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Safer Recruitment (Ofsted) Policy

London Maths & Science College
167 Commercial Road, London, E1 2DA
info@lmsc.org.uk

SAFER RECRUITMENT POLICY (OFSTED)

London Maths & Science College (LMSC)

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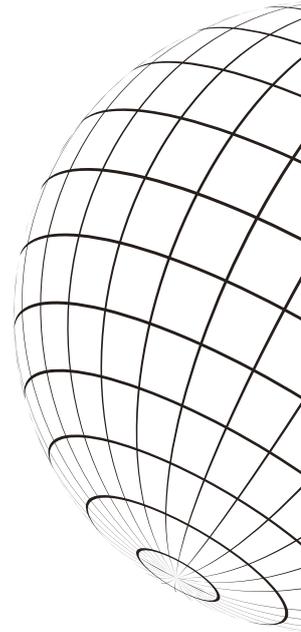
Publication Date: 31st October 2025

Next Review Due: 31st October 2026 (annual, or following statutory updates/serious incident)

Policy Owner: Head of Centre (HoC)

Operational Leads: HR Manager (Safer Recruitment Lead); Designated Safeguarding Lead (DSL) — Eman Ahamed; Deputy DSL — Anis Zaman

Data Protection Officer (DPO): [Name]



1. PURPOSE / RATIONALE

This policy sets out LMSC's arrangements to recruit, select, vet and induct safe and suitable staff, agency workers, contractors and volunteers in line with KCSIE 2025, Working Together 2025, the Education Inspection Framework, and relevant legislation including the Rehabilitation of Offenders Act 1974 (Exceptions) Order, UK GDPR and the Data Protection Act 2018. It ensures safeguarding is central to all hiring decisions and that statutory pre-appointment checks and the Single Central Record (SCR) are maintained.

2. SCOPE

Applies to all appointments (teaching, support, peripatetic, governors/proprietor, volunteers, agency/supply, contractors, trainee/ITT placements, work experience supervisors, homestay/host families where arranged) across all LMSC locations and activities (on-site, off-site, online).

3. DEFINITIONS

- Safeguarding first: protecting learners from harm is paramount; suitability concerns outweigh recruitment convenience.
- Equality & fairness: decisions are merit-based and compliant with the Equality Act 2010; reasonable adjustments are provided.
- Proportionality: checks are appropriate to role and risk, meeting or exceeding statutory minima.
- Privacy & lawfulness: only necessary data are collected; information is handled securely and retained per schedule.
- Accountability: at least one safer-recruitment-trained panel member participates in every appointment.

4. ROLES & RESPONSIBILITIES

Governing Body/Proprietor

- Ensures compliant safer recruitment; receives termly assurance on recruitment activity and SCR status.

Head of Centre (HoC)

- Overall accountability; ensures resources/training; approves exceptions and risk mitigations.

HR Manager (Safer Recruitment Lead)

- Owns the policy and procedures; oversees advertising, vetting, offers, pre-appointment checks, SCR accuracy, retention and training logs.

DSL / Deputy DSL

- Advise during recruitment; review safeguarding concerns/self-disclosures; support risk assessments; ensure induction and training.

Line Managers / Panel Chairs

- Define roles; participate in shortlisting/interview; verify qualifications/competence; ensure probationary objectives include safeguarding.

DPO

- Ensures lawful processing; advises on data minimisation, retention and candidate privacy.

5. SAFER RECRUITMENT PROCEDURE

5.1 WORKFORCE PLANNING & ROLE DESIGN

Create/refresh job description and person specification including explicit safeguarding responsibilities, level of regulated activity, supervision arrangements and required checks/qualifications.

5.2 ADVERTISING & APPLICANT INFORMATION

- Adverts include LMSC's safeguarding commitment, expectation of an enhanced DBS, prohibition checks where applicable, and reference to online searches.
- Application pack: safeguarding statement; role profile; safer recruitment privacy notice; Self-Declaration Form (Appendix B); guidance on gaps and referees.

5.3 APPLICATIONS

- LMSC uses its application form; CVs are not accepted alone.
- Applicants declare full employment history with explanations for gaps; provide referees including current/most recent employer.

5.4 SHORTLISTING (WITH ONLINE SCREENING)

- Shortlisting by a minimum of two trained staff.
- Online searches (publicly available information) for shortlisted candidates to help identify any incidents or issues relevant to suitability to work with children (Appendix C). Results are recorded proportionately.
- Any gaps/inconsistencies are identified for the interview.

5.5 REFERENCES

- Sought directly from referees using LMSC's template (Appendix D); personal references are not normally accepted.
- At least one reference must be from the current/most recent employer and, where a role involves work with children, request confirmation of suitability, any substantiated safeguarding concerns, and disciplinary outcomes.
- Open references or those provided by the candidate are not accepted.

