**New Leaf Learning Safer Recruitment Policy**

**1. Introduction** New Leaf Learning is committed to ensuring the safety and well-being of all children, young people, and vulnerable adults who engage with our programmes. This Safer Recruitment Policy outlines our trauma-sensitive approach to recruiting freelance staff, ensuring that all those who work with us uphold our values of safety, trust, and inclusion.

**2. Scope** This policy applies to all freelance staff, volunteers, and independent contractors engaged by New Leaf Learning. It complements our safeguarding policy and reflects our commitment to trauma-informed practices.

**3. Key Principles**

* **Safety First:** Ensuring all recruitment decisions prioritise the safety and well-being of children and vulnerable individuals.
* **Trauma Sensitivity:** Acknowledging the impact of trauma on both learners and staff, and fostering a recruitment process that is supportive and fair.
* **Transparency:** Clearly outlining expectations and responsibilities to all applicants.
* **Inclusivity and Equity:** Ensuring recruitment is non-discriminatory and accessible to all qualified candidates.

**4. Safer Recruitment Process**

**4.1 Job Advertisement and Role Description**

* All freelance positions will have a clear role description, including safeguarding responsibilities.
* Advertisements will include a statement on our commitment to safeguarding and safer recruitment.

**4.2 Application and Shortlisting**

* All applicants will be required to provide a CV and covering letter including details of relevant experience and safeguarding responsibilities.
* CVs alone will not be accepted; a structured application ensures we collect the necessary information.
* Shortlisting will be conducted by at least two trustees and lead teacher, ensuring fair and objective selection.

**4.3 Interviews**

* Interviews will explore candidates’ experience, values, and approach to trauma-informed practice.
* Questions will assess understanding of safeguarding, boundaries, and professional responsibilities.
* Candidates will be asked about any gaps in employment history.

**4.4 Pre-Employment Checks**

* **Enhanced DBS Check:** All successful candidates must have an up-to-date enhanced DBS check with barred list check where applicable.
* **References:** At least two professional references will be obtained, with at least one from a previous employer.
* **Identity and Right to Work Verification:** Proof of identity and eligibility to work in the UK will be required.

**4.5 Induction and Training**

* All new freelance staff will receive an induction covering safeguarding, trauma-sensitive practice, and New Leaf Learning’s ethos.
* Mandatory safeguarding training will be provided, along with an introduction to our policies and procedures which are available on our website [www.newleafl.com](http://www.newleafl.com/)

**5. Ongoing Monitoring and Support**

* Regular supervision will be offered to support freelance staff in their role.
* Safeguarding concerns will be addressed through clear reporting procedures.
* Continuous professional development opportunities will be available to enhance trauma-sensitive practice.

**6. Confidentiality and Data Protection**

* All personal data collected during the recruitment process will be handled in accordance with GDPR and data protection laws.
* Information will only be shared on a need-to-know basis.

**7. Review of Policy**

* This policy will be reviewed annually or in response to any significant changes in legislation or best practice guidance.

**8. Contact Information** For any queries regarding this policy, please contact New Leaf Learning’s Safeguarding Lead Alex Preston at 07510 075644 or Trustee: Mark Currell at 07773 338392

Signed: 

Name: A. Preston

Date: 3.2.25