



EDVENTURES | POLICY SUITE

Safer Recruitment and Staff Suitability Policy

Document reference	EDV-POL-004
Legal entity	EJFVENTURES LTD (company number 16938508), trading as Edventures
Version	1.0 — harmonised edition
Policy owner	Edward Fairnington, Owner and Responsible Manager
Approved by	Edward Fairnington
Approval date	16 October 2026
Effective date	16 October 2026
Next scheduled review	16 October 2027
Review frequency	Annually, or earlier following significant change or incident
Approval signature	_____

1. Policy statement

Edventures is committed to recruiting, selecting, engaging and deploying suitable, competent and appropriately qualified individuals who demonstrate a commitment to safeguarding, participant wellbeing and safe activity delivery.

Edventures recognises that safer recruitment is an essential part of safeguarding children, young people and adults at risk. Recruitment and suitability checks will be proportionate to the role, the nature and frequency of contact with participants, applicable legal requirements and the risks associated with the activity.

Edventures operates independently, including when hiring school or other third-party premises outside normal operating hours. Workers engaged by Edventures are not employees or representatives of the host school merely because activities take place on its premises.

Edventures will:

- Apply consistent, fair and transparent recruitment procedures.
- Verify identity, employment eligibility where applicable, relevant experience, qualifications and suitability.
- Undertake Disclosure and Barring Service (DBS) checks at the appropriate level where legally eligible.
- Prevent individuals from undertaking regulated activity unless the required barred-list checks and suitability decisions have been completed.

- Verify all required National Governing Body (NGB) qualifications before technical deployment.
- Maintain records of recruitment decisions, suitability checks, external qualifications and approved activities.
- Provide clear reporting procedures for safeguarding concerns and allegations.
- Review suitability throughout engagement and take appropriate action where concerns arise.

Edventures does not provide in-house instructor training, instructor assessment or NGB qualifications. Individuals delivering activities must obtain and maintain any required technical qualifications through the relevant external awarding or governing body.

2. Scope

This policy applies to all individuals recruited, contracted, engaged or deployed by Edventures, whether paid or unpaid, including permanent and temporary employees, freelance instructors, sessional workers, volunteers, agency personnel and subcontractors.

It covers activities including:

- Indoor climbing clubs and climbing instruction.
- Outdoor activities and expeditions.
- Adult wellbeing experiences and guided walks.
- Youth development and educational programmes.
- Other activities delivered or coordinated by Edventures.

The policy applies from initial recruitment through appointment, deployment, ongoing suitability monitoring and the end of engagement.

Different legal requirements may apply according to employment status, activity, participant age and the individual's duties. Edventures will assess these requirements rather than assuming every worker requires identical checks.

3. Responsibilities

3.1 Owner and recruitment lead

Edward Fairnington is responsible for implementing and overseeing this policy.

Responsibilities include:

- Approving role descriptions and recruitment requirements.
- Determining the appropriate safeguarding and DBS checks for each role.
- Ensuring identity, references, employment eligibility and qualifications are verified.
- Maintaining confidential recruitment and suitability records.
- Authorising deployment only after the relevant checks have been completed.
- Maintaining the instructor qualification and deployment matrix.

- Reviewing worker suitability and responding to concerns.
- Ensuring appropriate referrals are made to statutory authorities when required.

Where a safeguarding concern involves the owner, individuals must be able to report directly to the relevant external authority, including the Local Authority Designated Officer (LADO) for allegations concerning adults working with children.

3.2 Session leaders and instructors

Session leaders and instructors must:

- Provide accurate information about their qualifications, experience and suitability.
- Disclose any relevant restrictions, conditions or changes affecting their ability to perform the role safely.
- Work within the scope of their qualifications and approved responsibilities.
- Follow Edventures safeguarding, conduct and health and safety procedures.
- Report safeguarding concerns, unsafe practice and relevant incidents promptly.
- Cooperate with appropriate supervision, monitoring and quality assurance.

3.3 Freelancers and contractors

Freelancers and contractors remain responsible for maintaining their professional qualifications and complying with their contractual obligations.

Edventures retains responsibility for checking that individuals it engages are suitable and competent for their assigned work. A worker's self-employed status does not remove the need for appropriate safeguarding or technical competence checks.

