



JIGSAW FAMILY SUPPORT

Safer Recruitment Policy

1. Purpose

The purpose of this Safer Recruitment Policy is to ensure that Jigsaw Family Support:

- Recruits staff and volunteers who are suitable to work with children
- Prevents unsuitable individuals from gaining access to children
- Meets legal safeguarding requirements
- Conducts robust checks, vetting, and interview processes
- Promotes a culture of vigilance and safeguarding awareness

Safer recruitment is vital in protecting children from harm.

2. Legal and Statutory Framework

This policy aligns with:

- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children 2023
- The Children Act 1989 & 2004
- Education Act 2002 (where applicable)
- Safeguarding Vulnerable Groups Act 2006
- Rehabilitation of Offenders Act 1974 (Exceptions Order)
- DBS Code of Practice
- Equality Act 2010

3. Scope

This policy applies to:

- All paid staff
- Volunteers
- Contractors
- Students and placements
- Freelance workers
- Anyone working directly or indirectly with children
- Recruitment for all service areas (outreach, alternative provision, home visits, mentoring)

4. Principles of Safer Recruitment

4.1 Safeguarding First Every stage of recruitment must prioritise child safety.

4.2 Integrity & Transparency Processes must be fair, open, and consistent.

4.3 Rigorous Screening All applicants must undergo robust vetting appropriate to their role.

4.4 Right Person, Right Role Only individuals with the right values, behaviours, and competence will be appointed.

4.5 Ongoing Vigilance Recruitment never replaces ongoing safeguarding awareness and supervision.



5. Recruitment Process

5.1 Job Descriptions & Person Specifications

All adverts and job descriptions must:

- Include safeguarding responsibilities
- State that safer recruitment checks will be undertaken
- Emphasise values-based practice and child protection

5.2 Advertising & Application

Advertisements must state:

- The organisation's commitment to safeguarding
- That an enhanced DBS check is required
- That references will be contacted

Applicants must complete a full application form including:

- Complete work history with no unexplained gaps
- Safeguarding declaration
- Criminal conviction disclosure (self-declaration)

6. Shortlisting

Shortlisting will be carried out by at least two staff members.

Shortlisting panel members must:

- Review applications for safeguarding suitability
- Question gaps or concerning patterns
- Record reasons for shortlisting decisions

Applicants with unexplained gaps must be queried before interview.

7. Interviews

7.1 Interview Panel

- At least two trained staff, one of whom must have completed Safer Recruitment Training.

7.2 Interview Format

Interviews must:

- Explore safeguarding knowledge
- Test values and professional conduct
- Assess suitability for working with vulnerable children
- Include scenario-based safeguarding questions

Examples:

- Responding to disclosures
- Boundary scenarios
- Managing challenging behaviour



7.3 Identity Verification

Applicants must bring:

- Photographic ID
- Proof of address
- Qualification certificates

8. Pre-Employment Checks

Before appointment, the following checks are **mandatory**:

8.1 Enhanced DBS Check (with Children's Barred List)

- Must be obtained before starting work
- Portable DBS can be accepted if registered with Update Service

8.2 Right to Work in the UK

8.3 Two References

- One must be the most recent employer
- References must be verified
- Open references/character references alone are not acceptable

8.4 Employment History

- Gaps must be explained
- Reasons for leaving previous roles must be scrutinised

8.5 Online Checks

Reasonable checks may be carried out on publicly available information to identify:

- Risk-related concerns
- Extremism or harmful conduct
- Credibility and professionalism

8.6 Health Declaration

To ensure the applicant is fit for the role.

9. Decision to Appoint

Appointments will only be made when:

- All checks are complete
- Safeguarding concerns have been addressed
- The applicant demonstrates suitability and values aligned with the organisation

Conditional offers may be made pending checks, but the applicant cannot work unsupervised.

10. Induction

All new staff must complete a safeguarding induction including:

- DSL contact information



- Safeguarding and child protection training
- Professional boundaries
- Code of Conduct
- Whistleblowing procedure
- Policies relevant to their role

New staff remain on probation until performance and conduct are confirmed as satisfactory.

11. Volunteers

Volunteers working directly with children require:

- Enhanced DBS
- References
- Safeguarding induction
- Supervision
- Clear role description

Volunteers must not work alone with children unless fully vetted and approved.

12. Contractors & External Providers

Contractors who may encounter children must:

- Provide evidence of DBS checks
- Work under supervision if required
- Follow premises and safeguarding procedures

Where contractors do not require DBS, they must be supervised at all times.

13. Managing Allegations Against Staff

Any allegation or concern about a staff member must follow the:

- Allegations Management Policy
- LADO procedures

No staff member accused of harm will continue unsupervised work with children until investigations are complete.

14. Record Keeping

The following must be recorded in a **Single Central Record (SCR)**:

- Identity checks
- DBS checks (date, number, type)
- References
- Qualifications
- Right to work
- Safeguarding training
- Date of induction

Records must be stored securely.

15. Reviewing & Monitoring Safer Recruitment

The organisation will:



- Audit recruitment procedures annually
- Monitor staff suitability through supervision
- Review practices after any safeguarding, conduct, or recruitment concerns

16. Policy Review

This policy will be reviewed:

- Annually
- After significant safeguarding incidents
- Following updates to KCSIE or legislation

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