

Safer Recruitment Policy

Liberty in the Wild Ltd



Approved by:	Kamilla Woodburn- Minott and Liz Crowford	
Last reviewed on:	May 2026	
Next review due by:	May 2027	

Introduction

This policy applies to Liberty in the Wild Ltd and covers all areas of the provision, including The Wilderness, The Woodland and The Wild Meadow.

Liberty in the Wild Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and professionals working within the provision to share this commitment.

The purpose of this policy is to ensure that all recruitment and selection practices are conducted fairly, consistently and safely in order to deter, identify and reject individuals who may pose a risk to children or who are unsuitable to work with children and young people.

Liberty in the Wild Ltd is committed to recruiting staff based on their suitability, skills, experience, values and ability to safeguard and support pupils effectively within an alternative provision and specialist educational environment.

This policy should be read alongside:

- Safeguarding & Child Protection Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Equality, Diversity & Inclusion Policy
- Data Protection Policy
- KCSIE (Keeping Children Safe in Education)

This policy is reviewed annually.

1. Aims

Liberty in the Wild Ltd aims to:

- Safeguard and promote the welfare of children and young people
- Ensure all recruitment practices are compliant with current legislation and statutory guidance
- Recruit individuals who are suitable to work with children and uphold the ethos and values of the provision
- Operate safer recruitment procedures consistently and effectively

- Prevent unsuitable individuals from gaining access to pupils
- Promote a culture of vigilance, safeguarding and professional curiosity

2. Scope

This policy applies to all individuals engaged in work at Liberty in the Wild Ltd, including:

- Directors
- Staff
- Volunteers
- Contractors
- Agency staff
- Peripatetic staff
- Work experience students
- Students on placement
- Visitors undertaking regulated activity

This policy applies to both paid and unpaid roles.

3. Legal Framework

This policy is based upon and complies with the following legislation and statutory guidance:

- The Children Act 1989
- The Children Act 2004
- The Education Act 2002
- The Safeguarding Vulnerable Groups Act 2006
- The Rehabilitation of Offenders Act 1974
- The Equality Act 2010
- The Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children

Further safeguarding guidance can be found via:

4. Roles and Responsibilities

4.1 Directors

The Directors are responsible for ensuring safer recruitment procedures are implemented effectively and consistently across Liberty in the Wild Ltd.

The Directors will ensure that:

- Appropriate safeguarding procedures are followed during recruitment
- At least one person on every interview panel has completed accredited safer recruitment training
- All required checks are completed before an individual begins work
- Accurate recruitment records are maintained
- Recruitment practices are reviewed regularly

4.2 Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead (DSL) will support safer recruitment processes where appropriate and advise regarding safeguarding suitability and risk management.

4.3 Staff Involved in Recruitment

All staff involved in recruitment must:

- Follow this policy and statutory guidance
- Promote safeguarding throughout the recruitment process
- Maintain confidentiality
- Complete safer recruitment training where appropriate
- Report concerns regarding applicants or recruitment practices immediately

5. Recruitment Procedures

5.1 Job Descriptions and Person Specifications

All job descriptions and person specifications will:

- Clearly outline safeguarding responsibilities
- Include expectations relating to professional conduct and child protection
- Specify the qualifications, experience, skills and attributes required for the role
- Reflect the ethos and values of Liberty in the Wild Ltd

5.2 Advertising

All recruitment advertisements will clearly state that:

Liberty in the Wild Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Advertisements will also confirm that:

- Enhanced DBS checks will be required
- Online searches may be carried out as part of due diligence checks
- References will be obtained prior to appointment where possible
- The role may involve regulated activity with children

5.3 Application Forms

Applicants will be required to complete an application form rather than submitting a CV alone.

Application forms will require:

- Full employment history
- Explanations for gaps in employment or education
- Details of qualifications and training
- Disclosure of criminal convictions where applicable
- Confirmation of the right to work in the UK

- Details of referees

Incomplete applications may not be considered.

5.4 Shortlisting

Shortlisting will be completed by at least two members of staff wherever possible.

The shortlisting process will include:

- Reviewing applications against the person specification
- Identifying any gaps or inconsistencies in employment
- Identifying any safeguarding concerns or anomalies
- Considering the applicant's suitability to work with children

Online searches may be undertaken on shortlisted candidates as part of due diligence checks in accordance with KCSIE guidance.

