Simply Sensory

Training and Support

Creating The Building Blocks For Learning

*"Live, Laugh, Learn"*

# SIMPLY SENSORY

# SAFER RECRUITMENT POLICY

## September 2025 - 2028

Reviewed: September 2025

Next Review Date: September 2028

**INTRODUCTION**

**All members of the Simply Sensory team have enhanced DBS' and follow the guidelines below..**

The safe recruitment of staff in education is the first step to safeguarding and promoting the welfare of children. Simply Sensory is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, Simply Sensory expects all staff and volunteers to share this commitment.

**AIMS AND OBJECTIVES**

The aim of the Safer Recruitment policy is to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The aims of the Simply Sensory's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (**DfE**), Keeping Children Safe in Education - September 2026 (**KCSIE**), the Prevent Duty Guidance for England and Wales 2015 (the **Prevent Duty Guidance**) and any guidance or code of practice published by the Disclosure and Barring Service (**DBS**); and
- to ensure that Simply Sensory meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
- Any candidates that are short listed will be informed that online searches may be done as part of recruitment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

Simply Sensory has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the school based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance (including KCSIE 2026 and Prevent Duty Guidance).

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

Simply Sensory aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Simply Sensory.

**ROLES AND RESPONSIBILITIES**

It is the responsibility of the Simply Sensory management involved in recruitment to:

- Ensure that the Simply Sensory operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at Simply Sensory.
- To monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

**Definition of Regulated Activity and Frequency**

Any position undertaken at, or on behalf of Simply Sensory will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30-day period; and
- provides the opportunity for contact with children.

Roles which are carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

Simply Sensory is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". Simply Sensory is required to carry out an enhanced DBS check for all staff and supply staff who will be engaging in regulated activity. However, Simply Sensory can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e., roles which would amount to regulated activity if carried out more frequently.

**RECRUITMENT AND SELECTION PROCEDURE**

**Advertising**

To ensure equality of opportunity, Simply Sensory will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement.

Any advertisement will make clear Simply Sensory's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA18).

**Application Forms**

Simply Sensory uses Notts county Council application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in

employment history). Applicants submitting an incomplete application form will not be shortlisted.

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CVs will not be accepted.

It is unlawful for Simply Sensory to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at Simply Sensory. All applicants will be made aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

**Job Descriptions and Person Specifications**

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job.

**References**

References for short-listed applicants will be sent immediately for after short-listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after the interview.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by Simply Sensory. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will also be asked to confirm that the applicant has not been radicalised, so that they do not support terrorism or any form of "extremism".

Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.

Any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with each referee to verify the reference. Simply Sensory does not accept open references, testimonials or references from relatives.

**Interviews**

There will be a face-to-face interview wherever possible, and a minimum of two interviewers will see the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training). Any information in regard to past disciplinary action or

allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has been disclosed on the application form.

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.
All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed 6 months after the recruitment programme.

**OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS**

In accordance with the recommendations set out in KCSIE, Simply Sensory carries out a number of pre-employment checks in respect of all prospective employees.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating Simply Sensory's standard terms and conditions of employment;
- verification of the applicant's identity (if not previously been verified);
- the receipt of two references (one of which must be from the applicant's most recent employer) which Simply Sensory considers to be satisfactory;
- for positions which involve "teaching work":
- Simply Sensory being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant working in education or which, in Simply Sensory's opinion, renders the applicant unsuitable to work for them and that Simply Sensory being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working for them.
- where the position amounts to "regulated activity the receipt of an enhanced disclosure from the DBS which Simply Sensory considers to be satisfactory;
- where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List **;
- confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children;
- verification of the applicant's medical fitness for the role;
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK;
- verification of professional qualifications which Simply Sensory deems a requirement for the post; Whether a position amounts to "regulated activity" must therefore be considered by Simply Sensory in order to decide which checks are appropriate. It is however likely that in nearly all cases Simply Sensory will be able to carry out an enhanced DBS check and a Children's Barred List check.

- A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files.

**DBS (Disclosure and Barring Service) Check**

- Simply Sensory applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at Simply Sensory which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.
- It is Simply Sensory's policy that the DBS disclosure **must be** obtained before the commencement of employment of **any** new employee.

** *Simply Sensory is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". Simply Sensory is required to carry out an enhanced DBS check for all staff, and supply staff who will be engaging in regulated activity. However, Simply Sensory can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e., roles which would amount to regulated activity if carried out more frequently.*

It is Simply Sensory's policy to re-check employees' DBS Certificates every three years and in addition any employee who takes leave for more than three months (i.e., maternity leave, career break etc.) must be re-checked before they return back to work.

Members of staff at Simply Sensory will be made aware of their obligation to inform Simply Sensory management of any cautions or convictions that arise between these checks taking place.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.

Portability of DBS Checks - Staff may wish to join the DBS Update Service if they are likely to require another check in the future. Applicants may sign up to the Service for a fee of £13 per annum, which is payable by the applicant. This allows for portability of a Certificate across employers. Simply Sensory will:

- Obtain consent from the applicant to carry out an update search.
- Confirm the Certificate matches the individual's identity.
- Examine the original certificate to ensure that it is for the appropriate workforce and level of check, i.e., enhanced certificate/enhanced including barred list information.

The Update check would identify and advise whether there has been any change to the information recorded, since the initial Certificate was issued. Applicants will be able to see a full list of those organisations that have carried out a status check on their account.

