

Safer Recruitment Policy

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Policy Name	Safer Recruitment	Policy Number	1:2
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Effective Date	April 26	Date of Last Revision	April 26	Version Number	2
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Responsible Officer	Marlon Mason	Contact Email	Marlon@cecos.ac.uk
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Scope

This policy applies to:

- *All staff directly recruited and employed by CECOS*
- *Internal appointments and promotions*
- *Agency workers, contractors, consultants, and volunteers*
- *Anyone engaged to work on behalf of the College where contact with young people or vulnerable adults may occur*

This policy applies to all stages of the recruitment and selection process, including advertising, application, shortlisting, interviewing, appointment, induction, and ongoing suitability checks.

Policy Statement

CECOS is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff, volunteers, contractors, and partners to share this commitment.

The College is committed to ensuring that:

- *Recruitment and selection processes are fair, consistent, and transparent*

- *Appropriate safeguarding checks are carried out on all relevant individuals*
- *Individuals unsuitable to work with young people or vulnerable adults are deterred from applying or identified during the recruitment process*
- *All recruitment practices comply with relevant legislation, statutory guidance, and safeguarding best practice*
- *Equality, diversity, and inclusion principles are upheld throughout recruitment and employment processes*

The welfare and safety of students remain central to all recruitment decisions.

Relevant Legislation

Title	Date
Safeguarding Vulnerable Groups Act	2006
Equality Act	2010
GDPR	2018
Prevent Duty	2015
Employment Rights Act	1996
Employment Act	2008
Immigration, Asylum & Nationality Act	2006
Rehabilitation of Offenders Act	1974
Data Protection Act	2018

Related Policies

Title	Effective Date
Safeguarding Policy	April 2026
Prevent Policy	April 2026
Equality & Diversity Policy	April 2026
Staff Code of Conduct	April 2026

Version History

Version	Approved By	Revision Date	Details of change
2	Marlon Mason	April 26	Refreshed

Exceptions

Exceptions to this policy may apply only where:

- *Agency staff or contractors have already undergone equivalent pre-employment checks through an approved external organisation*
- *Emergency operational requirements necessitate temporary supervised deployment prior to completion of all checks*

In such circumstances:

- *Appropriate risk assessments must be completed*
- *Supervision arrangements must be implemented where necessary*
- *Any outstanding checks must be completed as soon as reasonably practicable*

No individual who is barred from working with children or vulnerable adults will be permitted to work or volunteer at the College.

Policy Detail

Recruitment Principles

CECOS is committed to safer recruitment practices designed to:

- *Protect young people and vulnerable adults*
- *Promote safe working environments*
- *Ensure fair and non-discriminatory recruitment processes*
- *Recruit individuals who demonstrate appropriate values, behaviours, and professional conduct*

The College applies recruitment procedures consistently across all appointments.

Advertising and Recruitment Materials

All vacancies will be advertised appropriately using suitable recruitment channels.

Recruitment materials will include:

- *A clear job description*
- *A person specification*
- *Information regarding safeguarding responsibilities*
- *Details of required pre-employment checks*
- *A statement confirming the College's commitment to safeguarding and safer recruitment*

Applicants will be informed that relevant roles are subject to Disclosure and Barring Service (DBS) checks and other safeguarding requirements.

Shortlisting

Applications will be assessed against the requirements of the role and person specification.

Shortlisting panels will:

- *Consist of at least two appropriately authorised staff members where possible*
- *Include at least one member who has completed safer recruitment training*
- *Apply selection criteria fairly and consistently*
- *Record recruitment decisions appropriately*

Any gaps, discrepancies, or anomalies in employment history may be explored further during the recruitment process.

Interview Process

Shortlisted applicants will be invited to attend an interview and may also be required to complete:

- *Written assessments*
- *Presentations*
- *Practical tasks*
- *Skills-based exercises*

Interview panels will:

- *Assess suitability for the role*
- *Explore safeguarding awareness and professional conduct*
- *Evaluate qualifications, experience, and competencies*
- *Investigate unexplained gaps in employment history where appropriate*

Interview records and recruitment decisions will be documented in accordance with College procedures.

Pre-Employment Checks

All offers of employment are conditional upon satisfactory completion of relevant pre-employment checks.

These may include:

- *Verification of identity using original documentation*
- *Enhanced DBS checks, including barred list checks where applicable*
- *Verification of the right to work in the UK*
- *Verification of qualifications and professional registrations*
- *Employment history checks*
- *Receipt of satisfactory references*
- *Verification of medical fitness where appropriate*
- *Prohibition or sanctions checks where relevant to the role*

The level and nature of checks undertaken will reflect the responsibilities and safeguarding risks associated with the role.

Contractors, Agency Workers, and Volunteers

The College will ensure that appropriate safeguarding and suitability checks are completed for contractors, agency workers, and volunteers prior to engagement where required.

Where checks are undertaken by an external organisation, written confirmation may be obtained prior to commencement of duties.

The College reserves the right to request additional information or evidence where necessary.

Induction and Probation

All new staff will complete an induction programme appropriate to their role.

Induction will include:

- *Safeguarding responsibilities and reporting procedures*
- *Prevent Duty awareness*
- *Staff conduct expectations*
- *Health and safety procedures*
- *Equality, diversity, and inclusion requirements*
- *Relevant College policies and procedures*

New staff may be assigned a mentor or line manager to provide support during their probationary period.

Performance and conduct will be monitored throughout probation and reviewed regularly.

Training and Safeguarding Awareness

The College is committed to ensuring staff receive appropriate safeguarding and safer recruitment training.

Relevant staff involved in recruitment processes will complete safer recruitment training periodically in accordance with statutory guidance and organisational requirements.

Data Protection and Confidentiality

The College processes recruitment and employment-related personal data in accordance with the Data Protection Act 2018 and UK GDPR.

Information collected during recruitment will:

- *Be processed lawfully, fairly, and securely*
- *Be used only for legitimate recruitment, employment, safeguarding, or compliance purposes*
- *Be retained only for as long as necessary*

DBS information will be handled confidentially and retained in accordance with legal and regulatory requirements.

Unsuccessful applicant information will normally be retained for six months before secure destruction, unless a longer retention period is required for legal or safeguarding purposes.




Monitoring and Review

The College will review this policy annually or sooner where:

- *Legislation changes*
- *Safeguarding guidance is updated*
- *Operational requirements change*
- *Improvements are identified through audits or reviews*

The effectiveness of recruitment and safeguarding practices will be monitored regularly to support continuous improvement.

Approval and Sign-Off

Role	Name	Signature	Date
Chief Executive	Dr Mudassir Tanveer		20/04/2026
Principal	Chris McLean		20/04/2026
Governance Board Representative	Paul Jones		20/04/2026