

Staff Safer Recruitment Policy

This policy was updated: **September 2024**

This policy will be reviewed: **September 2026**

Statutory policy? **Yes**

Introduction

Although Nulogic is not a registered education provider, we work with children and young people and therefore adopt safer recruitment procedures that meet the principles of Keeping Children Safe in Education (KCSIE 2023) and the Working Together to Safeguard Children (2018, updated 2023) statutory guidance.

This policy sets out how Nulogic ensures all staff, contractors, and volunteers are suitable to work with children and young people and that safeguarding is embedded throughout our recruitment process.

All recruitment decisions will comply with the Equality Act 2010 and the Nulogic Equality and Diversity Policy.

Recruitment and Selection Process

Any person involved in recruiting individuals to work with learners must complete safer recruitment training. Our process follows the principles of fairness, transparency, and child protection.

Advertising

When advertising roles, Nulogic will clearly state:

- Our commitment to safeguarding and promoting the welfare of learners.
- That safeguarding and vetting checks will be undertaken.
- The safeguarding responsibilities of the post.
- Whether the role is exempt from the Rehabilitation of Offenders Act 1974 and subsequent amendments (including the 2020 Exceptions Order).

Application Forms

All applicants will be required to complete an application form that includes:

- A declaration that it is an offence to apply for a role involving regulated activity if barred from working with children.
- A link or copy of our Safeguarding and Child Protection Policy and Recruitment of Ex-Offenders Policy.

- A self-declaration of relevant criminal information, including:
 - Criminal convictions or cautions (spent and unspent where applicable).
 - Inclusion on the barred list.
 - Prohibition from teaching (if relevant to role).
 - Relevant overseas offences or sanctions.
 - Knowledge of involvement with social services or safeguarding authorities.
- Confirmation that all information provided is accurate and truthful.

Shortlisting

Shortlisting will always involve at least two trained members of staff. The panel will:

- Examine any gaps or inconsistencies in employment history.
- Explore reasons for frequent job or location changes.
- Identify and address any potential concerns prior to interview.
- Conduct online searches as part of due diligence (candidates are informed of this practice).

References and Employment History

References will be requested before interview wherever possible and verified directly with referees. Nulogic will:

- Reject open or third-party references (“to whom it may concern”).
- Verify references with the employer, ideally from a senior person or manager.
- Request confirmation from the most recent role involving work with children (if applicable).
- Compare reference data with the application form and resolve inconsistencies before appointment.
- Clarify vague or incomplete information with referees.

All concerns must be resolved before confirming any appointment.

Interview and Selection

Interview panels will:

- Enquire about employment gaps, frequent moves, or unclear information.
- Explore safeguarding attitudes, understanding, and motivation to work with children.
- Record evidence-based decisions.
- Ensure all interviews are conducted fairly and without discrimination under the Equality Act 2010.

Pre-Appointment Vetting Checks

All pre-employment checks will be recorded on Nulogic's central recruitment record (similar to a Single Central Record, kept voluntarily as best practice). Documentation will be securely held on staff personnel files in line with Data Protection Act 2018 and UK GDPR.

Before confirming any appointment, we will:

- Verify identity.
- Verify right to work in the UK (a copy retained for employment duration + 2 years).
- Verify mental and physical fitness to perform duties.
- Verify professional qualifications as appropriate.
- Obtain an enhanced DBS certificate with barred list check where the role involves regulated activity.
- Conduct a separate barred list check if the role begins before the DBS certificate is received.
- Undertake overseas criminal checks and/or request written confirmation from overseas regulators where relevant.
- Confirm that the individual is not subject to a prohibition order (if qualified teacher).
- For management positions, complete a Section 128 check as good practice (not a statutory requirement for unregistered providers).
- Assess compliance with Childcare Disqualification Regulations 2018, where relevant.
- Copies of DBS certificates will not be retained longer than six months, although the date, reference number, and results will be recorded.

Regulated Activity (Summary Definition)

A person is engaged in regulated activity if they:

- Regularly teach, train, instruct, care for, or supervise children.
- Work in a role that gives opportunity for regular contact with children.
- Provide intimate or personal care, or work overnight with children.

Existing Staff

Nulogic will repeat relevant vetting checks for existing staff if:

- There are concerns about suitability of working with children.
- The individual moves into a regulated activity role from a non-regulated one.
- There is a break in service of 12 weeks or more.

Where concerns arise or harm is identified, Nulogic will refer the individual to the Disclosure and Barring Service (DBS) in line with the Safeguarding Vulnerable Groups Act 2006.

Agency and Third-Party Staff

We will obtain written confirmation from any supplying agency that full safer recruitment checks have been completed. Identification of the individual will be verified upon arrival.

Contractors

- Contractors in regulated activity require an enhanced DBS check with barred list information.
- Other contractors with regular access to learners require an enhanced DBS check (no barred list).
- Checks for self-employed contractors (e.g. trainers, therapists, or sports coaches) will be obtained and recorded.
- No unchecked contractor may be left unsupervised under any circumstances.
- Evidence seen of checks will be noted on the central recruitment record.

Volunteers

- Unchecked volunteers will never work unsupervised.
- Volunteers in regulated activity require an enhanced DBS check with barred list information.
- Volunteers who are not in regulated activity will be subject to a risk assessment to determine whether an enhanced DBS check is required.
- All decisions and risk assessments will be recorded.

