

Safer Recruitment Policy

SENbetweeners Hub UK

Policy Detail	Information
Version	1.0
Effective Date	June 2026
Review Date	June 2027
Lead Authority	Board of Trustees / DSL

1. Policy Statement & Commitment

SENbetweeners Hub UK is committed to safeguarding and promoting the welfare of children and young people, particularly those with undiagnosed, hidden, or emerging Special Educational Needs (SEN) and Social, Emotional, and Mental Health (SEMH) challenges. We expect all staff, volunteers, and partners to share this commitment.

This policy establishes a robust framework for identifying, deterring, and rejecting individuals who might abuse children or who are otherwise unsuited to work with them. Our recruitment processes are designed to ensure that only those who meet our high standards of professional conduct and safeguarding awareness are appointed.

2. Statutory Framework

This policy adheres to the following UK legislation and statutory guidance:

- Keeping Children Safe in Education (KCSIE 2025).

- Working Together to Safeguard Children 2025.
- The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.
- The Data Protection Act 2018 and UK GDPR.
- The Equality Act 2010.

3. Advertising & Application Stage

3.1 Safeguarding Statement

All recruitment advertisements will include a clear statement regarding SENbetweeners Hub UK's commitment to safeguarding and the requirement for successful candidates to undergo an Enhanced Disclosure and Barring Service (DBS) check.

3.2 Application Forms

Candidates must complete a formal application form. CVs will not be accepted as a standalone application to ensure consistent data collection. The application form will require:

- A full chronological employment history, with explanations for any gaps in employment.
- Details of at least two professional referees, one of whom must be the current or most recent employer.
- A declaration of any criminal record (self-disclosure) where permitted by law.

4. Vetting & Pre-Employment Checks

No individual will commence work (paid or voluntary) until all required checks are completed and verified.

4.1 Mandatory Enhanced DBS Checks

All staff and volunteers engaged in "regulated activity" must undergo an Enhanced DBS check with a Barred List check.

- **Barred List:** We will check that the individual is not barred from working with children.
- **Ongoing Suitability:** DBS checks will be updated periodically, or staff will be encouraged to join the DBS Update Service.

4.2 Identity & Right to Work

Evidence of identity and the right to work in the UK must be provided in person via original documentation before an appointment is confirmed.

4.3 Professional Reference Verification

A minimum of two written references will be obtained directly from the referees.

- **Verification:** All references will be followed up with a telephone call to the referee to verify the authenticity of the reference and discuss the candidate's suitability for working with children.
- **Content:** References will be scrutinized for consistency with the application form and any concerns regarding disciplinary history related to safeguarding.

5. Safeguarding-Focused Interview Vetting

5.1 Interview Panel

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

5.2 Vetting Questions

Interviews will not only assess technical competency but will include specific safeguarding-focused questions designed to explore:

- The candidate's motivation for working with vulnerable children and "SENbetweeners."
- Their ability to maintain professional boundaries.
- Their understanding of safeguarding responsibilities and the ability to recognize signs of harm.
- Their attitudes toward diversity, inclusion, and neurodivergence.

6. Online Search & Social Media Vetting

In line with KCSIE guidance, SENbetweeners Hub UK may conduct an online search (including social media) for shortlisted candidates to identify any incidents or issues that have happened, and are publicly available online, which may suggest they are unsuitable to work with children.

7. Induction & Probation

All new appointments are subject to a robust induction program that includes:

- Mandatory Level 1/2 Safeguarding and SEN/SEMH Awareness training.
- Receipt and acknowledgment of the Safeguarding & Child Protection Policy and Staff Code of Conduct.
- A formal probation period with regular supervision meetings to monitor performance and conduct.

8. Policy Monitoring & Record Keeping

The Designated Safeguarding Lead (DSL) and the Board of Trustees will maintain a **Single Central Record (SCR)** of all recruitment and vetting checks. This record will be audited at least annually to ensure 100% compliance with statutory requirements.

Approved By:  Person

Title: Board of Trustees Representative

Date:  Date