MIAG

SAFER RECRUITMENT STATEMENT

MIAG ORGANISATIONAL POLICY

Organisation-wide

Supporting consistent, effective practice across the MIAG organisation.

SUPPORTING INDIVIDUALS | CREATING OPPORTUNITIES | ENRICHING COMMUNITIES

Statement of Commitment:

At MIAG (Meeting Individual Aspirations & Goals), we are fully committed to safeguarding and promoting the welfare of children and young people. As a DfE-registered independent special school, we recognise that our learners may be particularly vulnerable, and safeguarding is at the heart of all recruitment decisions.

MIAG operates robust safer recruitment procedures in accordance with statutory requirements and relevant guidance, including Keeping Children Safe in Education (KCSIE), to ensure that people appointed or engaged to work with children are suitable for their role and that safeguarding considerations are embedded throughout recruitment and selection.

Scope:

This statement applies to recruitment and engagement across MIAG, including employees, volunteers, agency and supply staff, contractors and other adults who work with or have contact with children and young people, with checks determined by the nature of the role, level of contact and applicable legislation.

Safer Recruitment Principles:

- Safeguarding is considered at every stage of recruitment, from vacancy design and advertising through shortlisting, interview, pre-employment checks and induction
- Recruitment decisions are based on clear role requirements, evidence and suitability to work with children
- MIAG will not knowingly appoint or engage a person who is unsuitable to work with children
- Recruitment processes will be fair, inclusive and consistent with the Equality Act 2010 and MIAG's commitment to equality and inclusion
- Concerns identified during recruitment will be considered carefully, proportionately and, where necessary, with safeguarding advice before an appointment is confirmed

Application and Shortlisting:

- MIAG will use an appropriate application process that captures the information required to assess a candidate's suitability, including full employment history and explanations for gaps
- CVs will not be accepted as a substitute for the MIAG application process, although a CV may be accepted as supplementary information where appropriate
- Shortlisting will be against clear criteria linked to the job description and person specification
- Shortlisted candidates will be asked to provide the relevant criminal-record and suitability self-declarations required by KCSIE and applicable law
- MIAG will consider carrying out an online search, using an online search engine, as part of due diligence on shortlisted candidates. Any concerns identified will be explored fairly with the candidate and assessed for relevance to suitability to work with children

Interview and Selection:

- Interviews will normally be conducted by an appropriate panel and will explore the candidate's experience, values, professional judgement and suitability for the role
- Safeguarding will form an explicit part of the interview process, including questions appropriate to the role
- MIAG will ensure that people involved in recruitment and employment decisions receive appropriate safer recruitment training covering, as a minimum, the substance of Part 3 of KCSIE
- As an MIAG organisational standard, at least one member of each interview panel will normally have current safer recruitment training. MIAG will use accredited training where appropriate
- Recruitment decisions will be based on the evidence available and will be recorded appropriately

References:

MIAG will obtain and scrutinise at least two appropriate references for successful candidates, normally including the candidate's most recent employer. Where relevant, references will also be sought from an employer or setting where the candidate has worked with children.

- References will be obtained from an appropriate source and, wherever possible, before appointment
- References will be checked for consistency with the application and interview information
- Any discrepancies, unexplained information or safeguarding concerns will be followed up before an appointment is confirmed
- Open references, testimonials provided by the candidate or references from inappropriate sources will not be accepted as substitutes for appropriate employer references

Pre-Employment and Vetting Checks:

MIAG will complete the checks required for the role before employment or engagement begins, unless a lawful exception applies and appropriate safeguards are in place.

- Verification of identity
- Verification of the candidate's right to work in the UK
- Verification of required professional or relevant qualifications
- Enhanced DBS check where the role is eligible, with a children's barred list check where the role involves regulated activity with children
- Prohibition from teaching checks where applicable
- Section 128 direction checks for those taking up management positions in the independent school, where applicable
- Appropriate further checks for individuals who have lived or worked outside the UK, where required

- Any other statutory or role-specific checks applicable to the appointment, including childcare disqualification checks where the relevant legal requirements apply

Single Central Record:

MIAG will maintain a Single Central Record (SCR) of the required recruitment and vetting checks in accordance with KCSIE. The SCR may be maintained electronically and will be held securely with access restricted to authorised personnel.

The SCR will contain the required information for relevant staff and other individuals within its scope, including the applicable checks on identity, DBS and barred-list status, qualifications, right to work, overseas checks, prohibition from teaching and Section 128 directions.

MIAG's operational system for maintaining the SCR will be identified within its internal safeguarding and HR arrangements. Where CPOMS is used to support recording, this will not remove the requirement for the SCR itself to meet statutory requirements.

Agency, Supply Staff, Volunteers and Contractors:

MIAG will apply appropriate safeguarding checks to agency and supply staff, volunteers and contractors according to their role, contact with children and the requirements of KCSIE and other applicable legislation.

