



SPaCE Safer Recruitment Policy

Policy Statement

SPaCE is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. We expect all staff, volunteers, trustees, contractors, and partners to share this commitment. This policy sets out the organisation's approach to safer recruitment and selection in line with statutory guidance, including:

- Keeping Children Safe in Education (KCSIE) – current edition
- Working Together to Safeguard Children
- The Equality Act 2010
- Rehabilitation of Offenders Act 1974
- Data Protection Act 2018 and UK GDPR
- Safeguarding Vulnerable Groups Act 2006

The purpose of this policy is to:

- Deter unsuitable individuals from working with children and vulnerable adults
- Ensure robust recruitment and vetting procedures are consistently applied
- Promote a culture of safeguarding throughout recruitment and employment
- Ensure compliance with statutory safeguarding requirements
- Maintain accurate and effective Single Central Record (SCR) monitoring processes

1. Scope

This policy applies to:

- Employees
- Volunteers
- Trustees and governors
- Agency workers
- Contractors
- Apprentices and trainees
- Students on placement
- Anyone engaged in regulated activity on behalf of SPaCE



2. Roles and Responsibilities

The Board/Trustees

The Board/Trustees are responsible for:

- Ensuring SPaCE complies with safeguarding and safer recruitment legislation
- Monitoring implementation of this policy
- Ensuring adequate resources for recruitment checks and safeguarding training
- Receiving regular SCR compliance reports

Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Advising on safeguarding aspects of recruitment
- Ensuring safeguarding concerns are appropriately managed
- Supporting risk assessments where required
- Monitoring safeguarding compliance trends

Human Resources/Recruitment Lead

The HR or Recruitment Lead is responsible for:

- Managing safer recruitment procedures
- Ensuring all pre-employment checks are completed
- Maintaining the Single Central Record
- Conducting compliance audits
- Escalating concerns or gaps immediately

Recruiting Managers

Recruiting managers are responsible for:

- Following safer recruitment procedures consistently
- Completing interview and selection processes fairly and safely
- Identifying safeguarding competencies during recruitment
- Ensuring no individual starts regulated activity before required checks are complete unless risk assessed and authorised



3. Safer Recruitment Principles

SPaCE will:

- Include safeguarding commitments in recruitment materials
- Apply safeguarding considerations throughout recruitment and selection
- Conduct proportionate and lawful vetting checks
- Explore employment history and suitability thoroughly
- Obtain and verify references before appointment where possible
- Ensure at least one member of interview panels has safer recruitment training
- Maintain accurate recruitment records
- Monitor recruitment compliance through regular audits

4. Recruitment Process

4.1 Advertising

All job advertisements and recruitment materials will include:

- SPaCE's commitment to safeguarding
- The requirement for DBS and other safeguarding checks
- Reference to safeguarding responsibilities within the role
- A statement that safeguarding concerns may lead to withdrawal of an offer

Example wording:

“SPaCE is committed to safeguarding and promoting the welfare of children and vulnerable adults. All appointments are subject to safer recruitment checks including enhanced DBS clearance where applicable.”

4.2 Job Descriptions and Person Specifications

Each role will include:

- Clear safeguarding responsibilities
- Expected conduct and professional boundaries
- Required qualifications and experience
- Suitability criteria for working with children or vulnerable groups



4.3 Application Forms

SPaCE will require:

- A full employment history with explanations for gaps
- Disclosure of relevant criminal convictions in line with legal requirements
- Details of qualifications and professional memberships
- References covering recent employment history

CVs alone will not be accepted without a full application form.

4.4 Shortlisting

Shortlisting panels will:

- Assess suitability against the person specification
- Identify inconsistencies or unexplained gaps
- Consider safeguarding concerns arising from applications
- Record decisions appropriately

4.5 Interviews

Interviews will:

- Assess attitudes toward safeguarding and child protection
- Include safeguarding-based questions
- Explore gaps in employment history
- Verify identity and qualifications
- Include at least two panel members where possible

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

5. Pre-Employment Checks

No appointment will be confirmed until all required checks are completed satisfactorily.

5.1 Identity Verification

SPaCE will verify:

- Photographic ID
- Current address
- Date of birth



5.2 Right to Work Checks

Right to work in the UK checks will be completed in accordance with Home Office guidance.

5.3 References

SPaCE will:

- Obtain at least two references
- Verify references directly with referees
- Seek references from the current or most recent employer where possible
- Clarify discrepancies or concerns

Open references or testimonials will not be accepted as sufficient.

