SAFER RECRUITMENT & SELECTION POLICY

Policy Owner: Head Office
Governance Oversight: Grand Council
Applies to: Employees, examiners, contractors, consultants, volunteers and Board members
Review Cycle: Annual or following legislative or regulatory change
Last Updated: 9th February 2026

1. Purpose

International Performing Arts & Theatre Limited (I-PATH) is committed to safer recruitment and selection practices that protect children, young people and vulnerable adults and uphold the integrity of qualifications.

This policy sets out how I-PATH:

- recruits individuals who are suitable to work with children and young people
- embeds safeguarding at every stage of recruitment
- complies with DfE safer recruitment guidance, UK law, and Ofqual expectations
- ensures fairness, transparency and equality in recruitment decisions

2. Scope

This policy applies to the recruitment and selection of:

- employees
- examiners and senior examiners
- contractors, consultants and freelancers
- volunteers
- Board and committee members

It applies whether roles are:

- paid or unpaid
- permanent, fixed-term or sessional
- face-to-face or remote

3. Legal and Regulatory Framework

This policy is informed by and complies with:

- Keeping Children Safe in Education (DfE)
- Working Together to Safeguard Children
- Children Act 1989 and 2004

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- Equality Act 2010
- Rehabilitation of Offenders Act 1974
- UK GDPR and Data Protection Act 2018
- Ofqual Handbook (governance, organisational capability, learner protection)

4. Safer Recruitment Principles

I-PATH's recruitment processes are underpinned by the following principles:

- safeguarding is a core consideration, not an add-on
- suitability to work with children is assessed alongside skills and experience
- recruitment decisions are evidence-based and documented
- no individual is appointed until all required checks are complete
- equality, inclusion and fairness are embedded throughout

5. Roles and Responsibilities

5.1 Head Office

Head Office is responsible for:

- overseeing recruitment processes
- ensuring compliance with this policy
- maintaining recruitment records
- ensuring appropriate safeguarding checks are completed
- escalating concerns where suitability is in doubt

5.2 Recruiting Panels

Recruiting panels must:

- include at least one member trained in safer recruitment
- declare conflicts of interest
- apply selection criteria consistently
- ensure safeguarding questions form part of the process

6. Equality, Inclusion and Fairness

I-PATH is committed to equality of opportunity in recruitment.

Recruitment decisions will not discriminate on the basis of protected characteristics under the Equality Act 2010.

Reasonable Adjustments will be made to the recruitment process where required, in line with I-PATH's Equal Opportunities and Reasonable Adjustments policies.

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7. Pre-Recruitment Planning

Before advertising a role, I-PATH will:

- confirm the need for the role
- define responsibilities and safeguarding expectations
- produce a clear role description and person specification
- identify whether the role involves regulated activity

8. Advertising and Information for Applicants

All recruitment materials will:

- include a safeguarding statement
- make clear that safer recruitment checks apply
- accurately describe the role and expectations

Vacancies may be advertised internally, externally or by invitation depending on the role and risk profile.

9. Application and Shortlisting

- Applications are assessed against published criteria
- Shortlisting is conducted by at least two individuals
- Any gaps, inconsistencies or safeguarding concerns are explored

10. Interviews and Selection

Selection processes may include:

- structured interviews
- practical or professional assessments
- safeguarding-focused questions

All candidates are assessed consistently and fairly.

11. Conditional Offers

All offers of appointment are conditional upon satisfactory completion of pre-appointment checks.

No individual may commence work until all required checks are complete and approved.

12. Pre-Appointment Checks

12.1 Identity and Right to Work

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- photographic identification
- confirmation of right to work in the UK

12.2 References

- a minimum of two references
- at least one from the most recent relevant role
- references scrutinised for safeguarding concerns

12.3 DBS Checks

- enhanced DBS checks where required
- DBS Update Service membership is mandatory
- checks managed in line with the DBS Policy

12.4 Qualifications and Professional Status

- verification of relevant qualifications
- professional registrations checked where applicable

13. Recruitment of Individuals with Criminal Records

I-PATH does not automatically exclude individuals with criminal records.

Any disclosures are considered on a case-by-case basis, taking into account:

- relevance to the role
- seriousness and nature of the offence
- time elapsed
- safeguarding risk

Decisions are documented and proportionate.

14. Induction and Ongoing Suitability

All appointed individuals must:

- complete an induction covering safeguarding and professional conduct
- comply with I-PATH policies
- engage in ongoing training where required

Concerns about ongoing suitability are managed under safeguarding or disciplinary procedures.

15. Records and Confidentiality

Recruitment records are:

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- stored securely
- retained in line with data retention requirements
- handled in accordance with the Data Protection Policy

16. Complaints and Concerns

Applicants may raise concerns or complaints via the Complaints Policy.

Allegations of discrimination or unfair treatment will be investigated appropriately.

17. Monitoring and Review

I-PATH monitors recruitment activity to:

- identify patterns or risks
- ensure fairness and compliance
- inform continuous improvement

This policy is reviewed annually and following changes to law or guidance.

18. Related Policies

This policy should be read alongside:

- Safeguarding Policy
- DBS Policy
- Safe Staffing Policy
- Equal Opportunities Policy
- Code of Professional Standards
- Data Protection Policy
- Governance Framework

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