



ARK Safer Recruitment Policy-September 2025

ARK Alternative Education Provision (ARK AEP)
Website: www.arkaep.co.uk

1. Purpose and Scope

This policy ensures ARK AEP recruits staff and volunteers safely, fairly, and effectively, with safeguarding at the core. It applies to all recruitment activities for paid staff, volunteers, contractors, and anyone working directly with learners.

2. Commitment to Safeguarding

ARK AEP is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers must share this commitment. Safer recruitment is integral to our safeguarding culture and is embedded throughout the hiring process.

3. ARK Values in Recruitment

Our recruitment practices reflect ARK's core values:

- Aspiration: Seeking individuals who inspire learners to aim high.
- Resilience: Valuing candidates who demonstrate perseverance and adaptability.
- Kindness: Prioritising those who foster a caring and inclusive environment.

4. Recruitment Procedures

4.1 Planning and Advertising:

- Roles are clearly defined with safeguarding responsibilities.

- Job adverts include safeguarding and equality statements.
- Applications are accepted via formal channels only.

4.2 Application and Shortlisting:

- Applicants complete a criminal convictions declaration.
- Shortlisting is conducted by at least two staff members.
- Employment gaps are explored and clarified.

4.3 Interviewing:

- Interviews include safeguarding questions.
- Candidates are assessed for role competencies and ARK values.
- Identity and qualifications are verified.

4.4 Pre-Employment Checks:

- Enhanced DBS Check (with barred list if applicable).
- Right to Work in the UK.
- Minimum two references including most recent employer.
- Medical fitness declaration.
- Verification of qualifications and registrations.

No candidate begins work until all checks are completed.

5. Legal Compliance

ARK AEP adheres to all relevant legislation including:

- Keeping Children Safe in Education (KCSIE)
- Equality Act 2010
- Data Protection Act 2018
- Safeguarding Vulnerable Groups Act 2006

6. Induction and Training

All new staff and volunteers receive induction covering:

- Safeguarding policies and procedures
- ARK values and culture
- Equality and diversity training
- Role-specific expectations

Ongoing training ensures continued awareness and compliance.

7. Record Keeping

Recruitment records are securely stored and include:

- Application forms
- Interview notes

- ID and qualification copies
- DBS certificate number and date
- Reference checks
- Signed contracts and declarations

8. Monitoring and Review

This policy is reviewed annually or following legislative changes. Feedback from staff and stakeholders informs improvements.

9. Equal Opportunities

ARK AEP promotes equality and diversity. Applications are welcomed from all backgrounds. Recruitment decisions are made without bias or discrimination.

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Date- 21.07.2025

Review- 21.07.26