

مدرسة مسجد عائشة  
MASJID AYESHA MADRASAH

# Safer Recruitment Policy

**Policy Number:** 202

**Version:** 1.0

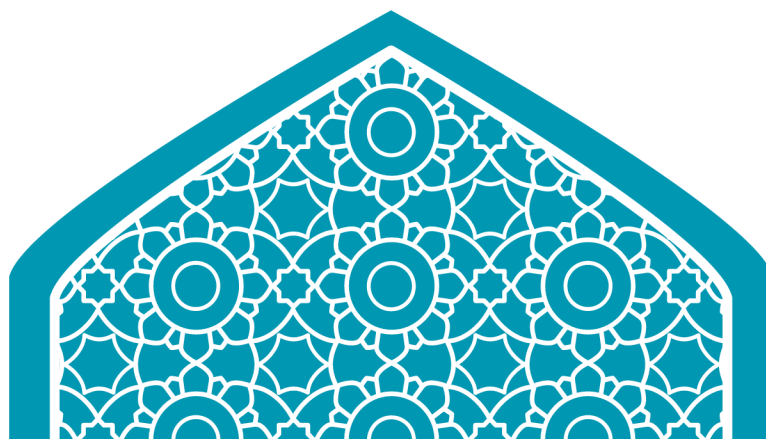
**Approved By:** Management Committee

**Date Approved:** 01 September 2025

**Review Date:** 01 September 2026

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## 1. Policy Statement

The Madrasah is committed to safeguarding and promoting the welfare of children. All staff, volunteers and trustees share responsibility for protecting children from harm. Safer recruitment practices help prevent unsuitable individuals from working with children.

## 2. Legal Framework

This policy is guided by:

- Keeping Children Safe in Education (KCSIE)
- Children Act 1989 & 2004
- Safeguarding Vulnerable Groups Act 2006
- Rehabilitation of Offenders Act 1974
- Equality Act 2010
- Data Protection Act 2018 (UK GDPR)

## 3. Scope

This policy applies to:

- Paid staff
- Volunteers
- Trustees / Management Committee
- Agency staff
- Contractors with regular access to children



## 4. Advertising & Application Process

All adverts must include:

- A safeguarding statement.
- CVs alone are not accepted – a full application form is required.
- Full employment history must be provided.
- Gaps in employment must be explained.
- Self-declaration of criminal convictions must be obtained.

## 5. Shortlisting & References

- At least two people should shortlist candidates.
- Employment gaps and inconsistencies must be explored.
- Two references must be obtained (one from the most recent employer where possible).
- References must confirm suitability to work with children.

## 6. Interview Process

- Interviews must be conducted by external panel members to ensure impartiality.
- Safeguarding questions must be asked.
- Candidates must provide proof of identity, qualifications and right to work.
- Attitudes towards safeguarding must be assessed.

## 7. DBS & Pre-Employment Checks

Before appointment, the Madrasah must complete:

- Enhanced DBS check (with children's barred list check where required)
- Identity verification
- Right to work check
- Qualification verification
- Any relevant prohibition checks



## 8. Single Central Record (SCR)

The Madrasah will maintain a Single Central Record including:

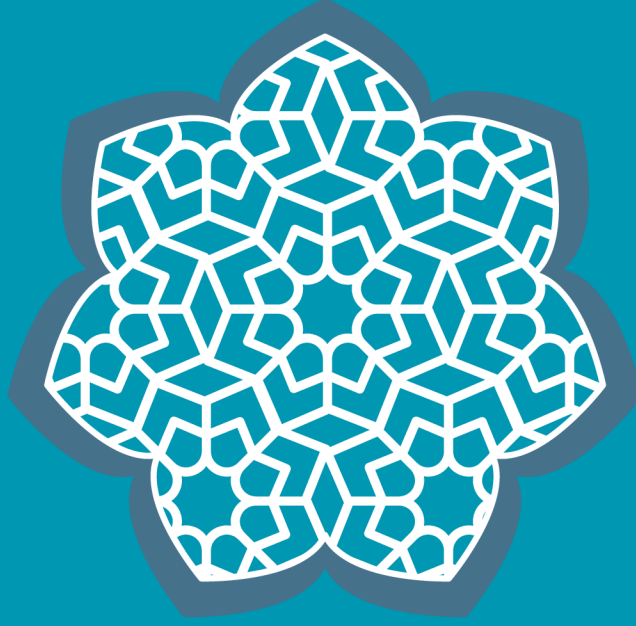
- DBS details
- Identity checks
- Qualification checks
- Right to work
- References

## 9. Volunteers & Contractors

- Regular volunteers require Enhanced DBS checks.
- Occasional volunteers must be supervised at all times.
- Contractors must be supervised and sign in/out.
- No adult should have unsupervised access without appropriate checks.

## 10. Induction, Training & Allegations

- All new staff and volunteers must receive safeguarding training and policies.
- Ongoing safeguarding training must be provided.
- Allegations against staff must be reported immediately to the DSL and, where required, to the LADO.
- This policy will be reviewed annually.



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