4. Recruitment planning and role assessment

Before advertising, offering or allocating a role, Edventures will prepare a written role description.

This will identify:

- The role's purpose, duties and responsibilities.
- Whether participants include children or adults at risk.
- The nature, frequency and circumstances of participant contact.
- Supervision and safeguarding responsibilities.
- Whether the duties constitute regulated activity.
- The DBS check level legally available for the role.
- Required NGB and other professional qualifications.
- First aid and other externally obtained course requirements.
- Experience, skills and competencies.
- Working locations, activity boundaries and technical limitations.

Recruitment information for roles involving children will make clear Edventures' commitment to safeguarding and the suitability checks required.

The role assessment will be recorded before recruitment or engagement.

5. Recruitment and selection procedure

5.1 Application and employment history

Applicants must provide sufficient information to assess their experience, suitability and qualifications.

Edventures will request a written application or equivalent structured record containing relevant employment and engagement history, professional experience, qualifications and references.

Unexplained gaps, inconsistencies or discrepancies will be discussed with the applicant and the explanation recorded.

For roles involving children, applicants will be asked to disclose information legally relevant to their suitability, taking account of the Rehabilitation of Offenders Act 1974 and applicable exceptions and filtering rules.

5.2 Interview and suitability assessment

A structured interview or documented suitability discussion will be undertaken before appointment.

For roles involving children, this will assess safeguarding awareness, professional boundaries, decision-making, safe working practices and the applicant's understanding of their responsibilities.

Questions will be relevant to the role and applied consistently. Recruitment decisions must not unlawfully discriminate against applicants.

5.3 Identity verification

Edventures will verify each worker's identity using appropriate original or approved digital evidence.

Checks will be recorded with the date, method, verifier and outcome.

5.4 Right to work

Where Edventures employs an individual, the required right-to-work check will be completed before employment begins, using an approved Home Office process.

For self-employed contractors, Edventures will assess the applicable immigration, contractual and engagement requirements rather than automatically treating an employee right-to-work check as legally sufficient or mandatory.

5.5 References

Edventures will normally obtain and assess two appropriate references for roles involving children, including a recent employer or organisation where practicable.

References should address the applicant's relevant experience, reliability, conduct and suitability for the role. Where appropriate and lawful, Edventures will seek information about substantiated safeguarding concerns.

References supplied directly by applicants without independent verification will not automatically be accepted.

Any discrepancy or concern will be considered and resolved before unrestricted deployment.

5.6 Qualification verification

All mandatory qualifications must be checked before deployment.

Verification will include the qualification title, awarding body, certificate or registration number where applicable, scope, restrictions, current validity and any continuing requirements.

Where appropriate, Edventures will seek confirmation from the issuing body or an authorised verification service.

6. Disclosure and Barring Service checks

Edventures will determine DBS eligibility individually according to the actual duties performed and current legislation and DBS guidance.

The recruitment lead will document the basis for the check requested.

A Basic DBS check may be used where appropriate. Standard or Enhanced DBS checks will only be requested where the role meets the relevant statutory eligibility criteria.

Where an individual will undertake regulated activity with children, Edventures will establish whether an Enhanced DBS check including Children's Barred List information is legally available and required for the role.

No individual may undertake regulated activity with children where the necessary barred-list status has not been established or where they are legally barred from that activity.

Edventures will not assume that an Enhanced DBS certificate without barred-list information establishes suitability for regulated activity.

A DBS certificate is one part of the overall suitability assessment and does not replace references, identity checks, qualification verification or ongoing supervision.

6.1 DBS Update Service

Where an individual subscribes to the DBS Update Service, Edventures may use it where permitted, with the individual's consent and after confirming the original certificate is appropriate for the role, workforce, level and barred-list eligibility.

Where an Update Service check cannot be relied upon, an appropriate new DBS application will be considered.

6.2 Renewal and reassessment

There is no universal statutory expiry period for DBS certificates. Edventures will review the continuing suitability of workers at least annually and determine whether a new DBS check is appropriate based on risk, role changes, relevant guidance and contractual requirements.

DBS information will be handled confidentially and retained only as permitted by law and applicable guidance.

6.3 Overseas checks

Where an applicant has lived or worked overseas, Edventures will assess whether additional overseas criminal-record or professional-standing checks are appropriate and obtainable.

