



1. Introduction

Pinnacle-AP is committed to safeguarding and promoting the welfare of children and young people. This policy outlines our procedures for the safer recruitment of staff and volunteers, ensuring that those appointed are suitable to work with children.

2. Principles

- The welfare of children is paramount.
- All recruitment decisions will be made in accordance with relevant legislation and guidance, including Keeping Children Safe in Education (KCSiE).
- We will ensure a fair, thorough, and consistent recruitment process for all applicants.
- We will deter and prevent unsuitable people from applying for or gaining employment with Pinnacle-AP.

3. Policy Details

- Advertising: All job advertisements will include a statement about Pinnacle-AP's commitment to safeguarding and promoting the welfare of children.
- Application Process: Application forms will request information about an applicant's employment history, qualifications, and suitability to work with children.
- Shortlisting: Shortlisting decisions will be based on the criteria outlined in the job description and person specification.
- Interviews: Interviews will include questions about an applicant's understanding of safeguarding and their suitability to work with children.
- References: At least two references will be sought for all shortlisted candidates. One reference will be obtained from the candidate's current or most recent employer. References will be verified.
- Disclosure and Barring Service (DBS) Checks: All staff and volunteers who work with children will undergo an appropriate level of DBS check.
- Right to Work Checks: We will verify the identity and right to work in the UK for all applicants.
- Induction: All new staff will receive safeguarding training as part of their induction.
- Record Keeping: Accurate records of the recruitment process will be maintained.

4. Responsibilities



- The leadership of Pinnacle-AP is responsible for ensuring that this policy is implemented and reviewed.
- The Designated Safeguarding Lead (DSL) is responsible for providing advice and guidance on safeguarding matters related to recruitment.
- All staff involved in the recruitment process are responsible for adhering to this policy.

5. Policy Review

This policy will be reviewed annually and updated as necessary.

6. Date of Policy: 5/5/2025

7. Date of Next Review: 5/5/2025

Signed:

Rhonda Thomas

Pinnacle-AP

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Pinnacle-AP