Supply & Demand Consultancy Ltd

Safer Recruitment Policy

Reviewed: September 2025
Next Review: September 2026

Policy

Supply & Demand Consultancy Ltd is committed to safeguarding and promoting the welfare of children and young people.
We expect all staff, teachers, volunteers, and contractors to share this commitment.

Our safer recruitment procedures aim to ensure that all individuals working with or on behalf of Supply & Demand Consultancy Ltd are suitable, appropriately checked, and fully understand their safeguarding responsibilities.

Purpose and Scope

The purpose of this policy is to:

- Set out Supply & Demand Consultancy Ltd's approach to recruiting safely and fairly.
- Prevent unsuitable individuals from working with children.
- Meet statutory and best-practice requirements as set out in *Keeping Children Safe in Education (KCSIE 2025)*.
- Ensure consistency, transparency, and equality throughout all recruitment processes.

This policy applies to:

- All staff (teaching and non-teaching) teachers, volunteers and contractors
- Supply staff, agency workers, contractors, and volunteers

Legal Framework

This policy is based on the following statutory guidance and legislation

- Keeping Children safe in Education (KCSIE 2025)
- Working Together to safeguard Children (2023)
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR
- Rehabilitation of Offenders ACT 1974

Roles and Responsibilities

Supply & Demand Consultancy Ltd will ensure

- Safer recruitment practices are embedded across the organisation
- Safeguarding children and young people are at the forefront of recruitment decisions
- At least one staff member trained in safer recruitment.
- Oversee compliance with safeguarding legislation
- Pre-employment checks are completed

The Recruitment Process

Job Descriptions and Person Specifications

- All roles include a clear statement on safeguarding responsibilities.
- Person specifications outline essential skills, experience, and commitment to child welfare.

Advertising

All job adverts include Supply & Demand's safeguarding commitment and a note that the post is subject to an enhanced DBS check.

Application Form

- Only the approved application form will be accepted (no CVs alone).
- Applicants must provide full employment history with explanations for gaps.

Shortlisting

- Applications are assessed against the person specification.
- Discrepancies, unexplained gaps, or anomalies are noted and explored at interview.
- Online checks may be undertaken for shortlisted candidates (in line with KCSIE 2025).

References

- A minimum of two references are obtained, one from the most recent employer.
- References are requested directly and verified for authenticity.
- Open or "to whom it may concern" references are not accepted.
- References are checked against the application form for consistency.

Interviews

- Interview panels include at least one member trained in safer recruitment.
- Face to face interview
- Questions assess suitability to work with children as well as professional competencies.
- Any safeguarding concerns or gaps in employment are explored in detail.

Pre-Employment Checks

The following checks are undertaken for all staff prior to appointment:

- Enhanced Disclosure and Barring Service (DBS) check with children's barred list information.
- Identity verification (official photo ID and address proof).
- Right to work in the UK.
- Qualifications and professional registration (where applicable).
- Medical fitness to perform the role.
- Prohibition from teaching and Section 128 checks (for leadership and management roles).
- Verification of previous employment history and reasons for leaving or any gaps in employment
- A minimum of two satisfactory references, verified before appointment
- Online searches of shortlisted candidates, as specified by KSCIE 2025
- Overseas checks for candidates that have lived or worked abroad in the last 5 years

Risk Management

If a criminal conviction appears on a candidates DBS check, Supply & Demand's DSL will conduct a risk assessment before employment can commence and speak to the candidate. A conviction does not automatically lead to rejection and would be considered its relevance to the role. The outcome depends on whether the conviction is relevant, protected by filtering, or if the candidate is on a barred list for regulated activities. The decision will be recorded, with input from commissioners where required**.**

Single Central Record (SCR)

Supply & Demand Consultancy Ltd will maintain an up-to-date Single Central Record containing details of all staff, teacher's volunteers and contractors' recruitment and vetting checks in accordance with *KCSIE 2025*.
The SCR is regularly reviewed and audited by the Designated Safeguarding Lead

DSL – Charlotte Atkins charlotte.a@supply-demand.co.uk

DDSL – Jordan Rhodes jordan@supply-demand.co.uk

All recruitment documentation is stored securely in compliance with the Data Protection Act 2018 and UK GDPR. Information is retained only as long as necessary and disposed of confidentially.

Induction

All new staff receive:

- A safeguarding induction covering this policy, the *Child Protection Policy*, *KCSIE Part One*, and *Code of Conduct*.
- A clear understanding of reporting procedures for concerns.

Training and Monitoring

- At least one member of staff will have completed Safer Recruitment training
- Refresher training will be undertaken every three years or as guidance changes.
- This policy will be reviewed annually, or earlier if statutory requirements change.
- Compliance will be monitored through audits of the Single Central Record, recruitment files, and training records

Contact
info@supply-demand.co.uk
Tel: 020 8466 7946
Office 5 Willow Walk Business Centre, 10 Willow Walk, Orpington BR6 7AA