Safe Recruitment Policy

Document Control

Document Title	Safe Recruitment Policy
Version Number	001
Status	Approved
Publication Date	18th May 2026
Policy Owner / Author	Directors
Review Date	18th May 2027
Approved / Ratified by	Directors
Distribution	All Staff, Volunteers, Directors, Sessional Workers

Policy Statement

Whamos Training & Development CIC is committed to safeguarding the welfare of all children, young people and vulnerable adults who come into contact with our organisation. To achieve this, we aim to ensure that our recruitment and selection procedures are robust, fair, and transparent. We will implement this safer recruitment policy across all our recruitment activities and expect all our employees, volunteers, and contractors to adhere to these principles.

Legal context

This policy outlines the procedures, practices, and principles that Whamos Training & Development CIC will follow to ensure that we recruit suitable and safe individuals for employment.

Whamos Training & Development CIC are aware of our legal responsibilities under the Equality Act 2010, the Rehabilitation of Offenders Act 1974, the Children Act 1989 and 2004, the Protection of Freedoms Act 2012, and other relevant legislation.

Safer Recruitment Procedures

Whamos Training & Development CIC will ensure that our recruitment procedures are robust, fair, and transparent by following the below steps:

- A job description and person specification: All job descriptions will be written clearly and include the essential criteria, desirable criteria, and special requirements. Personal specifications will be developed based on the job descriptions and will include the qualifications, skills, and experience required
- Advertising and Promotion: Job advertisements will be targeted at suitable applications and will not contain and discriminatory language. We will use a variety of channels to promote the job vacancy, including social media, and local press. All material will highlight the importance of rigorous selection processes and the duty to safeguard and promote the welfare of children, young people and vulnerable adults, and it will be clear that proof of identity will be required, as well as a Disclosure and Barring Service Check (DBS).
- Application form and CVs: Whamos Training & Development CIC will use an application form to obtain a common set of core data. Our application forms will include questions about

the applicant's eligibility to work in the UK, relevant experience, skills and abilities, qualifications with details of awarding body, current address, former names, NI number, work history in chronological order since leaving secondary school, and other necessary information to assess suitability. We will not request irrelevant information. We will verify the accuracy of the information provided, including any gaps in employment history, references, and qualifications.

- Interview and Selection: Interview questions will be designed to assess the suitability of the candidate against the person's specifications. Interviews will be conducted by at least two people, and we will use a structured interview process and at least one of the interview panels will have undertaken safe recruitment and selection training. We will assess the candidate's ability to work with children and vulnerable adults and their attitude towards safeguarding.

We will check identity and right-to-work status.

Application forms will be scrutinised to ensure

- They are fully and properly completed
- The information is consistent and does not contain any discrepancies;
- Gaps in employment/training or a history of repeated changes of employment are identified.

Incomplete applications will not be accepted. Any anomalies, discrepancies or gaps in employment and the reasons will be noted and will be, considered during the shortlisting process, as well as a history of repeated changes of employment without any clear salary progression or a mid-career move from a permanent to temporary post. All candidates will be assessed equally against the criteria contained in the person specification.

- References and Criminal Record Checks: Whamos Training & Development CIC will obtain objective and factual information to support appointment decisions. All successful applicants will be subject to two satisfactory references, including one from their most recent employer, academic or volunteer work. References will be sought directly from the referee and will be obtained before the interview, where possible. References or testimonials provided by the candidate, or open references, i.e. To Whom It May Concern, will not be accepted. Criminal record checks will be obtained, as appropriate, from the Disclosure and Barring Service (DBS) for UK residents (see Section 6 Disclosure and Barring Service Checks for more details) or equivalent for non-UK residents. Any criminal records will be assessed for relevance to the role.
- Probationary Period: New starters will be subject to a probationary period of six months, during which their performance and suitability for the role will be assessed. They will receive regular supervision and support to ensure they meet the organisation's standards and safeguarding requirements.

Key Contacts

Lead Designated Officer – Alexandera Gager-Liebhart

lexie@cumbriaskills.org.uk Tel 07985269318

Additional Designated Officer – Elizabeth Amos-Milburn

elizabeth@cumbriaskills.org.ukTel 07809380643

Record Keeping

Whamos Training & Development CIC will maintain accurate and up-to-date records of all

recruitment and selection processes. Concerning each member of staff appointed a record will be kept showing:

- Written references obtained and confirmed by telephone.
- Gaps in employment history checked
- A satisfactory Disclosure and Barring Service certificate, with a unique reference number and date.
- Reasons/decision to appoint despite criminal convictions (i.e. Risk Assessment)
- Evidence of proof of identity
- Evidence of Qualifications.
- Details of registration with the appropriate professional body (if applicable)
- Confirmation of right to work in UK
- Record of interview questions and answers

Records will be signed and dated by the appointing manager/chair of the interview panel.

Disclosure and Barring Services Checks

The Disclosure and Barring Service (DBS) is an executive agency of the Home Office, and its primary purpose is to help employers make safer recruitment decisions and appointments. By conducting checks and providing details of criminal records and other relevant information, DBS helps to identify applicants who may be unsuitable for certain work and positions, especially those involving contact with children (those less than 18 years old) or adults at risk.

Depending on the type and regularity of contact with children or adults at risk involved in a particular role, employers are entitled to make appropriate types of enquiries about the applicant's criminal record and seek a disclosure through a DBS check. Whamos Training & Development CIC can undertake five types of criminal records checks depending on the role applied for:

Standard DBS check

This will be for positions that are included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975. This type of check contains details of an individual's convictions, cautions, reprimands, or warnings recorded on police central records and includes both 'spent' and 'unspent' convictions that will be shown on a criminal records check.