5.4 DBS Checks

SPaCE will carry out the appropriate Disclosure and Barring Service (DBS) checks based on the role.

This may include:

- Basic DBS checks
- Standard DBS checks
- Enhanced DBS checks
- Enhanced DBS with barred list checks

Checks will be completed before an individual undertakes regulated activity unless exceptional circumstances apply and a documented risk assessment has been approved.

5.5 Overseas Checks

Where individuals have lived or worked overseas, SPaCE will obtain additional checks as appropriate, including certificates of good conduct where required.

5.6 Qualification Checks

Relevant qualifications and professional registrations will be verified.

5.7 Prohibition and Disqualification Checks

Where applicable, SPaCE will complete:

- Prohibition from teaching checks
- Section 128 checks
- Childcare disqualification checks
- Professional regulator checks



6. Single Central Record (SCR)

SPaCE will maintain an accurate and up-to-date Single Central Record in line with KCSIE requirements.

The SCR will include, where applicable:

- Full name
- Role
- Start date
- Identity check completion
- DBS check details and date
- Barred list check date
- Right to work check date
- Qualification check date
- Overseas checks
- Prohibition checks
- Reference completion dates
- Safer recruitment training records

6.1 SCR Monitoring and Compliance

To ensure ongoing compliance:

- The SCR will be reviewed monthly by the HR/Recruitment Lead
- Termly audits will be completed by senior leadership or trustees
- Any missing information or expired checks will be escalated immediately
- Compliance reports will be presented to leadership and trustees regularly
- Actions arising from audits will be documented and monitored to completion

6.2 SCR Quality Assurance

SPaCE will:

- Use standardised SCR templates
- Maintain secure and confidential records
- Restrict access to authorised personnel only
- Ensure consistency between personnel files and SCR entries
- Conduct spot checks on recruitment files



7. Agency Staff, Contractors and Visitors

SPaCE will obtain written assurance from agencies and contractors that appropriate safer recruitment checks have been completed.

Visitors without appropriate clearance will:

- Be supervised at all times where necessary
- Follow safeguarding and visitor procedures
- Wear visitor identification

8. Volunteers

Volunteer recruitment will include proportionate safeguarding checks based on the nature of the role and level of contact with children or vulnerable adults.

Regular volunteers involved in regulated activity will be subject to enhanced DBS checks where required.

9. Induction and Probation

All new starters will receive:

- Safeguarding induction
- Copies of safeguarding policies and procedures
- Code of conduct guidance
- Information on whistleblowing procedures
- Training appropriate to their role

Probation periods will include monitoring of safeguarding practice and professional conduct.

10. Ongoing Safeguarding Culture

SPaCE recognises that safer recruitment is part of a wider safeguarding culture.

SPaCE will:

- Provide regular safeguarding training and updates
- Encourage professional curiosity and challenge
- Promote clear reporting procedures
- Respond appropriately to allegations or concerns



- Maintain professional boundaries and conduct expectations

11. Record Keeping and Data Protection

Recruitment records will be:

- Stored securely and confidentially
- Retained in line with data protection and retention requirements
- Accessed only by authorised individuals

Information relating to DBS checks will be handled in accordance with DBS code of practice and data protection legislation.

12. Allegations and Concerns

Any safeguarding allegations or concerns arising during recruitment or employment will be managed in line with:

- SPaCE safeguarding procedures
- Local safeguarding partnership guidance
- Statutory reporting obligations

Where required, referrals will be made to:

- Local Authority Designated Officer (LADO)
- Disclosure and Barring Service (DBS)
- Relevant professional bodies

13. Training

SPaCE will ensure:

- Relevant staff complete safer recruitment training
- Safeguarding training is refreshed regularly
- SCR administrators receive appropriate training
- Trustees and leaders understand safeguarding compliance responsibilities

14. Monitoring and Review

This policy will be:

- Reviewed annually or earlier if legislation changes



- Monitored through recruitment audits and SCR reviews
- Evaluated following safeguarding incidents or compliance findings

Monitoring activities may include:

- SCR sampling
- File audits
- Recruitment compliance reviews
- Training compliance reports
- Safeguarding assurance reporting

15. Linked Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Code of Conduct
- Whistleblowing Policy
- Equality and Diversity Policy
- Data Protection Policy
- Disciplinary Policy
- Allegations Against Staff Policy

Document Control

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Approval

Approved by: ____ Lucy Steere _____

Position: ____ HR _____

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