



Safer Recruitment Policy 2025-2026

Introduction

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.
- ensure compliance with Pan Dorset Safeguarding Partnership Guidance and Keeping Safe in Education Guidance (KCSIE September 2025).

Identification of Recruiters

Future Roots will maintain a position in which at least one recruiter and panel member has successfully received accredited training in safe recruitment procedures.

Inviting Applicants

Advertisements for posts, whether in newspapers, journals or on-line, will include the statement:

“Future Roots is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. Applicants for posts working with children and young people will be subject to an enhanced DBS check and disclosure.

Future Roots follow the government’s Safer Recruitment Guidance and therefore will be seeking to determine an applicant’s suitability to work with children. This will include on-line searches of social media platforms and other websites”.

Prospective applicants will be supplied access to, as a minimum, with the following:

- job description and person specification;
- child protection policy;
- recruitment policy (this document);
- an application form.

All prospective applicants must complete, in full, an application form which will include education and qualifications history, a full work history since leaving school with any gaps explained that details dates, roles and responsibilities. The prospective applicant must sign



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the declaration regarding authenticity of the information submitted and disclosure of any offences, spent or otherwise).

Short listing and References

- Short-listing of candidates will be against the person specification for the post;
- Where possible, references will be taken up before the selection stage, so that any discrepancies can be explored during the selection stage;
- 2 x References will be sought directly from the referees. References or testimonials provided by the candidate will never be accepted;
- Referees will be contacted by telephone or email in order to confirm authenticity, clarify any anomalies or discrepancies.
- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges;
- As part of the shortlisting process Future Roots will carrying out online searches across a range of media platforms as part of our due diligence processes and in line with the change is legislation in 2022 regarding online searches as part of the safer recruitment process, on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Future Roots might want to explore with the applicant at interview.

Referees will always be asked specific questions about:

- the candidate's suitability and aptitude for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post.
- times absent/unavailable for work

Employees are entitled to see and receive, if requested, copies of their employment references.

The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may under agreed circumstances be via a secure visual electronic link).



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Candidates will always be required:

- To explain satisfactorily any gaps in employment;
- To explain satisfactorily any anomalies or discrepancies in the information available to recruiters representing Future Roots;
- To declare any information that is likely to appear on a DBS check;
- To discuss any incidents or issues that have appeared during due diligence searches and enquiries.
- to demonstrate their capacity to safeguard and protect the welfare of young people or vulnerable adults

Employment Checks

Future Roots follow the guidance within KCSIE (2025) Part 3 as applies to this setting.

All successful applicants are required:

- to provide proof of identity & right to work in the UK
- to complete a DBS application
- have a satisfactory certificate of good conduct relating to time spent living outside of the UK, where applicable
- to provide actual certificates of professional qualifications, as deemed appropriate for the role.
- to complete a confidential health questionnaire and be deemed mentally and physically fit to perform the role
- to provide proof of their right to work in the United Kingdom

A record of these checks will be held on the successful candidate personnel file.

Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status.

All applicants invited to attend an interview will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification required for the position and claimed in their application form.



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Fitness to undertake the role;

Future Roots will verify a candidate's mental and physical fitness to carry out their work responsibilities. Applicants will be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role

A confidential pre-employment health questionnaire will be used to verify the outcome of any questions regarding mental and physical fitness to carry out their work responsibilities safely. This will include disclosure of any existing medical conditions that may impact upon attendance and performance.

Individuals who have lived or worked outside the UK

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff. In addition, we will be required to make any further checks it thinks appropriate so that any relevant events that occurred outside the UK can be considered.

Recruiting Staff who have convictions and concerns

If a candidate declares a criminal record, this will not automatically exclude them from working with children or adults at risk. Future Roots will uphold the values of inclusive recruitment and complete an adequate and effective criminal record risk assessment to ensure a proportionate response to an individual's offending background and relevance to the role applied for.

Note: Nobody on the barred list can carry out regulated activity with the relevant vulnerable group. It is again the law for an employer to knowingly engage that person in regulated activity. In addition, an individual would be breaking the law if they were seeking, offering or engaging in regulated activity with that vulnerable group.

Offer of appointment

The appointment of all new employees is subject to the receipt of a satisfactory DBS Disclosure Certificate, satisfactory and validated references, medical checks, prohibition checks, childcare disqualification checks and waivers, copies of qualification(s) and proof of identity.

Single Central Record

Future Roots keep a single central record, referred to in the regulations as the register. The single central record covers all staff (including supply staff, and volunteers) who work here. Confirmation that these checks have been carried out along with the date the check was undertaken/obtained must be logged on this record for all employees. This record is available



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for inspection by referring agencies and the local authorities who may be placing children & young people at Future Roots.

Induction and Performance Management

Future Roots recognises that safer recruitment and selection is not just about the start of employment but should be part of a larger policy framework for all staff. Future Roots will therefore provide ongoing training and support for all staff. This will include, supervision (individual and peer group supervision), reflective practice sessions, team meetings and where needed additional 1:1 coaching or performance management meetings.

All new staff will receive an induction and initial training that will include reading policies as detailed in the Staff/Employee Handbook, FR safeguarding policies and training, concern log processes, and guidance on safe working practices.

Regular induction meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

This policy should be read in conjunction with Part 3 Keeping Children Safe in Education (2025) and the Pan Dorset Safeguarding Partnership Safer Recruitment and Employment Local Guidance.

[Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/keeping-children-safe-in-education-2025)