



WESTERFIELD COLLEGE

LEARNING AND ENRICHMENT CENTRE

Discover. Lead. Excel.

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Reviewing Member of Staff	Centre Manager
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Review Cycle	Annually

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IMPACT THE CHILD... IMPACT THE WORLD.

1. Introduction & Core Ethos

Westerfield College Learning and Enrichment Centre provides short-course, high-intensity educational programmes where the safety, protection, and rigorous background verification of our workforce are of paramount importance. Because our enrichment blocks operate within highly condensed timeframes (typically lasting 1 to 2 weeks) and involve a high density of residential under-18 cohorts, standard long-term recruitment pipelines are insufficient. Safer recruitment screening must be agile, high-frequency, and absolute before any individual steps onto campus.

In alignment with advanced British independent sector frameworks and statutory child protection mandates, this policy establishes a strict, non-negotiable structure for identifying, vetting, and appointing all permanent, temporary, and contractor personnel. We treat the recruitment process not merely as an administrative exercise, but as our primary mechanism for preventing unsuitable individuals from gaining access to our student cohort, ensuring the centre operates at the highest standard of moral and legal excellence.

2. Governance, Compliance & Professional Assurance

To ensure absolute compliance with UK employment legislation, educational benchmarks, and independent inspection standards, Westerfield College Learning and Enrichment Centre coordinates its recruitment frameworks with:

External HR Advisory and Employment Law consultants to validate evaluation tracks and contractual terms.

The Department for Education (DfE) statutory guidance, ensuring recruitment markers reflect "Keeping Children Safe in Education" (KCSIE) accountability mandates.

Independent quality assurance auditors to evaluate internal staff Single Central Record (SCR) documentation.

External educational consultants to benchmark safer recruitment criteria against independent boarding sector expectations and British Council inspection criteria M10 and S4.

3. Definition of Terms

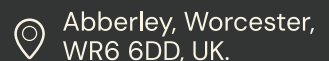
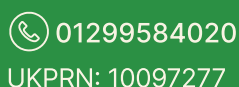
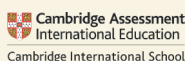
To ensure operational consistency across all administrative and supervisory departments, the following definitions apply:

Regulated Activity: Any instructional, training, supervisory, or pastoral work with minors that occurs frequently (once a week or more) or overnight, giving an individual unsupervised access to children.

Single Central Record (SCR): The mandatory, centralized compliance spreadsheet detailing the exact dates, checkers, and outcomes of all statutory vetting checks completed for every person working on site.

Letter of Comfort (LoC): An official, signed document provided by an external third-party agency confirming that they have executed identical, compliant safer recruitment vetting checks for a contractor they are deploying to our campus.

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Direct Hire: Any employee contracted and paid directly by Westerfield College, subject to our internal pre-employment checks.

Contractor Consultant: An independent practitioner or agency worker (e.g., safeguarding consultants) brought in to execute specific operational remits under targeted management oversight.

4. Performance Management & Objective Setting Framework

The centre implements a dynamic objective-setting structure designed to match the rapid pace of our enrichment programmes.

4.1 Core Professional Benchmarks (KPIs)

All personnel involved in the recruitment and interviewing pipeline are evaluated against four foundational operational pillars:

Vetting Precision: Absolute accuracy in verifying identity, educational credentials, and employment timelines without omissions.

Safeguarding and Boundary Vigilance: Flawless compliance with KCSIE standards, ensuring no staff member enters active service until statutory clearances are logged.

Administrative Precision: The accurate and timely maintenance of pre-employment files, dual-verified references, and Single Central Record entries.

Collaborative Contribution: Positive engagement with senior leadership and external consultancy bodies to maintain an auditable, top-tier compliance ledger.

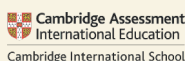
4.2 Short-Course Target Setting

Prior to the launch of any recruitment drive or educational block, recruitment officers meet with the Centre Manager to set two compliance targets recorded on their Performance Management Tracker. One target must focus on a specific operational vetting metric (such as reference verification speed), while the second must link directly to a broader safeguarding or Single Central Record audit standard.

