

SAFER RECRUITMENT POLICY



PoppyHaggis

THRIVE LINCS LTD Registered No. 14878964



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Thrive Lincs Ltd is committed to safeguarding children (anyone under 18) and adults at risk. Thrive Lincs Ltd complies with National Safer Recruitment Procedures and relevant legislation to ensure a consistent and thorough recruitment process. Thrive Lincs Ltd conducts Disclosure and Barring Service (DBS) checks on applicable positions as part of this process.

The aim of the Safer Recruitment policy is to help deter people who might abuse children or adults at risk from applying for roles where they will have access to those vulnerable groups.

Individuals involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

This Policy shall be applied consistently in relation to all staff regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity status, race, religion or belief, sex, or sexual orientation.

This policy is informed by and complies with statutory guidance, including **Working Together to Safeguard Children (DfE, latest edition)**, **Keeping Children Safe in Education (DfE, latest edition, where applicable)**, and relevant adult safeguarding legislation. Thrive Lincs ensures that recruitment and selection processes meet these statutory standards and reflect best practice in safeguarding children and adults at risk.

Recruitment Process

If a role involves working with children (anyone under 18) or adults at risk, the role requirements will be carefully reviewed to determine if a DBS check is required.

We will advertise for any vacant positions and any adverts and/or job descriptions will refer to any requirements to complete the appropriate DBS check.

All applicants are required to complete a standard application process to ensure they have all the information they need about our organisation, including the advertised role and to ensure we can assess their suitability for the role. This process will provide us with essential information such as employment history (either paid or voluntary), further education background, academic or vocational qualifications.

During the application process applicants are asked to confidentially self-disclose any unspent criminal offences or child protection investigations. If the role requires an enhanced DBS check, we will also ask applicants to disclose any unprotected spent offences. Where the information raises a safeguarding concern, details will be shared with the LA Safeguarding Team.

We will take reasonable steps to confirm the applicants' suitability for the role, including; verifying qualifications and professional memberships, assessing skills and relevant experience. All applicants



will be asked to provide an explanation for any significant gaps or repeated changes in employment history where no reasons have been provided on their application. We may also ask interview questions which are designed to allow candidates to demonstrate the attitudes and values that people working with children need to have.

Applicants will be asked to provide contact details of people willing to act as a referee during the application process. References are normally sought after a conditional offer of employment or engagement has been made, however there may be occasions when we ask applicants for their consent to contact a referee before an offer of employment or engagement has been made. All conditional offers of employment or engagement are subject satisfactory completion of all vetting processes including references.

Thrive Lincs Ltd provides an induction programme for all new staff which includes our safeguarding policies and procedures. As part of the induction process all new staff are required to complete an initial probationary period to ensure that their conduct, performance, behaviours and attendance meet the required standards.

All recruitment panels involved in selecting candidates for roles that involve regulated activity or contact with children or adults at risk must include at least one member who has completed **formal safer recruitment training**. Panel members are responsible for ensuring that all recruitment decisions are made in line with safeguarding requirements.

DBS checks

Any individual intending to work in Regulated Activity with children, young people or adults are required to complete an Enhanced DBS check and Barred List check before commencement of employment or engagement and at least every 3 years during their employment or engagement. Regulated activity is work that a barred person must not do. It is defined in the Safeguarding Vulnerable Groups Act 2006 (SVGA) which has been amended by the Protection of Freedoms Act 2012 (PoFA).

Any individual intending to work in a role which involves work with children or adults at risk but is not defined as Regulated Activity will be required to complete an Enhanced DBS check before commencement of employment or engagement and at least every 3 years during their employment or engagement. [club/county] will regularly monitor the specific nature of roles and whether they are defined as Regulated Activity.

All conditional offers of employment or engagement are subject to receipt of a satisfactory DBS check completed through the DBS, and an Overseas Criminal Record check if appropriate.

In order to minimise risk, if a role is not defined as Regulated Activity but requires an Enhanced DBS check and this check takes much longer than anticipated, in exceptional circumstances where a delay in employment or engagement may cause significant operational difficulties the [Chair/Manager/Secretary] may authorise an individual to commence their work in a supervised capacity. However this does not apply to roles considered as working in Regulated activity.

If we are not satisfied with the outcome of any of the above checks (DBS check or Overseas Criminal Record check) we may decide to withdraw a conditional offer of employment or engagement. We may also withdraw a conditional offer of employment or engagement if an applicant has failed to co-operate with this process or if the process has not been completed within reasonable timescales.



Staff who begin performing additional duties or a different role that moves them into Regulated Activity will be asked to complete a new Enhanced DBS and Barred List check.

All agency workers and contractors used by the [club/county] are required to comply with the Enhanced DBS and Barred List Check requirements at all times as outlined in this Policy. If new or adverse information emerges or appropriate checks have not been made by the Agency the [club/county] will require the Agency to withdraw the temporary worker immediately. Furthermore the [club/county] will consider the implications of these Policy requirements on the provision of service agreements for all contractors, including any additional vetting requirements for those roles engaged in Regulated Activity with children, young people or adults at risk.

All candidates must provide documentation confirming their **Right to Work in the UK** prior to employment. For candidates with recent overseas residency, criminal record checks or equivalent background checks from relevant countries will be obtained where practicable, in addition to the standard DBS and reference checks.

