

Safer Recruitment Policy and Procedure

1. Introduction

At Wirral Health Project CIC, we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers, and contractors to share this commitment and to undergo the required checks before starting work.

This Safer Recruitment Policy and Procedure sets out our approach to recruitment and selection, ensuring that all reasonable steps are taken to prevent unsuitable individuals from working with children. Our procedures comply with:

- Keeping Children Safe in Education (KCSIE 2025)
- Working Together to Safeguard Children
- UK GDPR and Data Protection Act 2018
- Relevant employment and equality legislation

2. Scope

This policy applies to:

- Employees (teaching, support, and administrative)
- Freelancers, contractors and agency workers
- Volunteers

3. Aims of Safer Recruitment

- Deter, identify, and reject individuals who may pose a risk to children.
- Ensure a fair, consistent, and legally compliant recruitment process.
- Promote equality, diversity, and inclusion in recruitment.
- Maintain a culture of vigilance to safeguard children at all times.

4. Recruitment Procedure

4.1. Staff responsible for recruitment

We will ensure that staff involved in recruitment processes undergo appropriate Safer Recruitment training.

4.2. Planning and Advertising

- All job descriptions include a clear statement of safeguarding responsibilities and our commitment to safeguarding.
- Adverts state that safeguarding checks, including an enhanced DBS, will be carried out.

4.3. Application Process

- Candidates will complete an application form; CVs alone are not accepted.
- The application form requires: full employment history, explanations of gaps, and references.

- Applicants must declare any criminal convictions, cautions, or investigations.

4.4. Shortlisting

- Applications are reviewed against the job description and person specification.
- Incomplete applications or those with unexplained gaps may be rejected.
- At least two staff members will be involved in shortlisting.

4.5. Interviews

- Interviews include questions assessing safeguarding awareness and suitability.
- A safeguarding-trained member of staff is present on every panel.
- Candidates must provide original ID and qualification documents.

4.6. Pre-Employment Checks

Before employment begins, the following checks are carried out:

- Two professional references
- At least one reference must be from the most recent employer.
- Referees are asked about the candidate's suitability to work with children, safeguarding concerns, and disciplinary history.
- Enhanced DBS check with children's barred list information
- Right to work in the UK verification
- Identity check (photo ID, address, date of birth)
- Proof of qualifications (where relevant)
- Employment history verified and gaps explained
- Overseas checks (criminal record or equivalent, if the candidate has lived abroad)
- Section 128 check (for management positions, if applicable)
- Prohibition from teaching check (for teaching roles)

No individual may start work until satisfactory checks are complete. In rare cases, where a DBS check is pending, risk assessments and supervision will be implemented until clearance is received.

5. Recruitment of Volunteers

- Volunteers undergo the same safeguarding checks as paid staff, proportionate to their role.
- Regular volunteers must complete an enhanced DBS.

6. Contractors, Freelancers, and Agency workers

We regularly engage freelance fitness coaches/youth workers to lead sessional activities within our provision.

- We require all contractors, freelancers and agency workers to provide evidence of an enhanced DBS check prior to working with Wirral Health Project CIC.
- We will retain evidence of enhanced DBS checks.
- We will view original copies of ID for contractors and freelancers and retain scanned copies.
- We will retain copies of relevant qualifications for contractors and freelancers.

- Identity of contractors, freelancers and agency workers must always be verified on arrival.

7. Induction and Training

- All new staff and volunteers receive a safeguarding induction, including training on Wirral Health Project's safeguarding policies, whistleblowing, and reporting concerns.
- Ongoing training is provided in line with statutory requirements.

8. Record Keeping

- All recruitment and vetting checks are recorded in the Single Central Record (SCR), which is monitored by senior management.
- Records include: identity, DBS, right to work, qualifications, references, and safeguarding checks.

9. Policy Review

This policy will be reviewed annually or sooner if statutory guidance changes.

10. Related policies

This policy should be read alongside our other organisational policies, including:

- Equality and Inclusion Policy
- Safeguarding Policy