Where reliable checks cannot be obtained, the recruitment lead will document the limitations, alternative evidence and suitability decision.

7. National Governing Body qualifications and technical competence

Anyone engaged to deliver a climbing session must hold a current, relevant NGB qualification appropriate to the activity, environment and role.

Edventures will verify the qualification before engagement and deployment.

Verification will include:

- The issuing National Governing Body or awarding organisation.
- The precise qualification and level.
- The activities and environments covered.
- Any restrictions, conditions or prerequisites.
- Applicable registration, membership or continuing professional development requirements.
- Any applicable reassessment, first aid or renewal requirements.
- The individual's relevant experience for the assigned activity.

A qualification for one discipline, environment or instructional role will not automatically be accepted as authority to deliver another.

For example, a qualification permitting instruction on artificial climbing structures must not automatically be treated as approval to lead outdoor climbing or other technical activities beyond its defined scope.

Where a qualification does not cover the proposed activity, Edventures will not deploy the individual in that role until suitable external qualifications or another legitimate basis of competence have been established and verified.

Edventures will not issue its own technical instructor qualifications or conduct in-house technical instructor assessments.

8. External qualifications and formal courses

Where a role requires formal qualifications or courses in first aid, safeguarding, food safety, medication administration or another specialist subject, these must be obtained from an appropriate external provider.

Edventures may provide operational briefings covering:

- Safeguarding reporting routes and professional conduct.
- Health and safety procedures.
- Participant supervision and collection.
- Online safety and appropriate communications.
- Venue-specific access and site rules.
- Emergency arrangements and incident reporting.
- Activity plans and risk controls.

These briefings are operational instructions and do not constitute formal training, certification or an NGB qualification.

Edventures will record any required externally obtained qualifications, course provider, completion date, expiry or renewal date, and relevant restrictions.

9. Technical deployment and instructor authorisation

Edventures will maintain an Instructor Qualification and Deployment Matrix for individuals undertaking technical or activity leadership roles.

The matrix will identify the worker's verified qualifications, approved activities, permitted environments, relevant conditions, venues and applicable group-size or supervision limits.

Before each deployment, the session leader or owner will confirm that:

1. The instructor is approved for the assigned activity.
2. Required qualifications and first aid cover remain valid and appropriate.

3. The proposed participant group, supervision arrangements and activity are within the instructor's approved scope.
4. The venue and equipment are suitable and relevant checks are complete.
5. The instructor has received the current activity and site briefing.
6. Emergency and safeguarding arrangements are understood.

Ratios will be determined by the activity risk assessment, NGB guidance, venue rules, participant needs and any applicable qualification conditions. Edventures will not apply a single fixed ratio to all activities.

An instructor may not independently extend their authorised scope or undertake an unapproved activity.

10. Conditional deployment and supervision

Edventures will not use supervision as a substitute for a legally required barred-list check, necessary technical qualification or other mandatory prerequisite.

Where lawful, a worker awaiting completion of a non-mandatory check may undertake specifically approved duties under a documented risk-controlled arrangement.

The arrangement must identify the duties permitted, outstanding checks, safeguarding risks, supervision, restrictions, responsible supervisor and review date.

Such arrangements must not permit a worker to undertake duties for which required legal or professional checks remain incomplete.

11. Induction and operational briefing

Before their first deployment, workers will receive a documented operational briefing relevant to their duties.

This will cover safeguarding reporting arrangements, professional boundaries, emergency procedures, first aid responsibilities, participant supervision, incident reporting, data protection and venue requirements.

Workers will confirm that they have read and understood the policies relevant to their role.

The briefing will be recorded and refreshed when procedures or responsibilities materially change.

This is not a substitute for any required externally obtained qualification or formal course.

12. Ongoing suitability and quality assurance

Edventures will monitor suitability throughout the individual's engagement.

Monitoring may include review of qualifications, DBS status where appropriate, safeguarding concerns, incident records, feedback, adherence to policies and observation of activity delivery.

The owner may observe sessions and review records to confirm that practice remains within the worker's approved role, qualification and activity plan.

These observations are for supervision, compliance and quality assurance, not in-house instructor training or qualification assessment.

