



Absolute Mentoring

ABSOLUTE CARE AND MENTORING – SAFER RECRUITMENT POLICY APRIL 2026

Next Review Date: APRIL 2027

Introduction

Safer recruitment is a vital part of our commitment to safeguarding children and young people. We are dedicated to preventing unsuitable individuals from gaining access to roles where they may pose a risk, and we consistently follow the guidance set out by the Norfolk Safeguarding Children Partnership. Our recruitment processes are designed to promote the safety and welfare of children by ensuring that only those who are appropriately qualified, suitable, and committed to safeguarding are selected.

We consider the following to be essential elements of safer recruitment: job descriptions and person specifications, job advertising and recruitment publicity, applicant information packs, application forms, shortlisting, criminal records and self-disclosure statements, identification checks, verification of qualifications, structured interviews, references, Disclosure and Barring Service (DBS) checks, and induction and probation processes.

Following these steps helps to deter unsuitable applicants while attracting and selecting the most suitable candidates to work with children and young people.

Policy Scope

This policy applies to all individuals involved in the recruitment and selection of staff and volunteers within Absolute Care and Mentoring, including those responsible for shortlisting, interviewing, and making recruitment decisions.

It applies to all paid staff, volunteers, and any other individuals engaged to work with children and young people on behalf of the organisation.

All those involved in recruitment are required to adhere to this policy to ensure that safeguarding remains central to all recruitment practices.

Legislation and Guidance

This policy is based on the principles and requirements set out in the following legislation and statutory guidance:

- Children Act 1989 and 2004
- Working Together to Safeguard Children (latest version)
- Keeping Children Safe in Education (KCSIE) (latest version, where applicable)
- Safeguarding Vulnerable Groups Act 2006
- The Rehabilitation of Offenders Act 1974 and Exceptions Order 1975
- Protection of Freedoms Act 2012
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)
- Guidance from the Norfolk Safeguarding Children Partnership

This policy should be read in conjunction with the organisation's Safeguarding and Child Protection Policy and other relevant safeguarding procedures.

Job description and person specification

We will consider the tasks and skills necessary for the job or voluntary position and what kind of person is most suited to the job. We will clearly define the role and agree this with relevant stakeholders and director. The job description will

include the main responsibilities of the role and job purpose. The person specification will list the essential and desirable criteria for the post. It will also set out the qualities, behaviours and attitudes needed to carry out the role. We will ensure that safeguarding features in the Job Description and Person Specification.

Job Advert and Recruitment Publicity

We will include the following in our job adverts: Job title, main responsibilities of the role, some information about the organisation, salary, minimum level of qualification. Guidance on how to apply, the closing date, a sentence about applicants being subject to pre-employment checks including a DBS checks, organisation safeguarding statement *“This organisation is committed to safeguarding and promoting the welfare of children and young people, and all staff and volunteers will be expected to share this commitment.”* “This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore requires disclosure of both spent and unspent convictions, in line with the Exceptions Order 1975.” The MOJ’s guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications. We will endeavour to circulate the job advertisements widely.

Application Information pack.

We will compile a detailed information pack for the applicant or volunteer. Our Information Pack will contain the following: (expected hours, location of work, type of contract, about the role and organisation, our safeguarding policy, information about our organisation and our commitment to safeguarding, application form, job description and person specification, DBS Check Information, what to bring if called to interview (qualification certificates photographic ID, documents needed for DBS check)

Written Application form

We will insist on a written application form for all roles, including voluntary ones. CV's will not be accepted. On our application form we will request the following information: Full name and past names, Full employment history covering both paid work and volunteering roles, Full education history-Including dates, name of school/college and qualifications studied, Full address history for the past 5 years, the name, address, contact details of two references

A statement regarding criminal records saying: *Short listed candidate/s will be asked about relevant criminal records as part of pre-recruitment checks. If a relevant criminal record is disclosed, we will ensure an open and fair discussion takes place before making a final offer. Failure to disclose information that is then later revealed on a DBS check (criminal record check) could lead to withdrawal of an offer of employment. After receiving the DBS check, we will discuss any matters revealed that have not been previously addressed, before reconsidering the conditional offer of employment.*

Short Listing

Applicants will be short listed for interview and interviews will take place with the director of the business. Short listing will be done in accordance with the person specification where we will review the application form against the essential and desirable criteria. We will identify any gaps in employment history, which we will follow up in the interview. Any discrepancies or anomalies identified during the recruitment process will be explored and recorded.

