WILFRIED ZAHA ACADEMY LTD

Safer Recruitment and Staff Suitability Policy

Company number: 13426512
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Policy review date: 1 November 2026
Next review date: 1 November 2027

1. Purpose

Wilfried Zaha Academy Ltd is committed to ensuring that all individuals working with children are suitable, responsible and appropriately qualified for their roles.

The Academy recognises that safer recruitment is an essential part of protecting children from harm.

2. Recruitment principles

The Academy will:

- Put children's welfare at the centre of recruitment decisions.
- Ensure roles involving children are clearly defined.
- Check the identity and suitability of applicants.
- Verify relevant qualifications and experience.
- Obtain references where appropriate.
- Carry out legally eligible DBS checks.
- Provide safeguarding induction and ongoing training.

3. Application and selection

Applicants may be asked to provide:

- Personal and employment history.
- Relevant coaching qualifications.
- Experience working with children.
- Details of relevant training.
- References.
- Information necessary to assess suitability for the role.

The Academy may conduct interviews or informal discussions to assess an applicant's understanding of safeguarding and professional boundaries.

4. Identity and qualification checks

Before an individual starts work, the Academy will take reasonable steps to verify:

- Their identity.
- Relevant coaching or professional qualifications.
- Relevant experience.
- References, where appropriate.
- Any other information relevant to the role.

5. DBS checks

The Academy will assess whether a role is eligible for a DBS check under current legislation.

Where legally eligible and appropriate, the Academy may request:

- An enhanced DBS check.
- A check of the children's barred list, where the role and legal eligibility permit.

The Academy will not request checks that are not legally permitted.

A DBS certificate is only one part of the recruitment process and does not guarantee that an individual is suitable.

6. Safeguarding induction and training

All staff and coaches must receive an induction covering:

- The Academy's safeguarding policy.
- How to recognise and report concerns.
- Appropriate professional boundaries.
- Codes of conduct.
- Health and safety responsibilities.
- Emergency procedures.

Safeguarding training will be refreshed as appropriate.

7. Ongoing suitability

The Academy will monitor staff conduct and suitability throughout their involvement.

Staff must notify the Academy of any relevant change in circumstances that could affect their suitability to work with children.

Concerns about staff conduct must be reported and addressed promptly.

8. Allegations and concerns

Any allegation or concern involving a member of staff will be handled in accordance with the Academy's safeguarding policy and relevant statutory guidance.

Where appropriate, the Academy will contact the LADO, local authority safeguarding services or police.

9. Records and confidentiality

Recruitment and suitability records will be stored securely and accessed only by authorised individuals.

Information will be handled in accordance with applicable data protection requirements.

10. Review

This policy will be reviewed annually or sooner if required.

Approved by: Dan Pringle
Approval date: 1 November 2026
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