



# Engage Community Safe Recruitment Policy

## 1. Policy Statement

Engage Community is committed to safeguarding and promoting the welfare of all children and young people who access our services. Safe recruitment is essential to ensure that unsuitable individuals are not employed or allowed to work in our organisation.

This policy sets out the procedures we follow when recruiting staff, coaches, apprentices, and volunteers. It ensures compliance with **Keeping Children Safe in Education (2024)**, the **Working Together to Safeguard Children (2023)** guidance, and statutory requirements for safer recruitment.

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## 2. Aims

Our safe recruitment process aims to:

- Deter unsuitable individuals from applying.
- Identify and reject those who may pose a risk to children.
- Ensure all staff, volunteers, and contractors understand their safeguarding responsibilities.
- Promote equality, fairness, and transparency in recruitment.

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## 3. Principles of Safe Recruitment

- Safeguarding children is the **highest priority** in recruitment.
- All recruitment will be conducted **fairly, consistently, and transparently**.
- All applicants will be assessed on their ability to meet the job requirements and their suitability to work with children.
- All staff and volunteers must share Engage Community's commitment to safeguarding.

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## 4. Recruitment and Selection Process

### Stage 1 – Advertising and Applications

- Job adverts and role descriptions will clearly state Engage Community's commitment to safeguarding and safe recruitment.
- All applicants will be required to complete an application form or submit a CV with references.
- Gaps in employment history must be explained and explored.

### Stage 2 – Shortlisting

- Candidates will be shortlisted against pre-agreed criteria.
- Any safeguarding concerns identified during shortlisting (e.g. unexplained career gaps) will be clarified during the interview.



### Stage 3 – Interviews

- Interviews will include specific questions relating to safeguarding, child protection, and candidate suitability to work with children.
- Candidates will be asked to provide original documentation to verify their identity and right to work in the UK.

### Stage 4 – Pre-Employment Checks

The following checks must be completed before an offer of employment is confirmed:

- **Enhanced DBS Check with Barred List check** (for regulated activity).
- **Two professional references**, including the most recent employer. References will be verified.
- **Identity verification** (passport, driving licence, or official ID).
- **Right to work in the UK** check.
- **Qualifications** (where relevant to the role).
- **Employment history** reviewed for gaps and discrepancies.
- **Medical fitness declaration** to ensure the individual is fit to work with children.

### Stage 5 – Induction and Probation

- All new staff/volunteers will undergo a safeguarding induction, covering Engage Community's **Safeguarding Policy, Code of Conduct, and Whistleblowing Policy**.
- New staff will serve a probationary period (normally 6 months), during which performance and suitability will be monitored.

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### 5. Ongoing Checks and Monitoring

- DBS checks will be renewed every **3 years** (or sooner if required).
- Staff must declare any new criminal convictions or safeguarding concerns immediately.
- Ongoing supervision, training, and appraisals will ensure safeguarding remains a priority.

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### 6. Volunteers and Contractors

- Volunteers working in regulated activity will undergo the same recruitment and vetting process as staff.
- Contractors working on-site (e.g. coaches, activity providers) must provide evidence of DBS checks and safeguarding compliance.

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### 7. Record Keeping

- A **Single Central Record (SCR)** of all recruitment and vetting checks will be maintained securely.
- Records will include identity checks, DBS details, references, qualifications, and right-to-work evidence.



## 8. Whistleblowing and Safeguarding Concerns

- If at any point concerns arise regarding an applicant, new starter, or existing staff member, Engage Community will follow its **Safeguarding Policy** and report to the Local Authority Designated Officer (LADO) or relevant authority.

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## 9. Policy Review

This policy will be reviewed annually or sooner if statutory guidance changes.

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### **Adopted by Engage Community**

Date: 01.09.2025

Signed: Matt Price (CEO Engage Community)