**DBS Certificate**

The DBS no longer issues Disclosure Certificates to employers; therefore employees/applicants should provide their original Certificate to Simply Sensory (for employees within 7 days of issue or applicants before they commence work or any project involving regulated activity).

**Dealing with convictions**

Simply Sensory operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with Simply Sensory management. A decision will be made following this meeting. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, Simply Sensory will evaluate all of the risk factors above before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, Simply Sensory may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

**Secretary of State Prohibition Orders (Teaching & Management roles)**

In all cases where an applicant is to undertake a teaching role of any kind, a Prohibition Order check will be made using the Employer Access Online Service. It is anticipated that this will be performed at the offer stage. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting.

Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the Teaching Regulation Agency. Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

**Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status.**

All applicants invited to attend an interview at the school will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines. Simply Sensory does not discriminate on the grounds of age.

Where an applicant claims to have changed their name by deed poll or any other means (e.g., marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change. In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

**Medical Fitness**

Simply Sensory is legally required to verify the medical fitness of anyone to be appointed to a post, after an offer of employment has been made but before the appointment can be confirmed.

Simply Sensory is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments.

**Overseas checks**

Simply Sensory, in accordance with the UK Visas and Immigration (UKVI) will, if applicable, sponsor new foreign nationals (see Certificate of Sponsorship section).

In addition, applicants who have lived/traveled abroad for more than 3 months will need to obtain a criminal records check from the relevant country; the applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by Simply Sensory.

**Induction Programme**

All new employees will be given an induction programme which will clearly identify Simply Sensory's policies and procedures, including the Child Protection Policy, the Code of Conduct, and KCSIE, and make clear the expectations which will govern how staff carry out their roles and responsibilities.

**Single Centralised Register of Members of Staff**

In addition to the various staff records kept by Simply Sensory and on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with the Education (Independent School Standards) Regulations 2014 requirements. This is kept up-to-date and retained by Simply Sensory the Single Centralised Register will contain details of the following: -

- All employees who are employed to work at Simply Sensory;
- all employees who are employed as supply staff to Simply Sensory whether employed directly or through an agency;
- all others who have been chosen by Simply Sensory to work in regular contact with children. This will cover volunteers, and people brought in to provide additional teaching or instruction.

**Record Retention/Data Protection**

Simply Sensory is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, Simply Sensory will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help Simply Sensory to discharge its obligations as an employer, e.g., so that Simply Sensory may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by Simply Sensory for the duration of the successful applicant's employment. All information retained on employees is kept centrally at Simply Sensory's office in a locked and secure cabinet.

The same policy applies to any suitability information obtained about volunteers involved with Simply Sensory activities.

Simply Sensory will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (i.e., shredded). The 6-month retention period is in accordance with the General Data Protection Regulations (GDPR) [DPA18].

**Ongoing Employment**

Simply Sensory recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. Simply Sensory will therefore provide ongoing training and support for all staff, as identified through the Annual Review/appraisal procedure.

**Leaving Employment at Simply Sensory**

Despite the best efforts to recruit safely, there will be occasions when allegations of serious misconduct or abuse against children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks Simply Sensory also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at Simply Sensory despite being barred from working with children; or
- has been removed by Simply Sensory from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

**Contractors and agency staff**

Contractors engaged by Simply Sensory must complete the same checks for their employees that Simply Sensory is required to complete for its staff. Simply Sensory requires confirmation that these checks have been completed before employees of the Contractor can commence work.

Agencies who supply staff to Simply Sensory must also complete the pre-employment checks which the Simply Sensory would otherwise complete for its staff. Again, Simply Sensory requires confirmation that these checks have been completed before an individual can commence work.

Simply Sensory will independently verify the identity of staff supplied by contractors or an agency in and will require the provision of the original DBS certificate before contractors or agency staff can commence work.

**Volunteers**

Simply Sensory will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils (the definition of regulated activity set out above will be applied to all volunteers).

Under no circumstances will Simply Sensory permit an unchecked volunteer to have unsupervised contact with pupils. It is Simply Sensory's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with Simply Sensory for three consecutive

months or more. Those volunteers who are likely to be involved in activities with Simply Sensory on a regular basis may be required to sign up to the DBS update service as this permits Simply Sensory to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.

In addition, Simply Sensory will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff, parents and other volunteers;
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview.

**Monitoring and Evaluation**

Simply Sensory Management will be responsible for ensuring that this policy is monitored and evaluated.

## SIMPLY SENSORY SAFER RECRUITMENT CHECKLIST

| **Policy and Procedure** | **In Place** | **Not i** |
|---|---|---|
| Safer Recruitment Policy updated and monitored on a regular basis | ✓ | |
| Consistency in recruitment procedures applied to all categories of employment | | |
| Use of application Form | | |
| Use of Job Description & Person Specification | | |
| Referees asked to specifically comment on suitability of applicant | | |
| Two written references taken up | | |
| One member of panel to examine references prior to interview | | |
| References followed up by a telephone reference | | |
| References to be obtained for volunteers/supply/agency staff | | |
| Questions asked on applicants child protection awareness | | |
| Explanation of gaps in employment | | |
| Proof of identity sought – originals not copies | | |
| Academic qualification checked – originals not copies | | |
| No employment until DBS Certificate has been completed and original disclosure received | | |
| Above checks applied as appropriate to Overseas staff, supply/agency staff/gap/volunteers | | |
| Panel interviews undertaken | | |
| Formal induction programme undertaken | | |
| Child Protection training / issue of Child Protection policy, Code of Conduct and Part One of KCSIE to new employee | | |