5. High-Frequency Observation & Continuous Evaluation

Our short courses move too quickly for management to rely on delayed evaluations. Vetting monitoring is integrated directly into daily operational HR actions.

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5.1 Continuous Monitoring Inputs

The Centre Manager aggregates recruitment compliance metrics continuously throughout each intake cycle, drawing data directly from:

Random, unannounced internal audits of pending applicant files.

Independent checks of reference verification timestamps and email domain histories.

Regular cross-referencing between active on-site shift rotas and live Single Central Record logs.

Compliance logs tracking the collection and verification of agency Letters of Comfort.

5.2 The Mid-Cycle Performance Check

At the exact mid-point of a recruitment cycle or pre-course phase, the senior administrative or registry lead conducts a brief compliance check with each HR team member. This discussion reviews data entries from the tracking system, acknowledges operational successes, and adjusts targets or resources in real time to prevent compliance drift or backlog.

6. Proactive Appraisal, Performance Verification and Review Workflow

Pre-Course Target Configuration -> Continuous Data Input Aggregation -> Mid-Cycle Review Check -> Final Evaluative Performance Interview -> Secure Tracker Archive -> CPD Pathway Mapping

6.1 The 7-Stage Safer Recruitment Workflow (Criteria M9, M10, S4)

Every position mapped to Organisational Chart_2.jpg must systematically clear these 7 operational stages before they are permitted to commence shift work or interact with students:

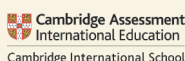
Role Definition & Safeguarding Job Descriptions (Criterion M9): All advertisements feature an explicit statement declaring our commitment to child protection. Role profiles explicitly map line-management paths and safeguarding remits.

Scrutinised Application & Self-Declarations: CVs are never accepted in isolation; comprehensive, standardized Application Forms detailing full chronological work history and explicit gap explanations are mandatory. Candidates must complete a signed Criminal Record Self-Declaration.

Rigorous Interview Panels: Shortlisted candidates face a minimum two-person panel. At least one member must hold a certified, up-to-date UK Safer Recruitment Training qualification. Interview matrices feature targeted, competency-based safeguarding queries.

Dual Verified Reference Profiling: A minimum of two independent, written references must be obtained from corporate/institutional domains. **Strict Verification Rule:** The HR team must call the referee back using an independently sourced corporate telephone number to confirm the validity of the document, logging the timestamp of the call in the applicant's file.

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Mandatory Identity & Criminal Record Checks (Criterion S4): Physical passport validation, face-to-photo matching, Right to Work in the UK verification, and an Enhanced DBS with Barred List check must be completed. Applicants who have lived/worked outside the UK for 3+ months within the last 5 years must supply a certified Certificate of Good Conduct.

Contractor & Agency Vetting Controls: Independent Contractor Consultants (e.g., Charmain Eaton) must clear identical vetting protocols. If deployed via an agency, a formal Letter of Comfort (LoC) enumerating unique DBS details must be secured, and physical photo ID must be verified on day one.

The Single Central Record (SCR) Entry: No staff member, tutor, or contractor may step onto campus until their metadata has been fully entered onto the live SCR by the Senior Registry Officer and signed off by the Centre Manager.

6.2 Collaborative Portfolio Verification

To ensure vetting transparency, recruitment officers are required to bring completed applicant dossiers, telephone log confirmations, and verified reference portfolios to their monthly review interviews. This practice allows for a collaborative review of file quality, standardisation alignment, and evidence-backed tracking metrics, turning the audit into a meaningful professional dialogue.

7. Performance Deficiencies, Capability Interventions and Sanctions

Work that fails to meet our established safer recruitment benchmarks, compromises student safety, or undermines Single Central Record integrity will face rapid intervention under capability protocols.

7.1 The Focused Capability Tracker

Placement on Capability Status: If an internal audit or administrative check reveals significant vetting gaps (e.g., failure to execute a telephone reference check, missing employment gap explanations, or delayed SCR logging), the responsible staff member will be placed on an immediate Focused Capability Tracker.