Criminal Records and Self-disclosure statement

Shortlisted candidates should be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

Identification

Original photographic documentation to confirm identity is required. A passport or driving licence. As well as a utility bill dated within last 3 months that confirms a current address.

Qualifications

Original certificates will be requested and verified. Photocopies will be made of these.

Interview

We will interview face to face, with at least two representatives from our organisation.

We will explore the applicant's motivation and suitability to work with children. To help us achieve this we will use a range of different interview questions to explore the applicant's personality as well as their work experience.

We will discuss our safeguarding policy to ensure that the applicant has the ability and commitment to meet the standards required.

A safeguarding scenario will be used during the interview process.

Absolute Mentoring will explore any gaps in employment. Applicants are asked to confirm whether they have ever had a safeguarding allegation made against them.

Records will be completed to show how the applicant has responded and scored on the questions.

References

Two written references must be obtained, where possible to include current or most recent employer.

At least one written reference will be confirmed verbally.

References will be obtained prior to interview wherever possible

Referees will be asked specific questions in relation to: their suitability to work with children and or young people. Whether the referee has any concerns about the applicant taking on this job role. Whether they have any knowledge of the applicant being investigated over safeguarding issues. The reason for leaving this employment

Disclosure and Barring Service (DBS) Checks

An enhanced DBS will be required. It is strongly encouraged for workers to register with the DBS update service. This allows your DBS to be periodically checked in line with best practice. DBS certificates do not have an official expiry date; however, they only provide information accurate at the time of issue. It is for this reason that we expect anyone employed by us to be registered on the DBS update service. The DBS forms only one small part of safer recruitment practices.

Induction and Probationary Period

We will ensure all staff and volunteers receive a comprehensive induction, in line with our Induction Policy.

We expect a normal probationary period to be 6 months, during which time the volunteer or worker will regularly work under the supervision of a more experienced worker or manager.

Training on Child Protection and Safeguarding Children will be given within 3 months.

Safeguarding

Any concerns related to suitability to work with children will be passed onto the Local Authority Designated Officers (LADO) as per our Managing Allegations/Whistleblowing procedure. If certain conditions are met our organisation will have a legal duty to make a barring referral to the Disclosure and Barring Service.

Even if the legal duty to refer is not met we understand that our organisation can still make a barring referral to DBS in the interests of safeguarding.

Making a Barring Referral to the Disclosure and Barring Service (DBS)

If an allegation has been made about a staff member or volunteer, then our organisation has a legal duty to make a barring referral if the following conditions are met:

Condition 1

you withdraw permission for a person to engage in regulated activity with children and/or vulnerable adults. Examples: dismissed, re-deployed, retired, been made redundant or retired.

Condition 2 - You think the person has carried out 1 of the following:

engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or vulnerable adult or put them at risk or harm or satisfied the harm test, received a caution for, or a conviction for, or been convicted for a relevant offence

The Designated safeguarding lead will make any necessary DBS referrals if the above criteria is met.

If there is an allegation against the DSL

then it is expected to be handled by the person receiving the complaint (either the parent / school / other professional). If this information is handed back to the named person he will consult with professional stakeholders around the child and seek guidance from the referring teacher / school or local authority.

There could be times when we might consider that we should still make a referral in the interests of safeguarding children even if the legal duty to refer has not been met. This could include acting on advice of the police or a safeguarding professional, or in situations where there may not be enough evidence to dismiss or remove a person from working with vulnerable groups. DBS are required by law to consider any and all information sent to them from any source. This includes information sent to them where the legal referral conditions are not met. If we do make a referral to DBS where the referral conditions are not met, we will do so in consideration of relevant employment and data protection laws.

Policy Review

Absolute Mentoring will review this policy annually in line with Norfolk Safeguarding Children's Partnership and other local authorities children's partnership.

Safeguarding and promoting the welfare of children is everyone's responsibility, and all staff and volunteers are expected to share this commitment."

Name:

Signed:

Organisation:

Date:

Date for review: April 2027