



# Safer Recruitment Policy

*Nurturing today's young people,  
Inspiring tomorrow's exemplary citizens*



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Al-Jamiatul Islamiyah, Darul Uloom, Willows Lane, Bolton, Lancashire, BL3 4HF, UK.

Admin Office Tel: 01204 62622 – Email: [info@boltondarululoom.org.uk](mailto:info@boltondarululoom.org.uk) – Website: [www.boltondarululoom.org.uk](http://www.boltondarululoom.org.uk)



## Document Control

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## SECTION 1 – INTRODUCTION

AJI recognises that the safeguarding of children and young people, ensuring equality of opportunity for all and the maintenance of public confidence is vital. AJI must demonstrate that they have robust and accurate recruitment procedures in place relating to employment checks. Recruitment and selection procedures should deter, reject, or identify people who might abuse children or are unsuited to work with them. Clear written recruitment and selection procedures should also ensure that all prospective employees are treated consistently and fairly and without discrimination.

The school will adhere to the guidance set out in KCSIE 2024 (Part 3), which states that “It is vital that schools and colleges create a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children.”

AJI has a robust process and policy for recruitment and selection which highlights its commitment to safer recruitment and the Childcare (Disqualification) Regulations 2009 and Childcare Act 2006.

This policy and procedure should be read in conjunction with AJI’s safeguarding and child protection policy and the Department for Education’s publication Keeping Children Safe in Education.

In order to ensure that AJI is fully compliant with our statutory and moral responsibility to safeguard students, AJI complies with the ‘**Bolton Safe Recruitment Toolkit**’. This outlines the safer recruitment procedures and safe working practices that all staff should follow.

In having a safer recruitment policy, we aim to meet parts of standard 19 of the national minimum standards (see links below to the relevant guidance):

- [Keeping children safe in education 2024 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
- [Boarding schools: national minimum standards - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

## SECTION 2 – SAFEGUARDING POLICY CROSS-REFERENCE

**Please read this policy in conjunction with the Institute’s *Safeguarding Policy Including Child Protection*.**

AJI is at the heart of the community; a place where everyone is keen to achieve and share in success, making best use of all resources and celebrating diversity. Everyone will have a clear understanding of their contribution to the School in its central role of raising standards; educational, physical, moral and social.

The school is committed to ensuring equal treatment of all its employees, pupils and any others involved in the school community ensuring that disabled people are not treated less favourably in any procedures, practices and service delivery.

Safer recruitment is an important part of safeguarding children.

This policy outlines the steps we can take to try to ensure that the people who are employed by AJI are safe to work with children and young people.

### SECTION 3 – KEY ELEMENTS OF SAFER RECRUITMENT

#### Safer Recruitment has 5 Key Elements:

1. Robust recruitment and selection processes.
2. Relevant vetting and checking processes.
3. Detailed reference request and updates on any gaps in employment.
4. An induction.
5. A training and appraisal infrastructure.

### SECTION 4 – AIMS OF SAFER-RECRUITMENT

1. To prevent unsuitable people working with children, young people and vulnerable adults.
2. To promote safe practices and challenge poor or unsafe practice.
3. To enable prompt and appropriate responses to concerns about a child's welfare.
4. Develop partnership working.
5. Having a safe culture is a key part of safeguarding.
- 6.

#### **The School does this by:**

1. Having effective recruitment including the undertaking of full pre-employment checks, i.e. DBS, evidence of identity 3 documents from the list, Birth/Adoption Certificate (Optional), evidence of eligibility to work in the UK (if appropriate), two satisfactory references, proof of qualifications (if necessary, for the post), job application form and health assessment questionnaire.
2. Furthermore, recruitment documents include the school's policy on safeguarding children.

3. Having effective induction, training, mentoring and supervision processes.
4. Ensuring that there is awareness and understanding of safeguarding.
5. Having open and transparent practice.
6. Having clear procedures for reporting concerns or issues.
7. Having a clear reporting structure so that people understand and know who to contact and where to get help.
8. Having open and agreed standards of behaviour and a code of conduct.
9. Having robust policies and procedures regarding safeguarding children and young people.
10. Having a commitment to safeguarding children and young people and put safeguarding high on everyone's agenda.

## **SECTION 5 – STAGES OF THE RECRUITMENT PROCESS**

### **SECTION 5.1 – DECISION TO RECRUIT**

The Job Description and Person Specification will include a reference to the responsibility for safeguarding and promoting the welfare of children, and the Person Specification will include suitability to work with children.

### **SECTION 5.2 – ADVERTISING THE POST**

The advertisement will include a reference to safeguarding and promoting the welfare of children and young people such as “This Institute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”, as well as the requirement for completion of an enhanced DBS (Disclosure and Barring Service) check. This will also be reflected in the information pack sent to all applicants.

### **SECTION 5.3 – APPLICATION PROCESS**

All potential applicants to provide a common set of core data on the Application Form (Essential) as follows:

- Current and Former names.

- Date of birth.
- Current address.
- NI number.
- Evidence of eligibility to work in the UK.
- Full details of qualifications relevant to the position applied for including awarding body and date of award.
- Full history in chronological order showing employment, study, voluntary work, with explanations for any periods not covered and reasons for leaving employment.
- Details of Referees – One of whom must be current or most recent employer, for an employee not currently working with children, but who has done so in the past. It is important that the past employer should also be contacted.
- A statement from the applicant of their personal qualities and experience, which they believe, meets the person specification.
- There will be a statement explaining that the post is exempt from the Rehabilitation of Offenders Act 1974, requiring a signed statement that the individual is not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body, and either has no sanctions, cautions or bind-over, or has attached details of their record in a sealed envelope marked confidential. There will also be an explanation of the DBS checking requirements.
- There will be a statement explaining that the post is exempt from the Rehabilitation of Offenders Act 1974, requiring a signed statement that the individual is not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body, and either has no sanctions, cautions or bind-over, or has attached details of their record in a sealed envelope marked confidential. There will also be an explanation of the DBS checking requirements.
- Applications will be carefully scrutinised upon receipt in order to identify any anomalies or areas of concern, which need to be followed up at interview. This will include any gaps in service or mid-career moves from permanent to supply or temporary work.