Intensive Performance Monitoring: Staff on capability status receive targeted coaching interventions and must submit all pre-employment vetting files, reference logs, and SCR entries to the Centre Manager for formal approval prior to finalizing any appointment. Follow-up reviews are conducted daily to assess improvement.

7.2 Professional Sanctions and Contract Termination

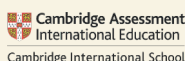
Timetable and Duty Suspension (Level 4 Sanction): If a recruitment or HR staff member fails to show measurable performance improvement within forty-eight hours of being placed on the Capability Tracker, or displays a persistent refusal to adopt the centre's strict safer recruitment and vetting protocols, they will be suspended from active duties immediately pending a formal review.

Summary Dismissal (Level 5 Gross Performance Failure): Demonstrating persistent professional negligence in vetting, deliberately falsifying a candidate's reference or background check history, bypassing an Enhanced DBS clearance block, or committing serious boundary violations under the Staff Code of Conduct will result in immediate contract termination and a direct referral to relevant statutory bodies.

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8. Accelerated Performance Grievance and Appraisal Appeals

8.1 Right to Fast-Track Performance Review

If an academic, residential, or administrative staff member disputes a recruitment rating, an file evaluation, or a capability-related suspension ordered under this policy, they have a right to an accelerated review.

Submission Timeline: The formal grievance or appeal must be submitted in writing via email directly to the CEO, Michael Dosunmu, within forty-eight hours of receiving the written report or sanction notice.

Operational Continuity During Appeal: To safeguard the student learning experience and maintain campus stability, a suspended staff member must remain completely separate from campus operations while the appeal is officially evaluated.

8.2 Panel Resolution and Final Outcome

The CEO, Michael Dosunmu, will assemble an emergency Performance Appeals Panel consisting of himself and at least one independent, senior human resources consultant or external educational legal advisor detached from the daily operations of the centre.

Final Judgment: The panel will thoroughly review all entries in the Performance Management Tracker, observation notes, reference folders, and written representations from the employee. The CEO will issue a final, binding decision in writing within three working days, establishing whether the original appraisal rating stands, requires modification, or if the contract must be formally terminated.

9. Quality Assurance & System Auditing

9.1 Regular Vetting and SCR Audits (Criterion M7)

The Centre Manager conducts regular, unannounced audits of the Single Central Record database and physical personnel files. These reviews ensure that all reference verification logs, DBS disclosures, agency Letters of Comfort, and self-declaration timelines are perfectly organised, securely stored, and fully compliant with both UK data privacy laws (GDPR) and

Accreditation UK inspection frameworks.

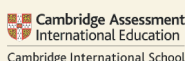
9.2 Post-Intake Recruitment Analytics

Following the conclusion of each short-course enrichment cycle, the senior management team reviews aggregated, anonymised onboarding metrics across all departments. This strategic analysis identifies institutional compliance trends, refines pre-course induction workshops, and updates our recruitment guidelines to continually optimise workforce delivery and security for subsequent cohorts.

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10. Policy Review & Version History

10.1 Policy Review

To preserve absolute alignment with changing UK employment legislation, Department for Education safety developments, and internal administrative changes, this policy is subject to a formal, rigorous review cycle annually by the Centre Manager. If structural updates or external auditing outcomes necessitate an earlier modification, the review window will be moved forward accordingly.

10.2 Version History

The table below tracks the complete evolution of this policy document:

No: 1 Revised on: 30th November 2024 Version: Version 1.0 Changes: Initial baseline formulation for student internet access codes and basic computer lab guidelines. Approved by: Academic Board Date of Approval: 30th November 2024 Revised by: Policy Lead

No: 2 Revised on: 17th June 2026 Version: Version 1.1 Changes: Comprehensive structural upgrade to integrate the latest KCSIE and 2024-2027 British Council verification criteria. Implemented mandatory telephone reference cross-verification protocols, explicit contractor/consultant Letter of Comfort controls, strict DBS pending risk assessment supervision paths, and direct role matrix alignments matching Organisational Chart_2.jpg personnel.

Approved by: Centre Manager Date of Approval: 17th June 2026 Revised by: Senior Registry Officer

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