

## Safer Recruitment Policy

### 1. Introduction

Charlton Premier Skills is committed to safeguarding and promoting the welfare of children and young people in our programs. This policy ensures that all staff, volunteers, and trustees are rigorously vetted to prevent unsuitable individuals from working with vulnerable groups.

This policy aligns with:

- **Keeping Children Safe in Education (KCSIE) 2023**
- **Working Together to Safeguard Children**
- **Prevent Duty Guidance**
- **Equality Act 2010**

### 2. Safer Recruitment Principles

Our approach is built on four pillars:

1. **Deter** – Clear safeguarding statements in job adverts and application processes.
2. **Reject** – Robust screening to identify and exclude unsuitable candidates.
3. **Prevent** – Structured induction and ongoing supervision to minimise risks.
4. **Detect** – A culture of vigilance to identify and address concerns promptly.

### 3. Recruitment Process

#### 3.1 Job Authorisation

- Vacancies must be approved via a **Recruitment Authorisation Form** (Appendix A), signed by the [Program Director] and [Trustee Chair].
- Roles require a **Job Description** and **Person Specification** before advertising.

#### 3.2 Advertising

- All adverts include:
  - Safeguarding commitment: *"Charlton Premier Skills prioritises child welfare. All appointments require an enhanced DBS check and satisfactory references."*
  - Equal opportunities statement.
- Adverts are placed internally and externally to attract diverse candidates.

#### 3.3 Application & Shortlisting

- **Mandatory application forms** (CVs not accepted).
- Shortlisting panels (minimum two people) score candidates against the Person Specification.
- **Pre-interview checks:**

- Internet/social media screening.
- Two references (one from most recent employer).

### 3.4 Interviews

- Panels include at least one **safer recruitment-trained** member.
- Questions cover:
  - Safeguarding understanding.
  - Gaps in employment history.
  - Attitudes toward working with young people.
- Written records are kept for all candidates.

## 4. Pre-Appointment Checks

Successful candidates receive a **conditional offer** pending:

| Check               | Requirements  |
|---------------------|---|
| Identity            | Passport, driving license, or birth certificate.                                |
| Right to Work       | UK/Irish passport or valid visa with share code.                                |
| Enhanced DBS        | Includes barred list check for regulated roles. Update Service checks accepted. |
| Overseas Checks     | Police certificates for candidates abroad >3 months in past 10 years.           |
| Qualifications      | Original certificates verified for relevant roles.                              |
| Medical Declaration | Confirmation of fitness to work.  |

**Note:** If checks are delayed, a risk assessment and supervised start may be permitted.

## 5. Induction & Monitoring

New staff/volunteers must:

- Complete **safeguarding training**.
- Sign confirmation of reading key policies:
  - Child Protection Policy
  - Code of Conduct
  - Whistleblowing Policy
- Be added to the **Single Central Register** (tracking all vetting checks).

## 6. Special Cases

| Role               | Requirements  |
|--------------------|---|
| <b>Volunteers</b>  | Enhanced DBS for regular roles; supervised access for one-off volunteers. |
| <b>Contractors</b> | Proof of company safeguarding policies or equivalent checks.              |
| <b>Visitors</b>    | ID checks; no unsupervised access to young people.                        |

## 7. Reporting & Compliance

- **False information** or undisclosed DBS issues result in immediate dismissal.
- Concerns about a candidate's suitability are reported to the **DBS/Local Authority**.
- Annual policy review by trustees.

### Approved by:

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19/04/2025

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### Appendices

- **A:** Recruitment Authorisation Form
- **B:** Shortlisting Scoring Sheet

**Last Updated:** 19/04/2025

**Next Review Date:** 19/04/2026

*This policy ensures Charlton Premier Skills recruits only those who share our commitment to child welfare.*