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Quality Assurance Policies & Procedures

SAFEGUARDING AND PREVENT POLICY

CHILD AND VULNERABLE ADULT PROTECTION

Appendix G

Safer Recruitment Statement

Hartlepool College of Further Education (the College) is committed to safeguarding and promoting the welfare of children and adults at risk. In accordance with Keeping Children Safe in Education 2026 (KCSIE), particularly Part Three, the College applies a consistent, transparent and robust safer recruitment process to employees, agency and supply staff, contractors, volunteers and others engaged to work with learners. Safeguarding is considered at every stage of recruitment and selection so that unsuitable people are deterred, identified and prevented from working with children or adults at risk.

Recruitment activity will include, as applicable: safeguarding information in adverts and candidate information; scrutiny of employment history and any gaps; exploration of safeguarding suitability at interview; identity, right-to-work, qualification, reference and health checks; the appropriate level of Disclosure and Barring Service check, including barred-list information where the role is regulated activity; prohibition, direction, sanction and overseas checks where required; and an online search of shortlisted candidates as part of due diligence. References will be obtained, scrutinised and any concerns resolved before appointment wherever practicable. No individual will begin regulated activity until all legally required checks are complete and satisfactory, unless a documented, authorised and time-limited risk assessment permits otherwise in accordance with statutory guidance.

The College will maintain an accurate and up-to-date single central record of the prescribed checks, with clear accountability for completion and quality assurance. Recruitment decisions, risk assessments and resolutions of discrepancies will be recorded so that the rationale is auditable. Staff involved in recruitment will receive appropriate safer recruitment training. The College will also maintain ongoing safeguarding through induction, the staff code of conduct, confirmation that all staff have read KCSIE 2026 Part One, regular safeguarding updates and training, appropriate supervision and appraisal, management of low-level concerns and allegations, and referral to the Disclosure and Barring Service and/or Teaching Regulation Agency where the legal criteria are met.

To support effective safeguarding practice and inspection readiness, leaders and governors will routinely assure themselves that safer recruitment arrangements are understood, consistently implemented and effective in practice. Evidence will be drawn from normal business records, including recruitment files, the single central record, training records, audits, risk assessments and records of action taken in response to concerns. This reflects Ofsted's further education and skills inspection toolkit, which evaluates the impact of safeguarding systems through discussion, first-hand evidence and proportionate review of statutory and routinely maintained documentation.

This statement should be read alongside QAPP 4.3.2 Appointments Procedure – Safer Recruitment, Keeping Children Safe in Education 2026 and the current Ofsted Further Education and Skills Inspection Toolkit.