#### SECTION 5.4 – REFERENCES

All references received by the school must be signed or countersigned by the head teacher if the last employment was in a school. These will be scrutinised to identify any gaps or contradictions, which will

then be explored at interview.

### SECTION 5.5 – THE INTERVIEW

Recruitment panel will interview all shortlisted candidates on a face-to-face basis wherever possible, the panel will see all the candidates for a post and carry out some straightforward pre-employment checks such as verification of the applicant's identity, right to work in this country (a national insurance number does not automatically indicate this right) and relevant academic and vocational qualifications from original documentation. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified so far in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria identified above. Consideration including discussion with the candidate will also need to be given to any information regarding previous records of cautions or convictions including information provided in a sealed envelope. Discussion will also take place regarding any significant periods of sickness absence.

### SECTION 5.6 – PRE-EMPLOYMENT

In addition to the checks already detailed the school will ensure that a pre-employment health check is completed, as well as obtaining a DBS Enhanced Disclosure. For teachers the school will verify successful completion of the statutory induction period. These together with the collection of all necessary references will be completed before staff start work. Any offer made to a candidate will be conditional on all the pre-employment checks being completed satisfactorily. AJI will undertake social media checks on all candidates.

### SECTION 5.7 – INDUCTION

All members of staff will be given an induction programme which will clearly identify the school policies and procedures, including child protection, and make clear the expectations and codes of conduct which will govern how staff carry out their roles. This will give the opportunity to provide discussion of any relevant issues. The programme will ensure that all new staff are aware of the following policies and procedures and how to access them:

Safeguarding and welfare e.g. Child Protection, Anti-Bullying, Anti-Discrimination, Physical Intervention / Restraint, Intimate care, Internet safety, Discipline and Grievance, Capability and Whistle-Blowing which should be on display on staff notice boards.



In addition, all staff will be made aware of the channels for raising any concerns.

### SECTION 5.8 – ONGOING EMPLOYMENT

AJI recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff. It will also provide a range of opportunities where concerns can be raised, in order for the staff to feel that the school culture embraces safeguarding and communicates a clear framework to employees, parents and pupils. It will monitor issues as they arise, and through the use of such strategies as exit interviews will seek to continually improve the school environment, for the benefit of both staff and pupils.

### SECTION 6 – STAFF CENTRAL REGISTER

A central register of staff details and recruitment checks will be maintained. This will record:

- Staff Name, date of birth and post title.
- Evidence of checking of identity and address.
- Evidence of checking qualifications.
- Evidence of the right to work in the UK.
- Date and number of an enhanced DBS Disclosure.
- Current and Former names.
- Evidence of an Overseas Check (if required).
- Prohibition Orders check against teachers and managers
- Self-declaration to confirm compliance with the AJI Staff Code of Conduct Policy & Keeping Children Safe in Education 2024

### SECTION 7 – ROLES AND RESPONSIBILITIES

The Trustees of AJI have overall responsibility for ensuring that the Institute has effective policies and procedures in place in accordance with DFE guidance 'Safeguarding Children and Safer Recruitment in Education' and for monitoring the school's compliance with them. In particular, trustees will ensure that:

**The Chair of Governors' will ensure that:**

1. They are familiar with DFE guidance on Safer Recruitment.

2. AJI has a Safeguarding (child protection) Policy in place that is in accordance with guidance and that the policy is made available to parents on request.
3. AJI operates a safe recruitment practice and ensures that all appropriate checks are carried out on staff and volunteers.
4. AJI has procedures for dealing with allegations of abuse against members of staff and volunteers that comply with guidance.
5. A senior leader has responsibility for child protection, providing advice and guidance to all staff and working with agencies.
6. All staff receive regular training in child protection.
7. AJI is adhering to standard 19 of the National Minimum Standards for Boarding Schools, referring to child protection and allegations of abuse.
8. The Chair of Governors' is responsible for liaising with the Local Authority in the event of allegations of abuse against the Principal.
9. They review the policies and procedures annually to ensure duties have been discharged satisfactorily.
10. MI Luqman Amla (Principal), Imran Sardar (Chair of Governors'), Mohamed Matadar (Safeguarding Governor), Asif Patel (Premises Governor), Irfan Sardar (Business/Finance Governor) are TES Safer Recruitment trained and these persons will be involved in all appointments.
11. In the event of dismissal of any member of staff, DFE will also be notified.
12. They monitor and review the effectiveness of this policy.
13. Ensure structures are in place to support the effective implementation of this policy.

**The Principal & Designated Safeguarding Lead has the responsibility for child protection and should ensure that:**

1. The policies and procedures adopted by the trustees should be fully implemented and followed by all staff.
2. Sufficient time and resources are allocated to allow designated senior leaders to receive training on inter-agency working and discharging their responsibilities for child protection; all staff and volunteers feel able to raise concerns about poor or unsafe practices with regard to children, and



that such concerns are addressed effectively and efficiently in accordance with a spirit of encouraging whistle blowing.

**Recruitment Panel will ensure that:**

1. Child Protection is central to the interview process and that all procedures are followed as explained above.
2. That at least 2 members are Safer Recruitment trained from the list (Section 7.10).

**Administrative staff will ensure that:**

- Vetting and checking processes are in place and followed.

**All Staff will:**

- Follow child protection policies and procedures