

NIoT Safer Recruitment Policy Statement for Initial Teacher Training

Review Date: 1 October 2026

1. Policy Statement

The National Institute of Teaching (NIoT) is committed to safeguarding and promoting the welfare of all children and young people, and expect all trainees, participants, staff and volunteers to share this commitment. We recognise that safer recruitment is a vital part of creating a safe environment for children and ensuring unsuitable individuals are prevented from working with them.

An enhanced Disclosure and Barring Service (DBS) check and safer recruitment online checks will be required for the successful candidate. This post is exempt from the Rehabilitation of Offenders Act (1974) and therefore all convictions, cautions, and bind-overs, including those regarded as "spent," must be declared."

This policy statement sets out our approach to safer recruitment for all individuals involved in our Initial Teacher Training (ITT) programmes, including staff, volunteers, and trainees.

2. Aims and Objectives

We will:

- Implement robust safer recruitment practices in line with statutory guidance and best practice.
- Identify and reject applicants who are unsuitable to work with children and young people.
- Respond appropriately to concerns about the suitability of applicants during the recruitment process.
- Respond to concerns about the suitability of employees, trainees, and volunteers once they have begun their role.

- Ensure all new staff, trainees, and volunteers receive a comprehensive induction that includes safeguarding and child protection training.

3. Scope

This policy statement applies to:

- All staff involved in the recruitment and selection of ITT trainees.
- All applicants to NIoT's ITT programmes.
- All staff and volunteers working with or supporting ITT trainees.

4. Safer Recruitment Practices

NIoT will ensure that:

- All recruitment materials clearly state our commitment to safeguarding.
- All applicants complete a full application form, including employment history and references.
- All shortlisted candidates undergo a structured interview process with safeguarding-related questions.
- Enhanced DBS checks (including barred list checks) are carried out for all relevant roles.
- Overseas checks and right to work checks are completed where applicable.
- Any gaps in employment or education are explored and documented.
- References are obtained and verified before appointment.
- Recruitment decisions are made by trained staff who have completed safer recruitment training

5. False Information

If a candidate is found to have provided false information during the recruitment process, then the application will be rejected.

It is a criminal offense for a person barred from working with children to apply for a role involving regulated activity.

6. Responding to Concerns During Recruitment

If concerns arise about an applicant's suitability during the recruitment process, NIoT will:

- Pause the recruitment process while concerns are investigated.
- Seek further information from referees or other relevant sources.
- Involve any Designated Safeguarding Leads (DSL) in decision-making.
- Record all concerns and actions taken.

7. Responding to Concerns Post-Appointment

If concerns arise about the suitability of a staff member, trainee, or volunteer after they have started their role, NIoT will:

- Follow the organisation's safeguarding and whistleblowing procedures.
- Involve the DSL
- Take appropriate action, which may include suspension, investigation, or referral to external agencies.

8. Induction and Training

All new staff, trainees, and volunteers will:

- Be provided with the NIoT Safeguarding Policy.
- Be aware of the Code of Conduct and expectations for professional behaviour.
- Complete mandatory safeguarding training or only assess on a panel where another member of staff has completed Safer Recruitment training.

9. Supporting Procedures

This policy statement is supported by the following procedures and documents:

- [NIoT Safeguarding Policy](#)
- [NIoT Whistleblowing Procedure](#)
- [NIoT Equality, Diversity and Inclusion Policy](#)
- [NIoT Complaints Policy](#)



- **10. Monitoring and Review**

This policy statement will be reviewed annually or sooner if there are changes to legislation, guidance, or best practice. The next review will take place by 18 September 2026.