Any significant concern may result in additional supervision, restricted duties, temporary removal from activity or termination of engagement, subject to appropriate procedures and legal obligations.

13. Safeguarding concerns and allegations

All workers must report concerns about the conduct or suitability of an adult working with children in accordance with the Edventures Safeguarding and Child Protection Policy.

Concerns must be recorded factually and shared promptly with the Designated Safeguarding Lead (DSL), unless that person is implicated.

Where an allegation meets the relevant threshold, the LADO will be contacted without delay and ordinarily within one working day.

Where the owner or DSL is implicated, or there is no suitable internal reporting route, the individual may contact the LADO, children's social care or police directly.

Immediate danger must be reported to the police using 999.

Edventures will not undertake an internal investigation that could compromise a statutory safeguarding investigation. Decisions about suspension or removal from duties will be proportionate, risk-assessed and informed by appropriate agency advice.

Low-level concerns will also be recorded and managed in accordance with the safeguarding policy.

14. DBS referrals and other statutory notifications

Edventures will assess whether the legal duty to refer an individual to the DBS has arisen.

Where the statutory conditions are met, including where a regulated activity provider removes an individual from regulated activity, or would have done so had the individual not left, because of relevant harm or risk of harm, Edventures will make the required referral.

A referral may also be required or appropriate to another organisation, such as a professional or regulatory body, depending on the circumstances.

The owner will document the referral decision, action taken, relevant dates and advice received.

DBS referrals do not replace reporting to the police, children's social care or LADO where appropriate.

15. Agency workers and subcontractors

Where Edventures engages workers through an agency, contractor or subcontractor, it will obtain written assurance that appropriate recruitment and suitability checks have been completed.

Assurances will cover, as applicable, identity, relevant DBS eligibility and checks, barred-list status, references, qualifications and safeguarding suitability.

Edventures will verify the identity of the individual attending and check that their qualifications and deployment scope are appropriate.

Contractors must comply with Edventures' safeguarding, conduct, safety and reporting requirements.

Edventures retains responsibility for assessing whether the assurances and arrangements are adequate for its activities.

16. Record keeping and confidentiality

Recruitment and suitability information will be held securely with access limited to those who need it for legitimate purposes.

Records will include, where relevant:

- Role description and recruitment assessment.
- Application and employment history.
- Interview and selection records.
- Identity and employment eligibility checks.
- References and qualification verification.
- DBS check metadata and suitability decisions.
- Approved deployment and activity limitations.
- Operational briefing records.
- Suitability reviews and relevant decisions.

Edventures will record the necessary DBS information without routinely retaining copies of certificates or detailed conviction information.

DBS certificate information will be retained and disposed of in accordance with the DBS Code of Practice and applicable requirements.

Other recruitment records will be retained in accordance with Edventures' documented retention schedule, UK GDPR and applicable legal obligations.

Safeguarding records will be stored separately with restricted access.

17. Equality, fairness and rehabilitation

Edventures will make recruitment decisions fairly, objectively and in accordance with the Equality Act 2010 and other applicable legislation.

Reasonable adjustments will be considered for disabled applicants.

Where legally relevant criminal-record information is disclosed, Edventures will assess its significance proportionately, considering the role, nature and circumstances of the information, applicable filtering rules, elapsed time and safeguarding risk.

A criminal record will not automatically result in rejection unless the law prohibits the individual from undertaking the role or a documented suitability assessment justifies that decision.

18. Policy monitoring and review

The owner will review this policy annually and sooner following:

- Changes in safeguarding, DBS, employment or other relevant legislation.
- Significant incidents or identified weaknesses.
- Changes to NGB requirements or activity provision.
- New contractual or venue requirements.
- Findings from external inspection, accreditation or quality assurance.

Recruitment and deployment records will be sampled at least annually to check compliance.

Identified improvements will be recorded, allocated and followed through to completion.

19. Policy approval

Approval	Details
Name	Edward Fairnington
Position	Owner, Edventures
Signature	<i>Original signed</i>
Date	16 October 2026
Next review	16 October 2027

Controlled supporting-document cross-reference (2026 consolidation)

Individual qualification verification EDV-FRM-REC-05 must be linked to central deployment matrix EDV-REG-REC-01.

This note identifies the current supporting document without altering the substantive policy duties or replacing required operational approvals.