

SAFER RECRUITMENT POLICY

Lunar Learning



Last Updated: September 2025
Next Update: September 2026

1. Introduction

At **Lunar Learning**, we are committed to providing a safe environment for all learners. We take our responsibility to safeguard and promote the welfare of children and vulnerable adults very seriously. This Safer Recruitment Policy outlines the procedures and practices we follow to ensure that we recruit individuals who are suitable and safe to work with students, in compliance with safeguarding laws and best practices.

2. Aims of the Policy

- To safeguard children by ensuring that recruitment procedures are thorough and effective.
- To create a fair and transparent process for recruiting new employees or freelance tutors.
- To prevent unsuitable candidates from working with students.
- To ensure compliance with all legal and regulatory requirements concerning recruitment and safeguarding.

3. Scope

This policy applies to all employees, freelancers, and volunteers involved in the recruitment process for the company, and includes tutors, administrators, and management staff.

4. Recruitment Procedure

The recruitment process includes the following key stages:

4.1 Job Description & Person Specification

- Each role will have a clear job description outlining the responsibilities, qualifications, and experience required.
- A person specification will detail the essential and desirable attributes for the role, including safeguarding-related criteria.

4.2 Advertising Vacancies

- Vacancies will be advertised in a way that encourages a diverse range of applicants, and includes a statement regarding our commitment to safeguarding.
- Advertisements will specify that an enhanced Disclosure and Barring Service (DBS) check and references will be required.

4.3 Application Form & Supporting Documents

- All candidates will be required to complete an application form, which will include a declaration regarding their suitability to work with children or vulnerable adults.
- Applicants will need to provide proof of identity, academic qualifications, and relevant professional experience.
- The application form will also include questions about gaps in employment and any criminal convictions (subject to the provisions of the Rehabilitation of Offenders Act).

4.4 Shortlisting

- A panel will review applications based on the criteria set out in the job description and person specification.
- Shortlisted candidates will be invited for an interview, where safeguarding will be discussed as a core part of the selection process.

4.5 Interview Process

- Interviews will be conducted by a panel of at least two people, one of whom will be a trained safeguarding lead.
- Questions will include inquiries into the candidates' understanding of safeguarding procedures and their commitment to protecting children and vulnerable adults.
- The interview will also explore the candidate's past experience and attitudes towards working with students.

4.6 References

- Two professional references will be required for all shortlisted candidates, one of which must be from their most recent employer

or from an educational setting where they have worked with children or vulnerable adults.

- References will be checked to verify the candidate's suitability for the role and to gather insights into their character and professional conduct.
- Any concerns arising from references will be fully explored before an offer of employment is made.

4.7 Disclosure and Barring Service (DBS) Check

- All candidates will be required to undergo an enhanced DBS check as part of the recruitment process.
- A satisfactory DBS check is a condition of employment.
- If the candidate has any criminal convictions, these will be reviewed in line with the company's safeguarding policy. Where applicable, a risk assessment will be conducted.

4.8 Right to Work

- All candidates will be required to provide documentation to prove their right to work in the country.
- The company will comply with all relevant immigration laws and regulations.

4.9 Offer of Employment

- An offer of employment or engagement will be made subject to the completion of satisfactory checks, references, and documentation.
- The candidate will be informed of any safeguarding training or induction processes required as part of their employment.

5. Induction & Ongoing Safeguarding Training

- All new employees and tutors will undergo a comprehensive induction, including safeguarding training, before they start work with students.
- They will also be made aware of the company's safeguarding policies, whistleblowing procedures, and code of conduct.
- Ongoing professional development will be encouraged, including regular updates on safeguarding best practices.

6. Monitoring and Review

- The company will regularly review its recruitment policies and procedures to ensure they remain effective, up-to-date, and compliant with all relevant legislation.
- Recruitment practices will be monitored to ensure that all staff are adhering to safeguarding protocols and that best practices are being followed.

7. Disclosure of Concerns

- All staff, tutors, and volunteers have a responsibility to disclose any concerns about the welfare or safety of students to the designated safeguarding lead (DSL).
- Whistleblowing procedures will be clearly communicated to all new employees during their induction and are available at all times in the safeguarding policy.

8. Safer Recruitment Code of Conduct

All staff and tutors are expected to adhere to the highest standards of professional and personal conduct. This includes:

- Maintaining professional boundaries with students.
- Refraining from any form of inappropriate behavior or communication with students.
- Adhering to all company policies, particularly those related to safeguarding, health and safety, and confidentiality.

9. Conclusion

This Safer Recruitment Policy reflects Lunar Learning's ongoing commitment to safeguarding the welfare of children and vulnerable adults. Through thorough recruitment procedures, including comprehensive background checks, interviews, and safeguarding training, we strive to ensure that only those individuals who are fully committed to promoting a safe learning environment are employed within our organization.

This policy will be reviewed annually and updated as necessary.