



GIRL ON FIRE

5. Safer Recruitment And Staff Suitability

Owner: Director, supported by DSL

Create a role description specifying duties, age groups, safeguarding responsibilities, qualifications and supervision. Use fair selection criteria and explain the safeguarding commitment in recruitment material. Obtain an application/work history, explore relevant gaps, verify identity and claimed qualifications, and obtain suitable references directly from identifiable referees. Complete right-to-work checks for employees and other roles where legally applicable.

Determine DBS eligibility from the actual role and current rules. Request only the legally appropriate level, including barred-list information only where eligible. A DBS certificate is one element of suitability, not a guarantee of safety. Assess relevant disclosures fairly, confidentially and on evidence. Do not permit a barred person to undertake the corresponding regulated activity. From 1 September 2026, supervision no longer removes relevant teaching, training, instruction, care or supervision roles from regulated activity with children where the frequency or overnight conditions are met. Check each role against current DBS guidance; this does not make every one-off workshop role regulated activity.

Do not allow unsupervised participant contact before required checks and risk controls are complete. Any exceptional pending-check arrangement must be lawful, documented, risk-assessed and authorised by the DSL/director; it must not bypass statutory restrictions or funder requirements.

Before starting, provide safeguarding, conduct, confidentiality, emergency and accessibility induction. Confirm reporting contacts, duties and support. Review performance, training needs and suitability concerns during supervision. Contractors and guest speakers must be approved, briefed and supervised appropriately; their organisation's assurances do not remove GOF's responsibilities.

Keep a restricted suitability register recording completed checks, dates, decisions and training; minimise retained certificate content. Establish proportionate rechecking and change-reporting arrangements rather than an arbitrary universal certificate expiry date.