



Safer Recruitment Policy

Policy Statement

Essex Youth Build is committed to safeguarding and promoting the welfare of children and young people. We recognise that safer recruitment is an essential part of this commitment. Our recruitment and selection procedures are designed to deter, reject, and identify candidates who may pose a risk to children or vulnerable adults. This policy applies to all staff, volunteers, trustees, contractors, and agency staff engaged by Essex Youth Build.

Legal and Statutory Framework

This policy is underpinned by the following legislation and guidance:

- *Keeping Children Safe in Education* (DfE, updated annually)
- Working Together to Safeguard Children (HM Government)
- The Education Act 2002
- Safeguarding Vulnerable Groups Act 2006
- Rehabilitation of Offenders Act 1974 and Exceptions Order 1975
- Protection of Freedoms Act 2012
- DBS Code of Practice

Recruitment Principles

Essex Youth Build will:

- Ensure safeguarding is at the centre of all recruitment decisions.
- Operate fair, consistent, and transparent recruitment processes.
- Ensure all applicants are treated with dignity and respect.
- Prevent unlawful discrimination in accordance with the Equality Act 2010.
- Only confirm appointments once all required checks are completed and satisfactory.

Recruitment Procedures

Advertising and Applications

- All job adverts and role descriptions will state our commitment to safeguarding and safer recruitment.
- Applicants will be informed that an enhanced DBS check (with barred list information where applicable) is required.
- Application forms must be fully completed; CVs alone will not be accepted.

Shortlisting

- At least two people will be involved in the shortlisting process.



- Applicants' employment history will be scrutinised for unexplained gaps.

Interviews

- Interviews will be conducted by a minimum of two trained panel members.
- At least one panel member must have completed safer recruitment training.
- Candidates will be asked safeguarding-related questions to test their suitability.

Pre-employment Checks

Before commencing employment or volunteering, the following checks will be completed:

- Right to work in the UK check
- Verification of identity
- Two satisfactory references (one from the most recent employer)
- Enhanced DBS check
- Overseas checks for individuals who have lived or worked abroad
- Childcare disqualification declaration (where applicable)
- Verification of mandatory qualifications (where applicable)

Induction

All new staff and volunteers must:

- Read and sign the *KCSiE Part 1* declaration
- Complete Prevent training
- Complete Safeguarding Level 2 training
- Be made aware of Essex Youth Build's safeguarding policies and reporting procedures

Ongoing Employment and Monitoring

- Staff and volunteers must disclose any changes in circumstances that may affect their safeguarding suitability.
- DBS checks will be renewed in line with Essex Youth Build's policy (typically every 3 years).
- Safeguarding training will be refreshed regularly.
- Supervision and appraisal will include safeguarding responsibilities.

Agency and Third-Party Staff

- Essex Youth Build will only use agencies that can demonstrate compliance with safer recruitment practices.



- Written confirmation of completed pre-employment checks must be obtained from agencies before staff commence work.

Record Keeping

- A Single Central Record (SCR) of recruitment and vetting checks will be maintained and regularly reviewed.
- All recruitment documentation will be securely stored in compliance with GDPR.

Allegations and Concerns

Any concerns about the conduct of staff or volunteers will be dealt with in line with Essex Youth Build's Safeguarding and Child Protection Policy and relevant statutory guidance.

Safer Recruitment Policy – Letter of Assurance

Essex Youth Build fully complies with the Enhanced Disclosure and Barring Service (DBS) Code of Practice and all safer recruitment requirements.

Pre-employment / Pre-volunteering Checks

Before any member of staff or volunteer commences work with Essex Youth Build, the following checks must be completed and verified:

- Right to work in the UK check
- Verification of identity
- Two satisfactory employment references
- Enhanced DBS check (satisfactory outcome)
- Additional checks for individuals who have lived or worked overseas
- Childcare disqualification declaration (where applicable)
- Verification of mandatory qualifications (where applicable)

Mandatory Induction Requirements

All staff and volunteers are required to:

- Read and sign the *Keeping Children Safe in Education (KCSiE) Part 1* declaration
- Complete Prevent training
- Complete Safeguarding Level 2 training

Assurance

No member of staff or volunteer will be permitted to commence duties within Essex Youth Build until all of the above checks and requirements have been fully satisfied.