Any concerns identified will be explored during interview.

5.5 Interviews

All shortlisted candidates will attend a formal interview process.

Interviews will:

- Include safeguarding-related questions
- Explore the candidate's suitability to work with children
- Assess attitudes towards safeguarding and professional boundaries
- Assess the candidate's ability to support the ethos and values of Liberty in the Wild Ltd
- Include questions regarding employment history gaps or concerns

At least one member of the interview panel will hold safer recruitment training.

Candidates may also be invited to participate in practical activities or observational sessions with pupils where appropriate.

6. References

At least two professional references will be obtained prior to appointment wherever possible, including one from the applicant's current or most recent employer.

References will:

- Be requested directly from referees
- Be scrutinised for inconsistencies or concerns
- Confirm suitability to work with children where possible
- Be verified for authenticity

Any concerns arising from references will be followed up appropriately.

7. Pre-Employment Checks

All required safer recruitment and pre-employment checks will be completed before an individual begins work.

Checks may include:

- Enhanced DBS check with barred list information where appropriate
- Identity verification
- Right to work in the UK
- Qualification checks
- Employment history checks
- Overseas checks where applicable
- Prohibition from teaching checks where relevant
- Section 128 checks where applicable
- Online searches in line with KCSIE guidance

Where checks are pending, a formal risk assessment and supervision arrangements must be agreed by the Directors before any work is undertaken.

8. Single Central Record (SCR)

Liberty in the Wild Ltd will maintain an accurate Single Central Record (SCR) in accordance with statutory guidance.

The SCR will record all required recruitment and vetting checks for relevant staff and individuals working within the provision.

The SCR will be reviewed regularly to ensure compliance and accuracy.

9. Induction

All new staff and volunteers will receive an appropriate induction which includes:

- Safeguarding & Child Protection procedures
- Staff Code of Conduct
- Behaviour and professional expectations
- Health & Safety procedures
- Whistleblowing procedures
- Online safety guidance
- Reporting concerns procedures

Staff must confirm they have read and understood relevant safeguarding documentation, including Part 1 of KCSIE.

10. Probation and Monitoring

New staff will normally complete a probationary period during which their suitability, conduct and performance will be monitored.

This process may include:

- Regular supervision
- Safeguarding discussions
- Observation and feedback
- Review meetings

- Additional support or training where required

Concerns regarding suitability or conduct will be managed promptly and appropriately.

11. Ongoing Safeguarding Culture

Safeguarding is an ongoing responsibility and not limited to recruitment processes.

Liberty in the Wild Ltd will promote a culture of vigilance through:

- Regular safeguarding training
- Supervision and appraisal processes
- Professional boundaries guidance
- Open reporting culture
- Clear safeguarding systems and procedures

All staff are expected to maintain high standards of professional conduct at all times.

12. Record Keeping and Confidentiality

Recruitment records will be maintained securely and confidentially in accordance with UK GDPR and Data Protection legislation.

Access to recruitment information will be restricted to authorised individuals only.

Records will be retained in line with statutory guidance and retention schedules.

13. Concerns and Allegations

Any concerns or allegations relating to staff or volunteers will be managed in accordance with:

- The Safeguarding & Child Protection Policy
- Allegations Management Procedures
- Local safeguarding procedures

- KCSIE guidance

All allegations will be taken seriously and managed promptly, fairly and appropriately.

Referrals to the Local Authority Designated Officer (LADO), DBS or other agencies will be made where required.

14. Equality, Diversity and Inclusion

Liberty in the Wild Ltd is committed to equality of opportunity and fair recruitment practices.

Recruitment decisions will be made fairly, consistently and based upon merit, suitability and safeguarding considerations.

The provision is committed to promoting equality, diversity and inclusion throughout recruitment and employment practices in accordance with the Equality Act 2010.

15. Monitoring and Review

The Directors will monitor recruitment procedures and review this policy annually or in response to changes in legislation, guidance or operational need.

Regular audits of recruitment files and safeguarding checks may be undertaken to ensure compliance and good practice.

16. Approval

This policy has been approved by the Directors of Liberty in the Wild Ltd and will be reviewed annually.