Enhanced DBS & Barred list check

This will be for positions included in both the ROA 1974 Exceptions Order and in the Police Act 997 regulations. This type of check contains the same details as the standard check plus any information held locally by police forces that it is reasonably considered to be relevant to the post applied for.

Enhanced DBS & barred list check (child)

An enhanced check with information from the DBS's children's barred list is only available for those individuals engaged in regulated activity with children and a small number of posts as listed in the Police Act 1997 regulations.

Enhanced DBS & Barred list check (Adults)

An enhanced check with information from the DBS's adults barred list is only available for those individuals engaged in regulated activity with adults and a small number of posts as listed in the Police Act 1997 regulations.

- Enhanced DBS & Barred list check (child & adult)

An enhanced check with information from the DBS's children and adults barred list is only available for those individuals engaged in regulated activity with both vulnerable groups including children and a small number of posts as listed in the Police Act regulations.

- Scotland – Protecting Vulnerable Groups Scheme (PVG)

In Scotland all employees engaging in regulated activity are obliged to have a membership of the PVG scheme, this is facilitated through our Umbrella partner.

Review & Responsibilities

This policy will be reviewed annually by the designated safeguarding lead and will be updated as necessary to reflect any changes in legislation or organisational procedures.

The responsibilities of particular individuals are detailed below:

- Our directors - to ensure we have effective policies
- Our CEO - to ensure policies are implemented and followed, and sufficient time and resources are allocated to employees to carry out their responsibilities.
- Designated Safeguarding Lead – to maintain links with Local Safeguarding Children's Boards and Prevent Coordinators, inform and advise all parties on legislation changes and current safeguarding themes, plan and implement training for all employees including CPD, quality assurance and standardisation for the designed safeguarding officer team. Carry out investigations where appropriate into welfare concerns reported and liaise with external bodies such as safeguarding board where appropriate. Support and coordinate escalation process. Overall management of safeguarding issues and report to board on any issues that arise. Review procedures and policies on a timely basis. Maintain own CPD to ensure their role can be fulfilled competently.

Training and Educating Employees

All employees involved in the recruitment and selection process will receive regular safeguarding training to ensure they understand their responsibilities and the organisation's policies and procedures, and at least one member of staff will have undertaken safe recruitment and selection training.

Maintaining a Safer Culture

Whamos Training & Development CIC will maintain an ethos of safeguarding and promoting the welfare of children/young people/Adults through:

- A clear written statement of the standards of behaviour and the boundaries of appropriate behaviour expected of staff and volunteers
- Appropriate induction and safeguarding training
- Regular briefing and discussion of relevant issues
- Effective supervision and staff appraisal processes

- A clear reporting system if a user, member of staff or other person has concerns about the

safety of children/young people/Adults

- Section 128 Checks (Management Roles)

For anyone being appointed to a management role at SCSE – including directors, senior leaders, and anyone with overall responsibility for managing or leading the provision – a Section 128 check is carried out. This verifies that the individual is not subject to a direction under Section 128 of the Education and Skills Act 2008 prohibiting them from taking part in the management of an independent school or non-school education provider. This check is required by Department for Education non-school Alternative Provision standard 1.1 and is completed via the Teaching Regulation Agency's Teacher Services system before the appointment is confirmed.

Teaching Prohibition Orders

Where the role involves teaching, or where the candidate is or has been a teacher, SCSE will check that the individual is not subject to:

- A prohibition order made under Section 142 of the Education Act 2002 prohibiting them from teaching, working with children, or taking part in the management of an independent school.
- An interim prohibition order made by the Secretary of State.
- Any sanction or restriction issued by the General Teaching Council for England (or its successor body) or by an equivalent body in another UK jurisdiction.

These checks are completed via the Teaching Regulation Agency's Teacher Services system and are recorded on the Single Central Record.

Single Central Record (SCR)

SCSE maintains a Single Central Record of all pre-employment safeguarding checks. The SCR is held electronically with restricted access; only the directors and the responsible HR contact may view or amend it. For every member of staff, volunteer, and regular contractor working with learners, the SCR records:

- Identity check (verified original photo ID and proof of address)
- Right-to-work status
- Enhanced DBS certificate number, date of issue, and any barred list checks
- DBS Update Service status, where applicable
- Qualifications relevant to the role, with verification of certificates
- Section 128 check (for management roles)
- Prohibition from teaching check (where applicable)
- Overseas check or equivalent (for anyone who has lived or worked outside the UK in the last ten years)
- Reference check completion
- Confirmation that the individual has read and signed the Safeguarding Policy, Code of Conduct and Acceptable Use Policy

The SCR is reviewed at least termly by the directors and is available to commissioning schools, local authorities or inspectors on request. Any gap in the record is treated as an urgent matter and resolved before the individual commences or continues work involving learners.

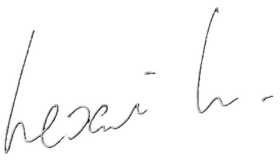
- Conclusion

By implementing this safer recruitment policy, Whamos Training & Development CIC will ensure

that we recruit suitable and safe individuals for employment that we recruit suitable and safe individuals for employment, safeguarding the welfare of all children, young people, and vulnerable adults who come into contact with our organisation.

Approval & Review

This policy has been approved on behalf of the Directors:

Elizabeth Amos-Milburn *Co-Director*	**Alexandra Gager-Liebhart** *Co-Director*
	

Date of approval: 18th May 2026

Next review: 18th May 2027

Schedule 1 — Record of Changes

Version	Date	Nature of Change
001	18th May 2026	Initial published version included in the Combined Policies and Procedures 2026 edition.