- For agency and supply staff, MIAG will obtain the required written confirmation from the supplying organisation that the relevant checks have been completed and appropriate certificates obtained
- From 1 September 2026, the supervision exemption for regulated activity with children is removed. Where a volunteer teaches, trains, instructs, cares for or supervises children on more than 3 days in a 30-day period or overnight, the role will be regulated activity and the volunteer will require the appropriate enhanced DBS check with children's barred list information. Occasional volunteers who do not meet those conditions will continue to be assessed according to the applicable DBS and safeguarding requirements
- Contractors will be subject to appropriate checks and safeguarding arrangements according to the nature of the work and access to children
- No person will be permitted unsupervised access to children where required safeguarding checks have not been completed, unless a lawful and appropriately risk-assessed arrangement applies

Induction and Ongoing Safeguarding:

All staff will receive safeguarding and child protection training as part of induction, including reading Part 1 of KCSIE 2026 from 1 September 2026, and will receive regular updates thereafter. KCSIE 2026 confirms that all staff, including those who do not work directly with children, should receive the same core safeguarding information.

MIAG recognises that safer recruitment is not a one-off process. Leaders will maintain a culture of continuous vigilance, professional challenge and appropriate management of concerns about adults. Ongoing suitability will be considered through supervision, safeguarding processes, conduct expectations and relevant employment procedures.

Equality, Inclusion and Fairness:

MIAG is an equal opportunities employer and is committed to inclusion, diversity and equity. Recruitment processes will be designed to identify the best candidate against the requirements of the role while ensuring that safeguarding considerations remain central.

Safeguarding Concerns Identified During Recruitment:

Where information arises during recruitment that may indicate that a candidate is unsuitable to work with children, MIAG will pause or review the recruitment process as appropriate. Advice will be sought from the DSL and/or relevant senior leader where necessary. Decisions will be recorded and, where the statutory threshold is met, MIAG will comply with any relevant referral or reporting duties, including duties relating to the DBS or professional regulators.

Roles and Responsibilities:

Role	Responsibility
Proprietor / Directors / Governors	Provide oversight and assurance that safer recruitment arrangements are effective and compliant.
Headteacher / Senior Leaders	Ensure recruitment processes are implemented consistently and safeguarding remains central to appointments.
DSL	Provide safeguarding advice where concerns arise during recruitment or engagement and support appropriate risk assessment and escalation.
Recruiting Managers / Panels	Apply the safer recruitment process, assess candidates fairly and record recruitment decisions appropriately.
HR / Administration	Coordinate and evidence required pre-employment checks and maintain the SCR and associated records.

All Staff	Maintain professional conduct, comply with safeguarding expectations and report concerns about adults through the appropriate route.

Monitoring and Review:

MIAG will monitor safer recruitment through review of the Single Central Record, recruitment files, training records, safeguarding assurance activity and appropriate governance oversight. This statement will be reviewed annually and sooner where legislation, KCSIE or organisational arrangements change.

Key statutory and guidance references: Keeping Children Safe in Education 2026 (Part 3: Safer Recruitment); Crime and Policing Act 2026 (including removal of the supervision exemption from regulated activity); Safeguarding Vulnerable Groups Act 2006 as amended; Education (Independent School Standards) Regulations 2014; Equality Act 2010; Rehabilitation of Offenders Act 1974 and relevant exceptions; and applicable DBS guidance.

KCSIE 2026 Cross-Reference:

KCSIE 2026 safer recruitment expectation	MIAG response
Application and employment history	Full employment history and explanations for gaps are required.
Shortlisting and suitability self-declaration	Clear criteria are used and shortlisted candidates complete relevant declarations.
Online due diligence	Online searches may be undertaken on shortlisted candidates and concerns considered fairly.
Interview and safer recruitment training	Safeguarding is explicit in interview; MIAG requires current safer recruitment training on panels as an organisational standard.
References	At least two appropriate references, normally including the most recent employer, are obtained and scrutinised.
Pre-employment checks	Identity, right to work, qualifications, DBS/barred-list where applicable, prohibition, Section 128 and overseas checks are completed as required.
Single Central Record	MIAG maintains an SCR containing the required vetting information.
Agency/supply/volunteers/contractors	Checks are proportionate to role and contact with children, with written assurances and risk controls where required.

Ongoing vigilance and safeguarding culture	Suitability continues to be monitored through safeguarding, conduct, supervision and employment processes.

Document Control:

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Approved By	Guy Hopson, Chair of Governors
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Applies To	MIAG organisation-wide

Version	Date	Summary of Change
1.0	September 2026	Reformatted and updated to reflect KCSIE 2026 and MIAG organisational safer recruitment arrangements.

MIAG — Meeting Individual Aspirations & Goals