



SAFER RECRUITMENT POLICY

We are committed to safeguarding and promoting the welfare of all children.

Our safer recruitment procedures are designed to:

- **prevent** unsuitable people from working with children.
- **identify and reject** applicants who are unsuitable to work with children.
- **ensure that all staff and volunteers** are safe to work with children and appropriately supervised.

This policy applies to:

- All staff (paid or voluntary)
- Agency, supply, and contract workers
- Students on placement and apprentices
- Trustees, committee members, consultants, and volunteers who may have contact with children

Roles and Responsibilities

Manager/Owner

- Ensure compliance with statutory requirements.
- Oversee implementation of safer recruitment checks and documentation.

Safer Recruitment Panel

- At least one panel member must have completed recognised safer recruitment training.

Safer Recruitment Principles

We adhere to the following principles:

- All positions involve safeguarding responsibilities and require appropriate checks.
- Safer recruitment is a **continuous process**, linked to induction, supervision and ongoing training.

Advertising and Job Descriptions

- All job adverts will include a **safeguarding statement** indicating that the organisation is committed to child safety and that satisfactory checks will be required.
- Role descriptions will include safeguarding responsibilities.

PRE-APPOINTMENT CHECKS

Application and Interview

- A completed application form covering employment history, qualifications, and gaps in employment.

- Face-to-face interview with at least two panel members.
- Consistency checks of application form against references and interview responses.

References

- Two **written references** must be sought, including most recent employer. Open or applicant-provided references will **not** be accepted.

Enhanced DBS Check

- An enhanced Disclosure and Barring Service (DBS) check including **children's barred list information** will be obtained for all roles working or likely to work in regulated activity.
- Where staff are on the DBS Update Service, the original certificate will be verified.

Right to Work, Identity and Qualifications

- Verification of identity and right to work in the UK.
- Verification of qualifications relevant to the role.

Disqualification Declaration

- For roles in early years including childcare, all applicants must complete a disqualification declaration in line with the **Childcare Act 2006** and EYFS requirements.

Risk Assessment and Suitability

- Any concern raised through checks, references or self-disclosure will be subject to a **risk assessment** before a recruitment decision is made.

Induction

All new staff and volunteers will receive a **robust induction** that covers:

- Safeguarding and child protection procedures.
- Behaviour expectations and codes of conduct.
- Ongoing training requirements.

Ongoing Employment and Supervision

- Staff suitability will be continually assessed through supervision, appraisal and ongoing training.
- Any concerns relating to staff conduct or suitability will be acted upon immediately, following disciplinary and safeguarding procedures.

Record Keeping and Data Protection

- Records of all recruitment checks will be kept securely and accessible only to authorised personnel.
- DBS certificates will not be kept longer than necessary but records of checks will be documented.