



Safer Recruitment and Induction Policy

Purpose

To ensure that all recruitment and induction processes protect children, young people, and vulnerable adults, and prevent unsuitable individuals from gaining access to our services.

Policy Statement

Everyday English Ltd will apply robust safer recruitment and induction practices for all roles involving contact with children, young people, and vulnerable adults, whether paid or unpaid.

Legal Framework

- Safeguarding Vulnerable Groups Act 2006
- Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975
- Equality Act 2010
- Data Protection Act 2018 (UK GDPR)

We will:


- Use a standard application form for all recruitment.
- Check identity, right to work in the UK, and verify qualifications.
- Obtain at least two written references, including from the most recent employer.
- Carry out enhanced DBS checks for roles involving regulated activity.
- Assess all criminal record disclosures on a case-by-case basis for safeguarding risk.
- Include safeguarding responsibilities in all job descriptions.
- Provide a structured induction covering safeguarding, code of conduct, and key policies.

Breach of Policy

Failure to follow safer recruitment procedures may result in recruitment being halted or staff/volunteer removal.

Review

This policy will be reviewed annually by the Board of Directors.

Signed: 

Chair, Board of Directors

Date: 30th September 2025