



Illuminate Care Group

Staff Qualifications and Employment Checks

RELEVANT GUIDANCE

[The Leadership and Management Standard](#)

[Regulation 4 of the independent school standards](#)

1. Introduction

Illuminate You, Learning for Life Lodge is committed to ensuring a safe, inclusive, and nurturing environment for all students. Our recruitment process is designed to attract, select, and retain high-quality staff who share our values and can contribute to the emotional, social, and academic development of our students. We adhere to **Safer Recruitment** guidelines to safeguard children and young people.

2. Aims & Objectives

- To recruit skilled, qualified, and experienced professionals aligned with our ethos.
- To ensure a rigorous selection process that includes safeguarding checks.
- To promote equality, diversity, and inclusion in recruitment practices.
- To comply with legal requirements, including Keeping Children Safe in Education (KCSIE) and Ofsted standards.



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3. Recruitment Process

3.1 Vacancy Identification & Job Description

- Job vacancies are identified based on school needs and strategic workforce planning.
- Job descriptions and person specifications outline key responsibilities, qualifications, experience, and safeguarding expectations.

3.2 Advertising & Application

- Vacancies are advertised internally and externally through appropriate platforms.
- All applicants complete a detailed application form, including employment history, references, and a self-disclosure of any criminal convictions.

3.3 Shortlisting & Interviews

- Applications are screened against the job criteria by a recruitment panel.
- Shortlisted candidates are invited for an interview, which includes:
 - Face-to-face interview with safeguarding-related questions.
 - Practical assessment (if applicable, e.g., teaching demonstration).
 - Discussion on the candidate's understanding of trauma-informed practice and SEMH support.

4. Pre-Employment Checks

Before an appointment is confirmed, the following checks are conducted:



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- **Enhanced DBS Check:** All staff must have a satisfactory Enhanced Disclosure and Barring Service (DBS) check.
- **Identity Verification:** Candidates must provide valid identification and proof of right to work in the UK.
- **Professional Qualifications:** Verification of relevant qualifications and teaching certifications.
- **References:** At least two professional references, including one from the most recent employer, are obtained and verified.
- **Medical Fitness Check:** A health declaration is required to ensure candidates are fit to work with children.
- **Disqualification by Association Declaration:** Ensuring compliance with statutory safeguarding requirements.

5. Induction & Probation

- All new staff undergo a structured induction covering safeguarding, policies, and school expectations.
- A probationary period of six months applies, with regular reviews to assess performance and suitability.

6. Equal Opportunities & Safer Recruitment

- Illuminate You, Learning for Life Lodge is committed to fair recruitment practices, ensuring that no applicant is discriminated against based on race, gender, disability, sexual orientation, religion, or age.
- We uphold **Safer Recruitment** principles, ensuring all roles involve child protection responsibilities and rigorous screening procedures.



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7. Ongoing Monitoring & Training

- All staff must complete annual safeguarding training and updates on relevant policies.
- Continuous professional development (CPD) is encouraged and supported.
- Staff performance is monitored through regular appraisals and feedback.

See: **Checking a Job Applicants Right to Work (GOV.UK)**.

Employers can be penalised / fined if they employ someone who does not have the right to work and they did not carry out the correct checks or did not do them properly.

See:

- **Doncaster Safeguarding Children Policy and Policies,**
- **Guidance for Safe Recruitment,**
- **Selection and Retention for Staff and Volunteers.**