deputy DSL, professional boundaries, staff conduct, whistleblowing, allegations and low-level concerns, Prevent responsibilities, online safety and other policies relevant to their position. Staff will be expected to understand that safeguarding is everyone's responsibility and that concerns about a learner or the conduct of another adult must be reported promptly through the appropriate procedure. This reflects the current statutory safeguarding principle that all staff have safeguarding responsibilities and must understand what to do when concerns arise.

Probation, supervision, performance management and staff development will be used to reinforce expectations established during recruitment. Concerns regarding conduct, professional boundaries or suitability which emerge after appointment will be addressed promptly under the appropriate safeguarding, disciplinary, allegations or low-level concerns procedure and will not be disregarded simply because pre-employment checks were satisfactory.

12. Allegations, Low-Level Concerns and Ongoing Suitability

Training for Electricians recognises that a satisfactory recruitment process cannot guarantee that concerns will never arise after appointment. The organisation therefore maintains arrangements for staff and learners to report safeguarding concerns, allegations, inappropriate behaviour and conduct that may be inconsistent with the organisation's expectations. Concerns relating to a member of staff, contractor or volunteer will be managed under the organisation's safeguarding procedures and, where required, referred to the Local Authority Designated Officer, police, children's social care, DBS, professional regulator or other appropriate authority.

Where information comes to light which raises concerns about an individual's continued suitability to work with children or young people, Training for Electricians will act promptly, proportionately and in accordance with its legal safeguarding duties. Where the legal criteria for making a referral to the Disclosure and Barring Service are met, the organisation will fulfil its referral responsibilities. Resignation, termination of employment or the ending of a contractual relationship will not be used to avoid consideration of a safeguarding matter or any statutory referral duty.

13. Recording and Retention of Recruitment Information

Training for Electricians will maintain appropriate records demonstrating that required recruitment and vetting checks have been completed. Recruitment and safeguarding information will be processed lawfully, securely and confidentially in accordance with UK GDPR, the Data Protection Act 2018 and relevant DBS requirements. Access will be restricted to individuals who require the information for legitimate recruitment, safeguarding, HR, compliance or regulatory purposes.

The organisation will record sufficient information to demonstrate compliance without unnecessarily retaining sensitive information. DBS certificates and criminal record information will be handled in accordance with applicable DBS requirements and data protection principles. Recruitment records may be reviewed as part of internal quality assurance, safeguarding audits, local authority due diligence, funding or contractual assurance and regulatory or inspection activity.

14. Equality, Diversity and Fair Recruitment

Training for Electricians is committed to fair, inclusive and non-discriminatory recruitment. Safer recruitment measures will be applied consistently and proportionately and will not be used as a means of unlawfully discriminating against candidates. Decisions will be based upon the requirements of the position, evidence obtained through recruitment and the candidate's suitability to undertake the role safely and effectively.

At the same time, the organisation recognises that its overriding safeguarding responsibility is to create an environment in which children and young people are protected from harm. Equality considerations do not prevent the organisation from undertaking legally permitted safeguarding checks or making proportionate suitability decisions where genuine safeguarding concerns exist.

15. Training and Staff Awareness

Individuals with responsibility for recruitment will be supported to understand the principles of safer recruitment and the organisation's procedures. **The Designated Safeguarding Lead, Heidi Strickland, has completed dedicated**

Safer Recruitment training, and her knowledge will be used to support recruitment decisions involving positions with safeguarding responsibilities. Training will be refreshed in accordance with organisational requirements, recommended renewal periods and changes to statutory guidance.

All staff are expected to maintain appropriate safeguarding knowledge relevant to their roles. Training for Electricians will promote a culture in which staff understand that safeguarding is an ongoing organisational responsibility rather than the sole responsibility of the DSL. Recruitment practice will be reviewed following significant safeguarding incidents, changes in legislation or guidance, identified weaknesses or learning arising from internal or external review.

16. Monitoring, Review and Quality Assurance

The Designated Safeguarding Lead and senior management will periodically review recruitment records and practice to ensure that this policy is being implemented consistently. Any omissions or weaknesses identified will be addressed promptly and, where appropriate, recruitment procedures will be amended. This policy will be formally reviewed at least annually and sooner where there is a change to legislation, statutory guidance, DBS requirements, organisational structure or the nature of Training for Electricians' provision.

The organisation will have regard to updated government guidance when reviewing this policy. As at September 2026, this includes **Keeping Children Safe in Education 2026**, **Working Together to Safeguard Children 2026** and current DBS eligibility and regulated-activity guidance.

17. Related Policies and Procedures

This policy should be read alongside Training for Electricians' **Safeguarding and Child Protection Policy, Staff Code of Conduct, Managing Allegations/Low-Level Concerns Procedure, Whistleblowing Policy, Equality and Diversity Policy, Data Protection Policy, Health and Safety Policy and Prevent procedures**, together with any other relevant employment and safeguarding procedures.