Work Experience and Placements

When arranging work experience, Nulogic will:

- Conduct suitable risk assessments.
- Ensure learners are appropriately supervised.
- Consider whether a barred list check is required for adults supervising learners under 16 (depending on frequency and nature of contact).

Equality and Fairness

All recruitment and selection procedures will be conducted in accordance with the Equality Act 2010 and Nulogic's Equality and Diversity Policy.

No applicant or employee will receive less favourable treatment due to age, disability, gender reassignment, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Record Keeping and Data Protection

Recruitment documents containing personal or DBS information will be handled confidentially and stored securely in line with the Data Protection Act 2018 and Nulogic's Data Protection Policy.

Key details recorded will include:

- Nature and type of checks completed.
- Date completed and by whom.
- Check reference numbers.
- Any risk assessments or decisions made.

- Information will be reviewed regularly and deleted when no longer necessary.

Review and Governance

This policy is reviewed annually or sooner if legislation or guidance changes.

Linked Policies:

- Safeguarding and Child Protection Policy
- Whistleblowing Policy
- Equality and Diversity Policy
- GDPR/Data Protection Policy

Recruitment of Ex-Offenders Introduction

Nulogic meets the requirements for exemption from the Rehabilitation of Offenders Act 1974.

This means that, where a role involves regulated activity, applicants are required to disclose **relevant** convictions and cautions (excluding exemptions – see section 2) if **shortlisted** for employment at one of our sites.

Roles involving regulated activity will also be subject to an enhanced Disclosure and Barring Service (DBS) check with barred list check.

Having a criminal record will not necessarily bar you from working at Nulogic. The success of your application will depend on your suitability for the job, the nature of the role, and the circumstances and background of any offences.

We are committed to:

1. Our duty to safeguard children under:
 - [Keeping Children Safe in Education](#)
 - [The DBS code of practice](#)
2. The fair treatment of all applicants and equality of opportunity

Protections and Exemptions

'Specified offences' will always be disclosed on a DBS certificate and should always be included in self-declarations – see the [government's list](#) for further details.

It is a criminal offence for any person who is barred from working with children to apply for a position in a school. Nulogic will make a report to the DBS and/or the police as appropriate, if it receives an application from a barred person.

'Protected offences' are certain old or minor offences that may not be disclosed on a DBS check. Guidance as to whether a caution or conviction is 'protected' can be found in:

- The Ministry of Justice's [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#)
- The government's tool to [check whether to disclose cautions or convictions](#)

Applicants **should not** list any 'protected' offences on their self-declaration form, and we will not take them into account if we are made aware of them.

Responsibilities

The Company Directors:

- Uphold Nulogic's commitment to the fair treatment of all job applicants.
- Make sure all job application forms contain clear and relevant information about what cautions or convictions applicants are expected to disclose, and what safeguarding checks Nulogic will carry out, and at what stage in the application process.
- Make sure staff involved in the recruitment process have received appropriate guidance and training about their legal duties in employing ex-offenders and assessing the relevance and circumstances of offences.

Staff involved in the recruitment process:

- Treat applicants fairly, including in relation to any history of offending.
- Maintain privacy for applicants, making sure that information about applicants' criminal records won't be seen by anyone outside of the recruitment process.
- Make sure that all shortlisted applicants complete a self-declaration form before the interview stage, and that all job offers are conditional, subject to appropriate safeguarding checks.
- Hold discussions with applicants about their disclosures, where relevant, and make decisions about suitability based on the circumstances and background of offences.
- Seek specialist legal/HR advice where relevant.

All job applicants:

- Familiarise themselves with the requirements for self-disclosure, and whether they have any previous convictions or cautions that must be disclosed.
- Complete self-declaration forms honestly and completely, disclosing all required spent and unspent convictions and cautions (excluding 'protected' offences).
- Participate in disclosure discussions following either or both of their self-declaration and DBS check.

The Process for Disclosing and Assessing Previous Convictions

Self-declaration:

All job application forms will include information about this requirement.

Applicants will not be asked for information about previous convictions or cautions before the interview stage, and any such information that is disclosed before shortlisting stage won't be considered in the shortlisting process.

We will store all sensitive personal data securely, only share it with relevant staff members, and destroy it securely when we no longer need it.

DBS checks

Successful candidates are subject to DBS and other safeguarding checks, as set out in statutory guidance, Keeping Children Safe in Education. Staff should consider whether:

- The checks reveal any new information that might prohibit or otherwise make a candidate unsuitable for the role
- The checks match any information disclosed in an applicant's self-declaration

Further disclosure discussions may be needed following safeguarding checks. A conditional offer may only be confirmed once staff are happy that any previous convictions don't make applicants unsuitable for the role.

Disclosure Discussions

Where a disclosure or the results of a DBS check reveal that an applicant is barred from the role or ineligible to be employed in that role, their recruitment process will not proceed any further, and they will be informed that they legally cannot be considered for the job.

In all other cases, previous convictions will not necessarily prevent applicants from being employed by Nulogic. Staff will determine, with support from HR specialists, whether disclosures warrant a discussion between Nulogic and the candidate.

Where relevant, disclosure discussions will happen as part of the interview process and take the applicant's explanation into consideration. For example, we will consider:

- The seriousness of any offence and relevance to the post applied for
- How long ago the offence occurred
- Whether it was a one-off incident or a history of incidents
- The circumstances around the incident
- Whether the applicant accepted responsibility for their actions

Staff will then assess whether applicants' previous convictions or cautions make them unsuitable for the role.

We will not ask applicants about protected convictions and cautions.