Safer Recruiting Policy and Procedure

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Scope

For the avoidance of doubt and unless expressly stated to the contrary any reference to Little Gate Supported Employment (LITTLE GATE) should be treated as including Little Gate College and Little Gate Farm and any reference to client/participant should be treated as including a Student of Little Gate College. This policy applies to all staff members and trustees, including full-time, part-time, casual and temporary employees, as well as volunteers who wish to offer their time on a regular basis. All employees and trustees who are responsible for and involved in recruitment and selection of all staff should adhere to the policy. The strategic responsibility for the safer recruitment and vetting process lies with the Trustees. The operational responsibility sits with the CEO and Senior Leadership Team – SLT, (which includes the Designated Safeguarding Leads - DSL), the Heads of Departments and the HR Manager.

We have developed a stringent Safer Recruitment Policy to ensure that all staff members are carefully selected and screened before joining Little Gate. This policy is intended to underpin the

safeguarding procedures established by the Charity, and the requirements set out in KCSIE 2026.

At Little Gate, we are committed to ensuring the safety and well-being of all our children, young people and vulnerable adults. As such, we have developed a stringent Safer Recruitment Policy to ensure that all staff members are carefully selected and screened before being allowed to work within the Charity. Our work trainees and students at Little Gate will be treated with respect and accorded full civil and legal rights. All our participants have the right to protection from abuse wherever it arises. All employees, trustees, governors and volunteers, regardless of their posts, share in the responsibility for protecting our work trainees and students, keeping them safe from harm whilst they are attending Little Gate and for reporting concerns about any person's welfare and safety. We expect all applicants and visitors of Little Gate to wholeheartedly share and comply with this commitment. It is the intention of the Charity to carry out an appropriate and thorough procedure during the recruitment of new colleagues to any post within the Charity.

Little Gate Safer Recruitment Policy

All prospective candidates seeking employment with Little Gate take note that everyone involved in the Charity, along with our work trainees and students themselves, promotes ongoing awareness and vigilance about welfare and safety. There is awareness by all that individuals who may want to harm our participants could seek to work in or gain access to our Charity, or that those who currently work at Little Gate could create circumstances where our work trainees and students come to harm. There are clear and well-promoted procedures for raising concerns, safeguarding including whistleblowing, and the culture of the Charity is open and reflective. There are regular mechanisms such as training, coaching, surveys and proactive-based discussions to explore and develop practice, knowledge, skills, and attitudes. In particular, it is ensured that Little Gate is compliant with the requirements set out in KCSIE 2026.

Ongoing culture of vigilance

It is a Little Gate requirement that at least one member of the selection panel has successfully completed the Safer Recruitment training prior to the start of the recruitment process. All recruiting managers will have also completed some specific training to understand situations that may arise and what the law says to further assist the recruitment.

A toolkit of documents is available on Sharepoint for recruiting managers, who have received training and support in the use of them. The toolkit

Pro-Forma Job Description and Person Specification

At Little Gate, a Pro-Forma form is required to be completed by the Head of Department and approved by the CEO – stating the Job role, salary, work location, and the role's main contractual details (e.g., permanent/casual, full-time/part-time, fixed-term, holiday entitlement).

An accurate job description is required for all advertised posts. A person specification, which is a profile of the necessary requirements for the post, is required for all posts. This will include the skills, abilities, experience, attitude and behaviours required for the post, together with the safeguarding requirements. These requirements will set out to what extent the role will involve contact with young people and adults at risk and whether they will be engaging in regulated activity.

Advertisement

Our adverts for roles at Little Gate will include a statement on our commitment to safeguarding and promoting the welfare of our work trainees and students. They will make clear that safeguarding checks will be undertaken and set out the safeguarding responsibilities of the post as per the job description and person specification. It will also state whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

Application Form

An Application Form, produced by Little Gate, will be used to obtain a common set of core data from all applicants including questions about how they meet the person specification and essential criteria for the job being advertised. It will also be used to obtain the contact details of 2 x referees, which HR may contact prior to the interview.

Where the role involves engaging in regulated activity with children or adults at risk, it will include a statement that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity.

The recruiting manager and HR/another member of staff with Safer Recruitment training will go through safer recruitment checks on the Application Form in detail and note any discrepancies, such as gaps in employment, which can be queried at the interview stage. The application form will also include information regarding the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) as required by the Disclosure & Barring Service (DBS) code of practice.

All successful applicants need to be in possession of an Enhanced DBS certificate which is registered on the DBS update system or will be supported to apply for an Enhanced DBS form and will not commence lone working, or have access to MIS systems, until a satisfactory Enhanced DBS is returned unless a risk assessment is completed in which case no lone working will take place.

Staff employed to work directly for Little Gate College will not commence work until the DBS criteria above are satisfied, along with any required teacher or head teacher checks.

EDI Monitoring Form

This monitoring survey will be a digital form provided as a link to prospective candidates. It will be used by Little Gate to collect data for the monitoring of Equality, Diversity, and Inclusion in the workplace.

Pre-recruitment process. An in-house onboarding checklist called an Employee Journey, used internally by line leads and HR to log the progress of the applicant's recruitment journey from application for the role through to their first day of employment and induction period.

Reference Request Templates. HR working with recruiting managers will collect at least 2 x professional (where work history permits) references for all shortlisted applicants. Wherever possible, the referees should be the applicant's current and most recent employers. If not possible, two relevant employers will be identified as appropriate referees. We may collect additional references such as character references or seek references more historic references from settings where a candidate worked with young or vulnerable people to check a candidates background to our satisfaction. If the current or most recent employers cannot complete all the relevant questions on the reference form, HR will ask them to answer the following question: 'Do you have any concerns regarding the applicant working with children and/or young vulnerable adults?'. Written references may also be validated by HR over the phone where necessary.

Criminal Record Self-Disclosure Form. All shortlisted candidates will be provided with this form, to be returned at least 24 hours prior to the interview.

Any disclosed information that may be relevant to suitability to work with vulnerable children and adults will be discussed with the candidate during the interview stage.

Interview Question Scoring Sheet

Induction by HR and recruiting manager at which DBS certificate check is carried out and noted.

Safer Recruitment Training

The Head of HR, CEO, Head of College, Head of the Farm, Head of Supported Employment, other senior recruiting managers and a Trustee will attend accredited Safer Recruitment Training to ensure the recruitment, selection procedures and processes help to deter, reject, or identify people who might abuse young people or who are unsuited to work with them as an essential part of creating a safe environment.

The training will:

• give participants an awareness and understanding of offender behaviour.

• identify the key features of staff recruitment that help deter or prevent the appointment of unsuitable people.

• consider policies and practices that minimise opportunities for abuse or ensure its prompt reporting.

• help participants begin to review their own processes and Little Gate policies with a view to making them safer.

Signed by trustee	John Hassell	J HASSELL.	6.6.25.
Signed by CEO		A RANDALL-SMITH	6.6.25.

Reviewed by	Date	Changes made	Next review date
John Hassell	6.6.25.		
please see next sign on sheet			
AcR 30/10/26			

Reviewed by	Date	Changes made	Next review date
Andrea Landau-Hunt	30/10/26	Toolkit created and updated with ICCSIE 2026.	Oct 2027.