



Safer Recruitment Policy

Northamptonshire Education Wellbeing and Teaching Services (NEWTS) is committed to safeguarding and promoting the welfare of children and young people and requires all staff whether paid, volunteer, sessional worker, associate, agency staff or student to demonstrate this commitment in every aspect of their work.

NEWTS will comply with the requirements of Keeping Children Safe in Education 2024 with regard to DBS and other pre-employment checks.

When employing any member of staff, be it paid, volunteer, sessional worker, associate, agency staff or student, NEWTS will request two references on each candidate. Reference requests will ask the referee to confirm:

- the referee's relationship with the candidate
- details of the applicant's current post
- performance history and conduct
- all formal time-limited disciplinary warnings not relating to safeguarding concerns which have not passed the expiration date
- all disciplinary action where the penalty is 'time expired' and which related to safeguarding concerns
- details of any substantiated allegations or concerns relating to the safety and welfare of children
- whether the referee has any reservations as to the candidate's suitability to work with children.

If so, NEWTS will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children. References are the "property" of NEWTS and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for

which the candidate has applied. NEWTS will not accept references from relatives or people writing solely in the capacity as a friend of the candidate for any post.

An enhanced DBS will be requested for all staff including paid, volunteer, sessional worker, associate, agency staff or student.

Please note NEWTS will carry out the following checks –

- Online search
- Verification of identity check
- Right to work in the UK
- Qualification check