



Cobras AP Ltd – Safer Recruitment Policy

Policy Statement

Cobras AP Ltd is committed to safeguarding and promoting the welfare of all children and young people in our care. We aim to ensure that all recruitment and selection processes identify the best-qualified and most suitable candidates, and deter, reject, or identify individuals who may pose a risk to children. All staff, contractors, and volunteers will be recruited in line with statutory safeguarding guidance, including Keeping Children Safe in Education (KCSIE 2024).

Scope

This policy applies to all individuals who work for or on behalf of Cobras AP Ltd, including:

- Employees
- Self-employed contractors
- Volunteers and mentors
- Agency staff
- Governors, directors, and visiting professionals

Aims and Objectives

- ✓ All recruitment processes are fair, consistent, and transparent.
- ✓ All staff are suitable to work with children.
- ✓ Safeguarding and child protection are central to every stage of recruitment.
- ✓ Compliance with legal requirements including the Education Act 2002, Safeguarding Vulnerable Groups Act 2006, Rehabilitation of Offenders Act 1974 (Exceptions Order 1975), and the Equality Act 2010.

Safer Recruitment Principles

- All job adverts include our Safeguarding Statement.
- Application forms request full employment history and explanation of gaps.
- Shortlisted candidates are assessed for values and suitability as well as qualifications.
- Selection processes include safeguarding and scenario-based questions.
- Employment offers are conditional on satisfactory checks.



Recruitment and Selection Process

Stage 1 – Advertising

All job adverts will include a clear safeguarding statement, job description, person specification, and reference to required DBS checks and Right to Work in the UK.

Stage 2 – Application

Candidates must complete a full application form (CVs are not accepted alone). All applications will be checked for accuracy, gaps, and inconsistencies.

Stage 3 – Shortlisting

Shortlisting will be carried out by at least two trained members of staff. Any gaps in employment or inconsistencies will be discussed at interview.

Stage 4 – Interview

All interviews will involve at least one Safer Recruitment trained panel member. Questions will explore safeguarding knowledge, values, and experience. Identity documents will be checked at interview.

Stage 5 – Conditional Offer and Pre-Employment Checks

No candidate will start work until all checks are completed and verified. This includes:

Enhanced DBS check (with Barred List if required)

Right to work in the UK verification

Two written references, one from the most recent employer

Employment history check with explanation of gaps

Qualifications verification

Medical fitness declaration

Prohibition from Teaching check (if applicable)

Ongoing Monitoring

All staff will be added to the Single Central Record (SCR). DBS certificates will be renewed in line with organisational policy. Staff are expected to report any changes that may affect their suitability.

Volunteers, Contractors, and Visitors

Volunteers who work unsupervised or regularly will undergo the same checks as staff. Supervised volunteers will be risk-assessed individually. Contractors, coaches, and visitors must provide evidence of DBS clearance or be supervised at all times.

Agency and Third-Party Staff

Cobras AP Ltd will obtain written confirmation from any agency or third-party employer that all relevant checks have been completed. Copies of DBS certificates will be verified on arrival.

Induction and Training

All new staff, contractors, and volunteers will complete a full induction that includes Safeguarding and Child Protection training, Code of Conduct, Whistleblowing procedure, Behaviour and reporting



expectations, and Emergency and health & safety procedures. All staff must complete mandatory safeguarding refresher training annually.

Record Keeping

Cobras AP Ltd maintains a Single Central Record (SCR) that includes details of all pre-employment checks and evidence of completion. Recruitment records will be retained securely for at least six months after appointment decisions, in line with data protection law.

Equal Opportunities

All recruitment decisions are based on merit, qualifications, and suitability for the role. We are committed to fair and inclusive recruitment and will not unlawfully discriminate on the grounds of:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Allegations and Concerns During Recruitment

If concerns arise during recruitment (e.g. falsified information or safeguarding disclosures), the process will be paused while an investigation is conducted. Any safeguarding concerns will be referred to the Local Authority Designated Officer (LADO).

Safer Recruitment Training

At least one panel member on every interview panel must have completed Safer Recruitment Training (renewed every 3 years).

Review

This policy will be reviewed annually or following updates to KCSIE or relevant legislation. Responsibility for review lies with the Director and Designated Safeguarding Lead (DSL).