LIMITLESS ALTERNATIVE PROVISION • STATUTORY POLICY

STAFF RECRUITMENT & INDUCTION POLICY

POLICY VERSION	DATE ADOPTED	REVIEW DATE	PROPRIETOR / DSL
1.0	February 2026	Annually – Feb 2027	Dwayne Paul / Harriet Ann Fry

1. POLICY STATEMENT

Limitless Alternative Provision is committed to recruiting, selecting, and inducting staff in a way that:

- Ensures the safety and welfare of children and vulnerable learners.
- Meets statutory and regulatory requirements, including: *Keeping Children Safe in Education*, *Safeguarding Vulnerable Groups Act 2006*, *Education Act 2002*, and *Ofsted* inspection requirements.
- Promotes equality, diversity, and inclusion.
- Provides staff with a structured induction to fulfil their role safely and effectively.

2. RECRUITMENT PRINCIPLES & 4. SELECTION

Recruitment Principles: All posts are advertised fairly; job descriptions and person specifications are clear, transparent, and aligned with safeguarding responsibilities; selection processes are consistent, fair, and evidence-based; references are verified before appointment; and safer recruitment principles are embedded in all stages.

4. Interview and Selection Process:

- Shortlisting against person specification.
- Structured interviews with at least two panel members.
- Safeguarding-focused questions included.
- Documentation of interview decisions and rationale.

3. SAFER RECRUITMENT CHECKS

All staff must undergo rigorous pre-employment checks in line with KCSIE:

Check	Details
Identity verification	Passport, driving licence, birth certificate
Right to work	Visa / immigration documentation if applicable
DBS	Enhanced Disclosure & Barring Service check
Prohibition check	Teachers / leadership roles
References	At least two, one from most recent employer
Medical fitness	Confirmation of fitness to work with children
Qualifications	Verification of relevant qualifications
Barred list / disqualification checks	Where applicable under KCSIE

No individual will begin work until all checks are complete, unless a risk assessment has been formally documented and approved.

5. INDUCTION

All new staff undergo a **structured induction programme** covering:

Safeguarding & Child Protection

- DSL and deputy contacts
- Reporting concerns procedures
- KCSIE Part One awareness

Policies and Procedures

- Behaviour & Anti-Bullying Policies
- SEND & SEMH Policy
- GDPR & Data Protection Policy
- Health & Safety Policy

Role-Specific Training

- Gym-based safety and supervision
- First aid and emergency procedures
- Behaviour management strategies
- SEND & SEMH support strategies

Professional Conduct

- Staff Code of Conduct
- GDPR responsibilities
- Equality & diversity expectations

Mentoring & Support

- Assignment of a key contact / mentor
- Scheduled review meetings at 1 week, 1 month, and 3 months
- Ongoing CPD opportunities

6. PROBATIONARY PERIOD

- All new staff are subject to a probationary period (typically 3–6 months).
- Performance, conduct, and safeguarding adherence are reviewed during this period.
- Support and guidance are provided to address areas of concern.

7. ONGOING CHECKS & RENEWAL

- Staff with DBS certificates must update every 3 years or via the DBS Update Service.
- References and checks may be refreshed for long-term staff as required.
- Continuous professional development (CPD) ensures staff remain compliant with KCSIE and safeguarding updates.

8. RECORD KEEPING

- Personnel files maintain evidence of all checks and induction completion.
- Electronic and paper records stored securely.
- Retention complies with GDPR and statutory guidance.

9. EQUALITY & NON-DISCRIMINATION

- Recruitment processes are inclusive and comply with the Equality Act 2010.
- Discrimination, harassment, or victimisation is not tolerated at any stage.

10. BREACHES & CONCERNS

- Any breach in recruitment procedures is escalated to the Proprietor and DSL.
- Concerns about staff suitability are reported immediately in line with safeguarding procedures.
- Low-level concerns are recorded in line with KCSIE expectations.

11. MONITORING & REVIEW

- Recruitment and induction procedures are reviewed annually.
- Compliance with safer recruitment standards is monitored.
- Policies updated following statutory changes or Ofsted guidance.

12. COMMITMENT STATEMENT

Limitless Alternative Provision is committed to: recruiting staff who are suitable to work with children and young people; maintaining rigorous induction and monitoring procedures; upholding statutory safeguarding requirements; and supporting staff to work safely and effectively in a gym-based alternative provision setting.