



Safer Recruitment Policy

Name of Organisation: Amy's Trust CIO

Venue/address for which policy applies: Duffield Acres, Redmile.

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Name of author: Ruby Cox

This policy contains information split into the following categories:

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- Safer recruitment training
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- DBS checks
- Procedure for managing positive DBS disclosures
- Single Central Record
- Volunteers
- Recruitment of ex-offenders

Introduction

Safeguarding and promoting the welfare of children and vulnerable adults is integrated throughout the Amy's Trust's recruitment process.

This document sets out the duties and responsibilities of all staff at Amy's Trust in relation to recruiting and vetting staff including volunteers, and for providing a safe therapeutic & learning environment.

The measures described in this policy are applied in relation to everyone who works at Amy's Trust. This includes office staff and workers not on the payroll, e.g. free-lance staff.

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Children Act 1989
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Sexual Offences Act 2003
- Rehabilitation of Offenders Act 1974
- Education and Skills Act 2008
- Data Protection Act 2018
- Education Act 2002
- Equality Act 2010

This policy has due regard to guidance including, but not limited to, the following:

- DfE (2025) 'Keeping children safe in education'
- DfE (2025) 'Staffing and employment advice for schools'

Safer Recruitment Training

Keeping Children Safe in Education (2025) requires that the directors must have completed Safer Recruitment training, delivered by accredited trainers.

At least one member of an appointment panel within Amy's Trust will have undertaken appropriate safer recruitment training. Within Amy's Trust, the following person holds this certificate and will be involved in any recruitment process:

- Polly Dell'Armi (Safeguarding Trustee)

Safer Recruitment Process

Safer practice in recruitment means applying due diligence to child protection and safeguarding and promoting the welfare of children and vulnerable adults at every stage of the process. The following outlines how Amy's Trust achieves this.

Application stage

Amy's Trust uses a standard application form for all candidates.

A consistent and thorough process for obtaining, collating, analysing and evaluating applicant information will be followed.

The process includes:

- Establishing members of the recruitment panel.
- Ensuring the job description makes reference to Amy's Trust's safeguarding commitment.
- Ensuring the person specification includes specific safeguarding reference about the 'suitability to work with children and vulnerable adults' and that a DBS will be required.
- Careful scrutiny of applicant information including gaps (which are investigated and documented, with reasons, in the interview file).
- Ensuring two independent references which require referees to respond to Amy's Trust's safeguarding commitment about the 'suitability to work with children and young people'.
- An interview that probes the candidate's suitability to fulfil the essential requirements of the post.
- Verifying the applicant's identity, enhanced DBS, academic and vocational qualifications, health and physical capacity, employment history and experience.
- Verifying the right to work in the UK and police checks (for overseas' candidates).
- Making further checks should a person have lived or worked outside of the UK.

Shortlisted staff will be subject to online searches as part of due diligence checks.

Conditional offer of employment

A conditional offer will only be made when the process recruitment process has been followed. In addition to:

- satisfactory completion of the probationary period.

NB: In any case where a reference has not been obtained on the preferred candidate before interview, the chair of the interview panel must ensure that it is received, all questions answered and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.

All checks will be:

- Documented and retained on the personnel file; and
- Followed up where they are unsatisfactory or there are discrepancies.

Induction records

Staff induction records are filed as a permanent record of this, including references. These are stored in staff personnel files in accordance with the Data Protection Act 2018 and UK GDPR.

Post-Appointment Induction

There is an induction programme for all staff (regardless of previous experience) appointed to Amy's Trust.

Purpose

- Provide training and information about policies and procedures (highlighting the process for reporting any safeguarding concerns).
- Support individuals.
- Confirm the conduct expected of staff within Amy's Trust and the process expected to engage in for building an authentic staff community which is integral to the space we hold (Staff Code of Conduct/ Authentic Community Building Agreements).
- Provide opportunities for a new member of staff to discuss concerns or issues about their role or responsibilities during the probation period/induction.
- Support other staff to recognise and address concerns or issues about the new member of staff's ability or suitability and address them effectively.
- In order to maintain safer working practices and a safeguarding first approach, staff conduct will be monitored which may include online searches.

Induction

The induction will consist of a number of activities included in the staff induction packs which comprise staff support/supervision plan, training plan and Amy's Trust 101 as out lined in the staff supervision and staff training policy.

Any areas of training that are identified as an area of interest and progression will be noted together with the staff member and can be completed on a voluntary basis or by agreement with the directors should the need for training fall within the scope of their role.

Monitoring

Staff monitoring will take place for the benefit of both the directors and the staff member. This is to ensure a positive working relationship is maintained where the professional needs of both parties can be discussed and met in line with the provision and staff member's development. Details of this can be found in the staff supervision policy.

DBS Checks

All trustees and staff members are required to have an enhanced DBS certificate.

This will include a barred list if the role includes regulated activity.

If the staff role does not include 'regulated activity', a barred list will not be requested.

Regulated activity is defined as

(Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012):

a) teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children,

b) work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.

DBS certificates will be transferable with a gradual transition to move all DBS' under the Amy's Trust CIO ukcrbs account and under the annual autorenewal service. Once members leave the Amy's Trust team the renewal service fees and the continuation of DBS update service will fall to the individual.

For staff registered with the DBS Update Service, an update check will be performed every year; providers contracting our service have permission to check the update system. Where an update check reveals a change of information, a new enhanced DBS check will be required.

We expect all staff to notify the directors of any cautions or convictions accrued whilst in the employment of this organisation. Failure to do so could result in disciplinary action. The process for managing positive disclosures is outlined below.

