



21/10/24

Review Date: 21 October 2025

**Orchard Academy**

[www.orchard-academy.com](http://www.orchard-academy.com)

## **Safer Recruitment Policy**

### **1. Introduction**

Orchard Academy is committed to safeguarding the welfare of children and vulnerable adults. To uphold this commitment, we have established robust recruitment policies and practices that ensure we employ a workforce capable of fulfilling its responsibilities effectively. For clarity, “children” refers to individuals under the age of 18, while the definition of regulated activity concerning adults identifies activities that may render them vulnerable.

1.1 This formal policy and code of practice on recruitment and selection ensure compliance with relevant legislation and embody best practices. This framework helps us attract, recruit, and retain a skilled workforce through thorough checking and vetting processes.

1.2 This policy was developed in consideration of the findings and recommendations from the Richard Inquiry (2004) and has been updated to reflect changes in law through the Protection of Freedoms Act (2012).

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### **2. Statement of Intent**

Orchard Academy prioritises the safeguarding and protection of children and vulnerable adults, extending this commitment to all contractors providing services on behalf of the Academy.

2.1 As an organisation, we will:

- Ensure that all appointments to positions involving work with children or vulnerable adults are subject to Enhanced Disclosure checks.
- Maintain a list of key posts requiring Enhanced Disclosure and Barred List checks within each department.
- Make consistent and appropriate judgments when reviewing positive DBS check results.
- Provide appropriate training for those involved in recruitment and selection to ensure familiarity with safe and robust practices.
- Communicate our rigorous recruitment and selection processes to all contractors working on our behalf.

- Embed the protection of children and vulnerable adults as a condition in contracts and service agreements.
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### **3. Policy Statement**

3.1 Orchard Academy utilises the Disclosure and Barring Service (DBS) to assess the suitability of applicants for positions of trust. We fully comply with the DBS Code of Practice and are committed to treating all applicants fairly, ensuring no discrimination based on convictions or other information revealed.

3.2 We actively promote equality of opportunity for all candidates with the right skills and potential, welcoming applications from a diverse range of individuals, including those with criminal records. Candidates are selected for interviews based on their skills, qualifications, and experience.

3.3 Applicants for positions requiring a DBS check must disclose their criminal record prior to the interview.

3.4 Staff members who incur any convictions during their employment must notify their line manager or director.

**3.5 Right to Work in the UK:** Verification of the right to work in the UK is a fundamental requirement for all candidates.

**3.6 Professional References:** At least two professional references are obtained to assess the candidate's suitability for the role.

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### **4. Posts Requiring Clearance**

Orchard Academy will identify and maintain a list of posts requiring DBS clearance, noting whether each position involves regulated activity that necessitates a Barred List check. This process will be documented when creating new posts, and the status will be recorded in Orchard Academy's Payroll/HR system.

4.1 The decision on whether a post requires clearance will involve consistent and sensible judgment across Orchard Academy, referencing the definitions of regulated activity detailed below. This applies to all employment types, whether permanent, temporary, casual, or contracted. Agencies supplying staff must ensure that the same checks as permanent staff are completed, with documentation of these checks retained.

#### **Definition of Regulated Activity**

In relation to children, regulated activity includes:

- Unsupervised activities involving teaching, training, instructing, or supervising children.
- Work for specified establishments where there is the opportunity for contact (e.g., schools).
- Relevant personal care, such as washing or dressing, by a professional.

For adults, regulated activity is defined by the activities required rather than personal characteristics.

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## **5. Disqualification Under the Childcare Act**

5.1 The Childcare (Disqualification) Regulations (2018) outline circumstances leading to disqualification for childcare roles under the Childcare Act (2006).

5.2 An individual may be disqualified if found guilty of specified offenses.

5.3 Staff working with early years provision (children from birth to reception age) or later years provision (children above reception age but under eight) must comply with these regulations.

5.4 Orchard Academy will ensure that any external agency providing relevant staff conducts the necessary checks before placing individuals in our setting.

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## **6. Assessment and Selection Process**

6.1 This policy aligns with Orchard Academy's broader recruitment and selection guidance, which outlines legislative compliance and best practices. It is essential that the assessment and selection processes for positions involving children or vulnerable adults are thorough and directly address related concerns.

### **6.2 The following checklist outlines minimum essential requirements for recruiting to such positions:**

- Conduct a comprehensive review of applications and CVs.
  - Ensure a thorough interview process that includes safeguarding questions.
  - Obtain and verify at least two professional references, with specific inquiries related to safeguarding.
  - Require Enhanced DBS checks for relevant positions before employment begins.
  - Verify the right to work in the UK for all candidates.
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**Approved by: Management Committee of Orchard Academy**

**Next Review Date: September 2025**