5.6 INTERVIEWS & SELECTION

- The panel includes at least one safer-recruitment-trained member.
- Identity and right-to-work documents are verified at interview (or as soon as practicable).
- Structured questions probe safeguarding attitudes, boundaries, professional conduct, and handling of scenarios (Appendix E).
- Practical assessments and lesson observations (where relevant) include safeguarding prompts.

5.7 CONDITIONAL OFFER & PRE-APPOINTMENT CHECKS

No one starts unsupervised work until mandatory checks are satisfactorily completed. Required checks (role-dependent) include:

1. Identity (original documents).
2. Right to work in the UK.
3. Enhanced DBS certificate. Where the role is regulated activity, also a barred list check.
4. Prohibition from teaching (Teachers via TRA) and Prohibition from management (Section 128) for management roles in independent settings (including Head/SLT and governance where applicable).
5. Qualifications essential to the role (original certificates).
6. References (see 5.5) checked and verified.
7. Medical fitness confirmation (post-offer health declaration adjusted to the role).
8. Overseas checks for individuals who have lived or worked outside the UK (e.g., police certificate or letter of good conduct) and any additional information the school reasonably requires.
9. Further checks for those with previous work in regulated activity where necessary to establish suitability.
10. Online search outcomes recorded proportionately (if not completed earlier).
11. QTS/QTLS/other registration status where relevant.

5.8 AGENCY/SUPPLY STAFF

- Use the LMSC RA Template (Appendix A) and, for COSHH, the COSHH RA (Appendix B).
- Store RAs on the H&S drive/MIS with version control, owner and review date.
- Display local rules/SSoW where appropriate (labs/workshops/exam rooms).
- Keep training, briefings, inspections and audits as linked records.

8. COMMUNICATION, TRAINING & COMPETENCE

- LMSC obtains written confirmation from the agency that all required checks have been carried out (and seen) and that the individual is suitable; LMSC verifies the identity of the worker on arrival.
- For management/teacher roles, LMSC ensures Section 128/prohibition checks are covered.

5.9 CONTRACTORS

Contractors working regularly during school hours in areas where students are present require an appropriate DBS; if not checked, they are supervised at all times. Identity is verified on arrival. The contract/SLA specifies safeguarding expectations.

5.10 VOLUNTEERS & WORK PLACEMENTS

- Risk assess each volunteer role to determine whether the activity is regulated.
- Regular, unsupervised volunteers in regulated activity: enhanced DBS with barred list.
- Supervised volunteers not in regulated activity: enhanced DBS (no barred list) recommended proportionate to risk.
- Short-term speakers/guests are supervised and do not require DBS where risk is low and supervision is robust.

5.11 TRAINEE/STUDENT TEACHERS

- Where salaried/paid by LMSC and engaging in regulated activity: LMSC completes all appropriate checks.
- Where on placement from a provider: LMSC obtains written confirmation of checks from the provider and verifies identity on arrival.

5.12 HOMESTAY/HOST FAMILIES (IF ARRANGED FOR UNDER-18S)

- All staff receive a safeguarding induction (reporting routes, code of conduct, low-level concerns, whistleblowing, online safety, Prevent).
- Probation includes explicit safeguarding behaviours and professional conduct objectives; concerns are escalated to DSL/HR.

6. SINGLE CENTRAL RECORD (SCR)

- LMSC maintains an up-to-date SCR covering all staff (including supply/agency), proprietors/governors, and, where appropriate, regular contractors and volunteers. Fields recorded (as applicable): - Identity; right to work; enhanced DBS/DBS update service check date/number; barred list (if applicable); prohibition from teaching; Section 128; qualifications required; overseas checks; professional registration; references; date of employment; who checked; notes/actions.
- - For agency staff: confirmation letter reference and date; identity on arrival.
- - For contractors/volunteers: DBS level and date; supervision arrangements.
- - SCR is reviewed monthly by HR and sample-audited termly by the DSL/HoC.

7. POSITIVE DISCLOSURE & RISK ASSESSMENT

- Where checks reveal information (e.g., DBS content, online search flags, adverse references), HR and the DSL conduct a documented risk assessment (Appendix F) considering relevance, recency, pattern, remediation, and safeguarding impact.
- Appointment may be withdrawn where risks cannot be mitigated.
- Decisions and rationale are recorded; conditions (e.g., supervision, restricted duties) are set where proportionate

8. LOW-LEVEL CONCERNS & ALLEGATIONS

- Concerns about staff that do not meet the harm threshold are recorded and reviewed under the Low-Level Concerns procedure.
- Allegations that do meet the harm threshold are managed per the Safeguarding & Child Protection Policy: immediate referral to LADO within one working day, and to the Police/Children's Social Care as required.
- LMSC fulfils its duty to refer to the DBS and Teaching Regulation Agency (TRA) where thresholds are met.

9. DATA PROTECTION & RETENTION

- Recruitment data are processed under public task/legitimate interests; special category data under substantial public interest for safeguarding.
- Unsuccessful candidate records are retained for 6 months after decision unless a dispute is active.
- Personnel files and vetting evidence retained in line with LMSC retention schedule; the DBS certificate itself is not retained beyond what is strictly necessary (normally no longer than 6 months); a record of the DBS check date and outcome is kept on the SCR.
- All data are stored securely with role-based access.