The DBS checks required for each role at Amy's Trust is outlined here:

Trustees: Enhanced DBS

Director: Enhanced DBS inc. barred list information

EFL practitioners: Enhanced DBS inc. barred list information

Advisors: Enhanced DBS (inc. barred list information for those in regulated activity)

Yard staff: Enhanced DBS

Administrative support: Enhanced DBS

Volunteers (horse/land): Risk assessment to determine if Enhanced DBS necessary (details of risk assessment process are outlined in the volunteers section of this policy).

Volunteers (children/ young people regulated activity): Enhanced DBS inc. barred list info

Volunteers (children/ young people no regulated activity): Risk assessment to determine if Enhanced DBS necessary (details of risk assessment process are outlined in the volunteers section of this policy).

All staff will sign to say they have read KCSIE Part 1 and for Trustees this expectation also includes Part 2 (see child protection policy, staff training policy and staff supervision policy).

Process for managing a positive DBS disclosure

1. Arrange a Meeting with the Applicant

-Discuss the disclosure:

Meet the applicant to review the DBS certificate, discuss the disclosed information, and obtain further explanation about the circumstances.

-Obtain consent:

Ask the applicant to sign a consent form allowing the organisation to copy the certificate and retain it on file for auditing purposes.

2. Conduct a Risk Assessment

-Assess relevance:

Determine if the disclosed information (conviction or caution) is relevant to the specific role being applied for.

-Contextualise:

Consider the seriousness, nature, and timing of the offense or incident and the applicant's explanation.

-Consider risk:

Evaluate any potential opportunities or risks the disclosure poses in relation to the duties of the role, especially concerning vulnerable groups.

Note: Amy's Trust works with vulnerable children and young people. Any indication of an applicant's prior action resulting in a positive disclosure that presents an increased risk to the children and

young people we serve will result in Amy's Trust being unable to consider such an applicant for a role at our organisation.

3. Seek Advice (If Necessary)

-Internal HR:

Consult the relevant HR or Safeguarding team member for advice and guidance on the implications of the disclosure before making a final decision.

- External agencies:

In some cases, it may be appropriate to consult with the Local Authority Designated Officer (LADO) for advice.

4. Make a Decision and Document

- Document the discussion:

Prepare a summary of the meeting and the risk assessment discussion, which should be signed by both the applicant and the manager.

- Record the decision:

Keep a confidential record of the assessment and any decision made, ensuring it is retained for future reference, such as during an inspection.

Consider implications:

The decision may lead to proceeding with employment, placing the individual on restricted duties, or, if the risk is too high, making the decision to not proceed with the offer of employment.

5. Ongoing Monitoring

- New disclosures:

We expect all staff to notify the directors of any cautions or convictions accrued whilst in the employment of this organisation. Failure to do so could result in disciplinary action.

The Single Central Record

We keep a Single Central Record (SCR) as described in Keeping Children Safe in Education 2025.

The SCR includes all trustees, employees, relevant consultants who are involved in regulated activity, and volunteers. The Amy's Trust SCR is recorded using Cliniko secure online management software which complies with the Data Protection Act 2018 and UK GDPR.

The Single Central Record records whether or not the following have been completed:

- Identity checks
- Barred list check (as relevant for those engaged in regulated activity)
- DBS certificate
- Qualification checks for any qualifications legally required for the job
- Checks of permission to work in the United Kingdom
- Further overseas criminal records checks where appropriate (see 'Keeping Children Safe in Education 2025 for advice on staff who have lived or worked out the United Kingdom).

Volunteers

Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Volunteers who, on an unsupervised basis work with children regularly OR on a one-off basis will be in regulated activity. Amy's Trust will obtain an enhanced DBS certificate

(including barred list information) for all volunteers who are new to working in regulated activity.

Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information). However, Amy's Trust may conduct a repeat DBS check (which should include barred list information) on any such volunteer should they have concerns.

There are certain circumstances where Amy's Trust may obtain an enhanced DBS certificate (not including barred list information), for volunteers who are not engaging in regulated activity. Employers are not legally permitted to request barred list information on a supervised volunteer as they are not considered to be engaged in regulated activity.

Amy's Trust will undertake a risk assessment and use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity.

In doing so we will consider:

- the nature of the work with children;
- what Amy's Trust knows about the volunteer, including formal or informal information offered by staff, parents/carers and other volunteers;
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability;
- whether the role is eligible for an enhanced DBS check;
- Where unsafe practice has been identified;
- Where any misconduct or unsafe practice is identified, then appropriate procedures will be followed (see child protection policy) in addition to the relevant internal reporting expectations.
- details of the risk assessment should be recorded and stored in line with the Data Protection Act 2018 and UK GDPR.

The Recruitment of Ex-Offenders

The Disclosure and Barring Service (DBS) will also assess the applicant's suitability for positions of trust so that that organisations comply fully with the expectations regarding safer recruitment and fair treatment of all applicants.

Amy's Trust will not discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.

Amy's Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all and believe that the right mix of talent, skills and potential ensure that Amy's Trust welcome applications from a wide range of candidates, including those with criminal records.

We select all candidates for interview based on their skills, qualifications and experience (as outlined in the person specification).

A disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a disclosure is required, all application forms, job adverts and recruitment briefs will contain a

statement that disclosure will be requested in the event of the individual being offered the position.

Where a disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process.

We request that this information is sent marked 'confidential' and addressed to the directors. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process if the candidate is offered the job. The information for those not offered the job will remain unopened and will be destroyed.

Unless the nature of the position allows Amy's Trust to ask questions about the applicant's entire criminal record, we will only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those at Amy's Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders eg the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar an applicant from working with us.

This will depend on the nature of the position and the circumstances and background of the offences. Where offences are disclosed a risk assessment may be required as part of a probationary period as outlined in our process for managing positive disclosures.