



Institute for
Advanced Learning
& Metacognition

INSTITUTE FOR ADVANCED LEARNING AND METACOGNITION

Advancing the Science of Learning

Safe Recruitment Policy

Policy and Procedures

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Approval and Review

Approved by	Role	Date	Signature
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1. Policy objective

This Policy sets out the minimum requirements for the recruitment of employees, volunteers and other representatives of the Institute for Advanced Learning and Metacognition (IALM). It aims to:

- attract the best possible applicants to our vacancies;
- deter prospective applicants who are unsuitable for work with children, young people or vulnerable adults; and
- identify and reject unsuitable applicants through robust screening and assessment.

Safe recruitment is an essential part of safeguarding, and this Policy should be read alongside the IALM Safeguarding Children Policy.

2. Statutory requirements and our commitment

IALM is committed to meeting all statutory requirements for the appointment of staff and volunteers. We recognise that these requirements change from time to time, and we will ensure our practices remain compliant with current UK legislation and with Disclosure and Barring Service (DBS) guidance.

3. Recruiters and safer-recruitment training

IALM aims to ensure that its recruitment processes are led by individuals with a sound understanding of safeguarding. Subject to the availability of training, the Institute will work towards a position in which at least one member of any recruitment panel has completed accredited training in safer recruitment.

4. Advertising and inviting applications

All advertisements for posts — whether in print, professional journals or online — will include a safeguarding statement to the following effect:

“The Institute for Advanced Learning and Metacognition (IALM) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Posts involving such work are subject to a satisfactory Disclosure and Barring Service (DBS) check at the appropriate level.”

Prospective applicants will be supplied with, or given access to, the following:

- the job description and person specification;
- IALM’s safeguarding policies;
- this Safe Recruitment Policy; and

- the selection procedure for the post.

All applications must be submitted in writing (on paper or by email).

5. Shortlisting and references

Shortlisting will be conducted strictly against the person specification for the post.

5.1 Reference procedures

- Where possible, references will be taken up before the selection stage, so that any discrepancies can be explored at interview.
- References will be sought directly from the referee. References or testimonials provided by the candidate themselves will never be accepted.
- Referees may be contacted by telephone or email to clarify any anomalies or discrepancies, and a written note will be kept of such exchanges.
- Where necessary, previous employers who have not been named as referees may be contacted to clarify discrepancies.

Referees will always be asked specific questions about:

- the candidate's suitability to work with children, young people or vulnerable adults;
- any disciplinary warnings (including time-expired warnings) relating to safeguarding; and
- the candidate's overall suitability for the post.

6. The selection process

Selection techniques will be determined by the nature of the post, but all vacancies will require a formal interview of shortlisted candidates.

- Interviews will always be face to face (including by video link where necessary).

Candidates will be required to:

- explain satisfactorily any gaps in their employment history;
- explain satisfactorily any anomalies or discrepancies in the information available;
- declare any information likely to appear on a DBS disclosure (where relevant to the role); and
- demonstrate their capacity to safeguard and promote the welfare of children, young people and vulnerable adults.

7. Pre-appointment checks

All successful applicants are required to:

- provide proof of identity;
- where the role is eligible, complete a DBS check at the appropriate level and receive satisfactory clearance;
- provide original certificates of relevant qualifications;
- complete a confidential health questionnaire (after an offer of appointment has been made); and
- provide proof of eligibility to live and work in the UK.

Where a role involves regulated activity with children or vulnerable adults, an enhanced DBS check including the relevant barred-list check will be required, and no such applicant who is barred from working with the relevant group will be appointed.

8. Induction and ongoing monitoring

All new staff and volunteers will receive induction training, including IALM's safeguarding policies and guidance on safe working practices. During the first three months, regular meetings will be held between the new appointee and their manager to monitor performance and their integration into the Institute's safeguarding culture.

9. Related policies

- IALM Safeguarding Children Policy;
- IALM Equal Opportunities Policy;
- IALM Privacy Policy; and
- IALM Whistleblowing Policy.

10. Review of this Policy

This Policy will be reviewed by the Board of Trustees at least every two years, or sooner if required by changes in legislation or safeguarding guidance, to ensure it remains effective and compliant.