10. TRAINING & ASSURANCE

- At least one safer-recruitment-trained person sits on every panel; training refreshed at least every 2 years or sooner following statutory change.
- HR maintains a training log for panel members (Appendix G).
- Termly audits of recruitment files and the SCR; results reported to SLT/Governance with actions tracked.

11. MONITORING & REVIEW

- The policy and procedures are reviewed annually or sooner due to statutory change or incident.
- Lessons learned from allegations/cases inform updates.
- KPIs (time-to-hire, compliance at offer, SCR accuracy) are monitored by HR/SLT.

12. ASSOCIATED DOCUMENTS & REFERENCES

- LMSC: Safeguarding & Child Protection; Low-Level Concerns; Whistleblowing; Staff Code of Conduct; Prevent Duty; Online Safety & Filtering/Monitoring; Data Protection & Privacy Notices; Behaviour/Student Conduct; Trips & Visits; Work Experience; Visitors & Lettings; Equality, Diversity & Inclusion.
- Statutory/Guidance: KCSIE 2025; Working Together 2025; Education Inspection Framework; Rehabilitation of Offenders Act 1974 (Exceptions) Order; UK GDPR & DPA 2018; Counter-Terrorism & Security Act 2015 (Prevent).

13. APPROVAL & REVIEW RECORD

Version	Date Approved	Approved By (Signature)	Role	Next Review
1	[DD/MM/YYYY]		Head of Centre	[DD/MM/YYYY]

APPENDICES (OPERATIONAL TEMPLATES)

APPENDIX A – PRE-APPOINTMENT CHECKS MATRIX (ROLE-BASED)

Role	ID	RTW	DBS (enhanced)	Barred list	Prohibition (TRA)	Section 128	Overseas checks	Qualifications	Agency letter
Teacher	✓	✓	✓	if RA	✓	if mgmt	if applicable	✓	n/a
Support (regulated)	✓	✓	✓	✓	n/a	if mgmt	if applicable	as req	n/a
Volunteer (supervised)	✓	n/a	✓	✗	n/a	n/a	if applicable	n/a	n/a

Contractor (regular on-site)	✓	n/a	✓	if RA	n/a	n/a	if applicable	n/a	n/a
Governor/Proprietor	✓	n/a	✓	✗	n/a	✓	if applicable	n/a	n/a

RA = REGULATED ACTIVITY

APPENDIX B – SELF-DECLARATION (CONFIDENTIAL) – TEMPLATE

- Covers unspent and spent convictions (where lawful), cautions, warnings, bind-overs, inclusion on barred lists, prohibition orders, investigations, or past safeguarding concerns. Includes privacy notice and guidance on the filtering rules.

APPENDIX C – ONLINE SEARCH PROTOCOL (SHORTLISTED CANDIDATES)

- Purpose: to help identify incidents or issues relevant to suitability.
- Scope: publicly available information only; no requirement to create fake accounts.
- Process: assign trained staff; search candidate name + role; record only relevant findings (safeguarding/behaviour/credibility); avoid protected-characteristic bias; provide candidate an opportunity to respond if material is raised.
- Storage: record outcome summary on recruitment file; delete screenshots unless strictly necessary.

APPENDIX D – REFERENCE REQUEST TEMPLATE (SAFEGUARDING)

Requests role, dates, performance, attendance, conduct; asks whether the referee would re-employ, and whether there are substantiated safeguarding concerns or disciplinary action related to children; asks for factual accuracy and warns about confidentiality/defamation.

APPENDIX E – INTERVIEW SAFEGUARDING QUESTIONS (EXAMPLES)

- How do you build professional boundaries with 16–19 learners?
- Describe a time you identified a safeguarding concern; what did you do?
- How do you use online platforms safely with students?
- What does ‘low-level concern’ mean and how would you report it?

APPENDIX F – POSITIVE DBS/DISCLOSURE RISK ASSESSMENT (TEMPLATE)

Candidate	Role	Disclosure summary	Relevance to role	Mitigations	Panel decision	Review date
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APPENDIX G – SAFER RECRUITMENT TRAINING LOG

Name	Role	Initial training (date/provider)	Refresher (date)	Next due
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APPENDIX H – OFFER & INDUCTION CHECKLIST

- Conditional offer issued (subject to checks).
- ID/RTW verified; DBS applied; barred list checked (if RA).
- References received and verified.
- Qualifications verified.
- SCR entry completed.
- Safeguarding induction delivered (DSL, reporting routes, code of conduct, online safety, Prevent).
- Probation objectives set (incl. safeguarding conduct).
- IT/account access provisioned with appropriate monitoring; AUP signed.

Printed copies are uncontrolled. HR retains the master version and ensures all panels include a safer-recruitment-trained member and that SCR assurance is reported termly to governance.



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