

<b>Author:</b>	People Services
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## Policy Statement

This policy applies to all recruitment at Milton Keynes College Group including staff, volunteers, associates, and contractors. Milton Keynes College Group seeks high-calibre individuals aligned with the College's values; prioritising student safeguarding and welfare. This policy also aims to deter individuals who may pose a risk whilst ensuring a safe and supportive learning environment.

## Aims and Objectives

- Conduct all DBS and pre-employment checks appropriately.
- Clearly inform all parties about the purpose and process of checks.
- Follow Keeping Children Safe in Education statutory guidance.
- Use DBS certificate information only for its intended, consented purpose.
- Apply checks fairly and consistently to all applicants.

## Hiring

Recruitment is managed by the internal Recruitment Team (part of People Services). Job descriptions outline required qualifications, experience, and attributes for working with children, young people, and vulnerable adults.

Job adverts include a safer recruitment statement and highlight that pre-employment checks are required for every role, including DBS and, where applicable, CTC clearance for prison roles.

Candidates must submit both an application form and a CV. Any employment gaps or inconsistencies are addressed during interviews or prior.

Shortlisting is conducted by at least two people. Students may participate in the selection process. Each interview panel will include a panel member who is Safer recruitment trained.

Candidate documentation, including interview notes, is managed in accordance with GDPR.

## Pre-employment Checks

All job offers are subject to completion of pre-employment checks, including Right to Work, an appropriate DBS check, and two satisfactory references. Additional checks may be required depending on the role/applicant, such as Teacher Reference Number verification, overseas police checks, or prison clearance. Offers can be rescinded if pre-employment checks are not met.

Roles within the College are exempt from the Rehabilitation of Offenders Act 1974. As such, all applicants are required to undertake/evidence DBS checks as part of pre-employment checks. Right to Work and DBS checks will be completed digitally via IDVT where possible.

Candidates using the DBS Update Service must provide their certificate number for online checks. The original certificate must also be shown to confirm its level, barred list status, and details. If everything is valid, a new DBS is not required.

Two references must be received before the start date. These are requested electronically via the system. One must be from the current or most recent employer and will be validated against the application and CV. Any concerns raised in references will be followed up by People Services, which may involve contacting the referee or the candidate if appropriate. Referees are asked to confirm any safeguarding concerns and reminded to provide an honest and accurate reference.

Evidence of professional qualifications will be obtained and if necessary verified.

Online searches, including Google and social media, may be conducted as part of the College's due diligence process.

Staff working in on-site childcare must complete a childcare disqualification self-declaration, which will be held on file.

## Overseas Checks

- Anyone who has lived or worked outside the UK for over 6 months in the past 5 years must provide a police check (or equivalent) from the appropriate country/ies.
  - If the check isn't in English, a certified translation is required.
  - Application processes vary by country; guidance is available on the GOV.UK website.
  - Where a check cannot be obtained, a risk assessment will be completed by People Services

## Visas & Sponsorship

Milton Keynes College is not a registered sponsor. All candidates must hold valid Right to Work in the UK and confirm this before starting their application. If candidates are currently working under any visa arrangements this will be verified under the Right to work check once offered. Expiry dates will be recorded and monitored through weekly reports. It is the employee's responsibility to ensure their

Right to Work is renewed or extended as needed. Employees must provide valid evidence of their continued eligibility to People Services upon request.

## Agency Workers

People Services obtain written confirmation that pre-employment checks have been completed. Agency workers are recorded on the Single Central Record (SCR). Any concerns arising during an agency workers engagement will be shared with the providing agency and the LADO.

## Regular Contractors

The Facilities Team ensure they have written confirmation that contractors hold relevant checks, before coming on site.

## Volunteers

All volunteers must undertake an enhanced DBS check. A barred list check will only be requested where the volunteer is unsupervised and undertaking regulated activities. Volunteers will be recorded on the College Single Central Record

## Monitoring and Ongoing Vigilance

Recruitment processes are regularly reviewed to support continuous improvement. A culture of vigilance is promoted; staff are encouraged to support and observe one another. Ongoing monitoring occurs through meetings, supervision, and appraisals. Our SCR is reviewed regularly and any non-compliance referred to Safeguarding Strategy Group. Any new DBS disclosures must be reported to and discussed with People Services.

## Legislation and Guidance

Keeping Children Safe in Education 2025 [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/91222/Keeping_Children_Safe_in_Education_2025.pdf)

Data Protection Act 2018 [Data protection: The Data Protection Act - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/65146/Data_Protection_Act_2018.pdf)

Education and Training (Welfare of Children) Act 2021 [Education and Training \(Welfare of Children\) Act 2021 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2021/12/section/1)

DBS Code of Conduct [DBS code of practice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/91222/DBS_Code_of_Conduct.pdf)

Right to Work Guidance [Right to work checks: an employer's guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/91222/Right_to_Work_checks_an_employer_s_guide.pdf)

Working Together 2023 [Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/91222/Working_together_to_safeguard_children.pdf)

Police, Crime, Sentencing and Courts Act 2022: positions of trust factsheet [Police, Crime, Sentencing and Courts Act 2022: positions of trust factsheet - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/91222/Police_Crime_Sentencing_and_Courts_Act_2022_positions_of_trust_factsheet.pdf)