

Flip The Script YOUTH CIC

SAFER RECRUITMENT POLICY

Document:	Safer Recruitment Policy
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Date:	January 2026

1. PURPOSE AND SCOPE

This policy sets out our commitment to safer recruitment practices to ensure that all individuals working with children and young people at FTS Youth CIC are suitable and safe. It applies to all recruitment of staff, volunteers, trustees, contractors, and consultants who will have contact with young people.

Safer recruitment is the first line of defence in safeguarding children from those who may wish to cause harm.

2. PRINCIPLES

We will:

- Create recruitment procedures that help deter, reject, or identify people who might abuse children
- Make safeguarding and child protection a priority throughout the recruitment process
- Ensure at least one person on every interview panel has completed safer recruitment training
- Apply rigorous and consistent safer recruitment practices
- Challenge any irregularities or concerns

3. PRE-RECRUITMENT

3.1 Job Descriptions and Person Specifications

All job descriptions and person specifications must:

- Clearly state the role involves working with children/young people



- Include safeguarding responsibilities
- Set out expected standards of behaviour (reference to Code of Conduct)
- List the checks that will be undertaken

3.2 Advertisement

All advertisements must:

- State our commitment to safeguarding children
- Indicate that an enhanced DBS check will be required
- Highlight that we follow safer recruitment practices

4. APPLICATION PROCESS

Application forms must:

- Collect full employment history with no unexplained gaps
- Request explanation for any gaps in employment
- Ask about criminal convictions and cautions
- Include a statement that false information may lead to rejection or dismissal
- Include a safeguarding self-declaration
- Request details of two referees, including most recent employer

5. SHORTLISTING

Review all applications for:

- Suitability for working with children and young people
- Gaps in employment or inconsistencies
- Concerns in their self-declaration
- Evidence of genuine commitment to safeguarding
- Any patterns or concerns that require exploration at interview



6. INTERVIEWS

6.1 Interview Panel

At least one member of the interview panel must have completed safer recruitment training

6.2 Interview Content

Interviews must include:

- Questions about safeguarding knowledge and commitment
- Exploration of any gaps or concerns from application
- Scenario-based questions about responding to safeguarding concerns
- Questions about managing boundaries with young people
- Discussion of the candidate's understanding of child protection
- Assessment of attitudes towards working with vulnerable young people

7. PRE-EMPLOYMENT CHECKS

Before anyone begins working with children, we will complete:

7.1 Identity Verification

- Check original documents to verify identity (passport, birth certificate, driving licence)

7.2 Right to Work

- Verify the candidate has the right to work in the UK

7.3 Qualifications

- Check original certificates for qualifications required for the role

7.4 References

- Obtain a minimum of two written references, including most recent employer
- References must be from the referee directly, not 'to whom it may concern'
- Ask specific questions about suitability to work with children
- Follow up any concerns or ambiguous statements
- Conduct telephone verification where possible



7.5 DBS Checks

- Enhanced DBS check with barred list check for all roles involving contact with children
- DBS checks must be completed before the individual starts work
- Risk assessment conducted if DBS reveals convictions or cautions
- Decision documented and approved by DSL and senior management
- Subscribe to DBS Update Service where appropriate

7.6 Overseas Checks

- For candidates who have lived or worked abroad, obtain overseas criminal records checks

7.7 Prohibition Checks

- For roles in education/training, check candidates against prohibition lists

8. SINGLE CENTRAL RECORD

FTS Youth CIC maintains a Single Central Record of all pre-employment checks, recording:

- Identity verification
- Right to work verification
- Qualification checks
- References received
- DBS check number, date, and result
- Barred list check completed
- Overseas checks (if applicable)
- Date checks were completed and by whom

9. INDUCTION

All new staff and volunteers receive comprehensive induction including:

- Safeguarding and child protection policy and procedures
- Code of conduct expectations
- Role of the DSL



- How to recognise and report concerns
- Relevant training appropriate to their role

10. VOLUNTEERS

The same safer recruitment principles apply to volunteers, proportionate to their role and level of contact with children.

11. CONTRACTORS AND VISITORS

Contractors and visitors who may have contact with children must:

- Provide evidence of appropriate DBS checks, or
- Be supervised at all times while on our premises

12. ALLEGATIONS AND CONCERNS

Any concerns about a candidate during recruitment must be:

- Documented in writing
- Discussed with the DSL
- Taken into account when making the appointment decision
- Reported to relevant authorities if serious safeguarding concerns arise