Roles and responsibilities

Responsibility for the safer recruitment process is assigned as follows:

- HR/Recruitment Lead: prepares job descriptions, posts adverts, and ensures application forms include safeguarding questions.
- Recruitment Panel: evaluates applications, conducts interviews, and assesses suitability in line with safeguarding standards.
- Designated Safeguarding Lead (DSL): reviews DBS disclosures and provides guidance on suitability for roles involving regulated activity.
- Line Manager: ensures induction, probation, and ongoing supervision requirements are met.

DBS checks revealing content

A DBS check will disclose any spent convictions, cautions or reprimands that are not protected and been subject to filtering by the DBS. DBS checks may also disclose other relevant information based on the position applied for.

Record keeping

All recruitment records, including applications, interview notes, references, DBS checks, and other vetting information, are stored securely in accordance with data protection regulations. Records relating to successful candidates are retained for the duration of their employment plus **six years**. Records for unsuccessful candidates are retained for **12 months** before secure destruction. Access to recruitment records is restricted to authorised personnel only.

Responding to Concerns about the Suitability of Employees and Volunteers

1. During the Recruitment Process

When concerns about the suitability of a candidate arise during the recruitment process, they must be addressed promptly and effectively. These concerns might include issues such as discrepancies in



the candidate's application, inappropriate references, unsatisfactory criminal record checks, or any other red flags identified during interviews or assessment processes. The following steps should be followed:

- **Thorough Investigation:** Any concern raised during the recruitment process will be investigated fully and confidentially. The candidate will be given the opportunity to respond to the concerns and clarify any issues. This may involve asking the candidate to provide further details, reference checks, or additional documentation.
- **Risk Assessment:** A risk assessment should be conducted in relation to the concern. Considerations may include the nature of the concern, its relevance to the role, the severity of the issue, and whether the individual is likely to pose a risk to the safety and well-being of others.
- **Consideration of the Role:** In assessing whether a candidate is suitable for the role, the specific duties and responsibilities should be considered. If the concern is minor but relevant (e.g., an incident from many years ago that would not affect the role), this may not automatically disqualify a candidate. However, for roles involving children or vulnerable adults, concerns will be treated with extra caution.
- **Referral to Relevant Authorities:** If the concern involves issues such as allegations of criminal activity or safeguarding risks, the matter should be referred to the relevant authorities (e.g., Disclosure and Barring Service, social services, police) for further investigation.
- **Documentation:** All concerns raised, along with the steps taken to investigate and resolve them, must be thoroughly documented in a confidential record. This documentation will be retained according to the organization's data protection policies.
- **Outcome Decision:** If the concern is deemed to pose a risk to Thrive Lincs Ltd or individuals in its care, the offer of employment or volunteering will be withdrawn. If the concern is not considered significant, the candidate will be allowed to proceed in the recruitment process.

2. Once the Individual Has Begun Their Role

Concerns about an employee or volunteer's suitability may also arise after they have begun their role. This could be due to performance issues, inappropriate behaviour, or new information that may come to light. In such cases, the following steps will be taken:

- **Ongoing Monitoring:** Continuous monitoring of the employee or volunteer's behaviour, performance, and conduct will be maintained throughout their tenure. This includes regular supervision, feedback sessions, and regular checks on their suitability for the role.
- **Raising Concerns:** If any concerns arise during their employment or volunteering, these must be raised promptly with the DSL or relevant manager. Concerns might include issues such as inappropriate behaviour towards service users, failure to follow safeguarding procedures, or performance issues that affect the safety and well-being of others.
- **Investigation Process:** If a concern is raised, an investigation will be initiated. This could involve a formal interview with the employee or volunteer, gathering evidence, and speaking to relevant parties (e.g., colleagues, service users). The individual will be treated fairly and with respect throughout this process.
- **Suspension or Temporary Removal:** If the concern is deemed serious enough to warrant immediate action (e.g., safeguarding or criminal concerns), the employee or volunteer may be temporarily suspended from their duties while the investigation is ongoing. The suspension will be reviewed regularly and will be in line with the organization's policies and procedures.



- **Outcome and Action:** Based on the investigation's findings, appropriate action will be taken. This could range from additional training and support to dismissal or removal from the volunteer program. If the concern involves a potential safeguarding issue, it will be escalated to relevant external authorities for further action (e.g. LADO, Local Authorities safeguarding team or police).
- **Record-Keeping:** All concerns, investigations, and outcomes will be documented and stored securely in accordance with Thrive Lincs Ltd's data protection policies.
- **Support and Re-training:** If the concern relates to an area of misunderstanding, lack of skills, or training, the employee or volunteer may be provided with support and re-training to improve their performance and ensure that they are suitable for their role.

Conclusion

Thrive Lincs Ltd is committed to maintaining a safe environment for all individuals, and we take all concerns about the suitability of employees and volunteers seriously. We will act quickly and fairly to investigate concerns and take the necessary steps to ensure that only those who are suitable remain in positions where they have access to vulnerable individuals. The welfare and safety of those we serve is our highest priority.

This policy will be reviewed annually or sooner if statutory guidance changes. Thrive Lincs ensures that the policy and its implementation are fully auditable and compliant with Local Authority safeguarding expectations.

Links to other relevant policies

[Safeguarding policy](#)

[Allegations policy](#)

[Complains and Whistleblowing policy](#)

