

## GoWise Learning - Safer Recruitment Policy

**Approved by:** Anamaria Blanaru, GoWise Learning CEO & Founder

**Last reviewed:** November 2025

**Next review:** November 2026

### 1. Policy Statement

At GoWise Learning, we believe that every child and young person deserves to learn, grow, and be supported in an environment that is safe, nurturing, and free from harm.

We are fully committed to safeguarding and promoting the welfare of all learners, and we expect everyone who represents GoWise Learning to share that commitment.

Our recruitment practices are designed to ensure that every tutor, staff member, and volunteer is not only qualified and capable, but also demonstrates integrity, empathy, and a genuine commitment to the safety and wellbeing of children and young people — including those with Special Educational Needs and Disabilities (SEND) and Social, Emotional and Mental Health (SEMH) needs.

Safer recruitment is the foundation of our safeguarding culture. Through every stage of the process — from advertising to onboarding — we seek to deter, identify, and carefully select the individuals who are suitable to work with children and vulnerable learners.

### 2. Purpose

The purpose of this policy is to make sure that all recruitment carried out by GoWise Learning is:

- Consistent, transparent, and equitable.
- Focused on safeguarding and child protection.
- Designed to identify the right people with the right values for the work we do.

This policy ensures that every individual who joins our team understands and upholds the responsibilities that come with working with children and young people.

### **3. Scope**

This policy applies to all individuals engaged by GoWise Learning, including:

- Employees and managers
- Freelance or self-employed tutors
- Volunteers
- Contractors
- Temporary or agency staff
- Anyone working on behalf of GoWise Learning who may have access to children, young people, or sensitive information.

### **4. Legal Framework**

This policy is informed by the following key legislation and guidance:

- Keeping Children Safe in Education (DfE)
- Working Together to Safeguard Children (HM Government)
- The Children Act 1989 & 2004
- The Education Act 2002
- The Rehabilitation of Offenders Act 1974
- The Data Protection Act 2018 & UK GDPR

### **5. Safer Recruitment Procedures**

#### a. Advertising and Job Descriptions

Every advert for a role with GoWise Learning includes a clear statement about our commitment to safeguarding and the requirement for background checks. Job descriptions and person specifications highlight the importance of safeguarding and outline the attitudes, experience, and values we are looking for.

#### b. Application and Declaration

All applicants must submit an application form or CV that includes:

- A full employment history, with any gaps explained.
- A signed declaration regarding any previous criminal convictions or safeguarding concerns.

#### c. Gaps in employment

Any gaps in employment or inconsistencies in the application are explored in detail during the interview process.

d. Interviews

Interviews always include questions related to safeguarding, behaviour management, and professional boundaries. We assess not only qualifications and experience, but also a candidate's values, communication style, and understanding of their responsibility to protect children and young people.

e. Pre-Employment Checks

Before confirming an appointment, the following checks must be completed:

1. Enhanced DBS check (with barred list information where appropriate)
2. Identity verification
3. Right to work in the UK
4. Qualification and professional reference verification
5. Two satisfactory references — including one from the most recent employer or placement involving work with children
6. Self-declaration of suitability to work with children and young people

f. Employment and Induction

No one will begin working with learners until all checks have been completed and approved. Every new staff member or tutor will take part in an induction programme that includes:

- GoWise Learning's Safeguarding and Protection Policy
- The Staff Code of Conduct
- The Online Safety Policy
- Procedures for reporting concerns and maintaining professional boundaries

All staff will complete GoWise Learning's Safeguarding Induction Training and participate in ongoing refresher sessions as part of their professional development.

## **6. Record Keeping and Confidentiality**

GoWise Learning maintains a Single Central Record (SCR) containing details of all safer recruitment checks. Records are stored securely and managed in line with data protection legislation. Personal data collected during recruitment will be used only for safeguarding and verification purposes.

## **7. Managing Concerns or Allegations**

If concerns arise about the suitability of an applicant or existing member of staff:

- The concern will be investigated in line with our Safeguarding and Protection Policy.
- If an allegation is made against someone currently working for GoWise Learning, the Designated Safeguarding Lead (DSL) will take immediate action, following statutory guidance and contacting the relevant local authority if required.

## **8. Training and Continuous Improvement**

Safer recruitment is not a one-time process — it is an ongoing responsibility. All managers involved in recruitment will complete safer recruitment training and keep up to date with best practice. We regularly review our procedures to ensure they remain effective, transparent, and compliant with legislation.

## **9. Policy Review**

This policy will be reviewed annually or sooner if there are significant changes to legislation, guidance, or organisational structure. Revisions will be approved by the CEO of GoWise Learning and shared with all staff, tutors, and partners.

## **10. Statement of Commitment**

At GoWise Learning, we believe the safety of children and young people always comes first. We will continue to recruit people who share our values, protect our learners, and help us build an organisation that reflects the trust families place in us every day.