




Foreland Fields Charity

Safer Recruitment Policy

Date of Last Review	6 th May 2025
Review Cycle	Annually
Date (Month / Year) of Next Review	6 th May 2026
Date Policy was Ratified by charity	6 th May 2025
Named Lead for Writing/Review	Jeremy Edwards
Category of the Policy	Safeguarding
Signed – Chair	6 th May 2025
	

Purpose

The purpose of this policy is to make sure that the Charity recruit suitable people. We will ensure that at least one of those trustees involved in the recruitment of trustees'/volunteers have received appropriate safer recruitment training. We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of everyone that engages with our services. As a charity that works with those with special educational needs and disabilities and hires to schools and similar settings, our approach to safer recruitment reflects that expected of a school.

Advertising

When looking to recruit, we will make clear:

- Our commitment to safeguarding
- That safeguarding checks will be undertaken
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children or vulnerable adults
- Whether or not the role is exempt from the [Rehabilitation of Offenders Act 1974 \(Exceptions\) \(Amendment\) \(England and Wales\) Order 2023](#). If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account
- That it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- Our safeguarding and safer recruitment policies
- Ensure all applicants use the charity application form (Appendix 1). We will not accept CVs

Shortlisting

Our shortlisting process, where required, will involve at least two people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns
- Social media search

We will carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that online searches may be carried out as part of the recruitment process.

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children / vulnerable adults, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
 - If they have a criminal history
 - Whether they are included on the barred list
 - Whether they are prohibited from teaching (if applicable)

- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
- Any relevant overseas information
- Sign a declaration confirming the information they have provided is true

Employment History Checks and Seeking References

We will obtain references prior to appointment (unless permission to do so has not been given). Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

- Not accept open references
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed

Selection and confirmation

When selecting and confirming candidates, we will:

- Explore any potential areas of concern to determine the candidate's suitability to work with children or for a charity.
- Ensure at least one interviewer has up to date safer recruitment training

Pre-appointment vetting checks

We will record all information on the checks carried out in the single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New trustees'

All offers of appointment will be conditional until satisfactory completion of the necessary checks. When appointing new trustees', we will:

- Verify their identity
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the

certificate before appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken.

- Obtain a separate barred list check if they will start work in regulated activity before the charity DBS certificate is available.
- Verify or declare any current or prior bankruptcy.

Regulated Activity

Regulated activity means a person who will be:

- Responsible, on a regular basis for teaching, training, instructing, caring for or supervising children
- Carrying out paid, or unsupervised unpaid, work regularly where that work provides an opportunity for contact with children
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

Existing Staff

In certain circumstances we will carry out all the relevant checks on existing trustees' as if the individual was a new member of trustees. These circumstances are when:

- There are concerns about an existing member of trustees' suitability to work with children
- An individual moves from a post that is not regulated activity to one that is
- There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in relevant conduct
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#)
- We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm)
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

Contractors

We will ensure that any contractor, or any trustee of the contractor, who is to work at the charity has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity

- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors. We will not keep copies of such checks for longer than 6 months. Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances. We will check the identity of all contractors and their trustees on arrival at the charity.

Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Obtain two references, one being the most recent employer
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment

Trustees'

All trustees will have the following checks:

- An enhanced DBS check with barred list information
- A section 128 check (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#))
- Identity
- Other checks deemed necessary if they have lived or worked outside the UK

Recruitment of Ex-Offenders

As a charity using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, the charity complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

The charity will not unfairly discriminate against any candidate on the basis of conviction or other details revealed. The charity makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the charity. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the charity to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the charity to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the charity to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare as set out in the statutory guidance [Disqualification under the Childcare Act 2006](#).

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the charity. The charity will report the matter to the Police and/or the DBS if:

- the charity receives an application from a disqualified person
- is provided with false information in, or in support of an applicant's application
- the charity has serious concerns about an applicant's suitability to work with children

If the failure to disclose is discovered after employment has started, it may lead to summary dismissal on the grounds of gross misconduct.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a DBS check, the charity will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question
- whether the conviction or caution is 'protected' as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) \(Amendment\) \(England and Wales\) Order 2023](#) (if yes, it will not be taken into account)
- the seriousness of any offence or other matter revealed
- the length of time since the offence or other matter occurred
- whether the applicant has a pattern of offending behaviour or other relevant matters
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person

If the post involves regular contact with children, it is the charity's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the charity's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the charity's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

Version Control - Approval and Review

Version No.	Approved by	Approval Date	Main Change	Review Period
1.0	Andy Bull	6th May 2025	Initial policy approved	Annually

Appendix 1 – Application Form

Application Form - Confidential



Post Title	
<p>This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. Please refer carefully to the information you have been provided for this post.</p> <p>Please ensure you complete ALL sections of the application form. Your application will be treated in the strictest confidence.</p>	

Part 1: Personal Details

Name:		Previous Surname	
Address:		Alternative Address:	
Telephone – Home:		Mobile:	
Work:		Email:	
Teacher Reference No: (if applicable)			
National Insurance No:			

Disclosure of relationship

Are you related to any Director of the charity or a member of charity trustees'? (If YES, please provide details)

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How did you become aware of this vacancy?

Media	Date	Reference

Part 2: Competency

Further / Higher Education and Training	
<u>Original</u> documentation of qualifications will be required prior to an appointment. (Continue on a separate sheet if necessary, giving page number and title heading)	
Education Establishment	
Dates of Study	
Qualification Type	
Grade	
Date of Award	
Education Establishment	
Dates of Study	
Qualification Type	
Grade	
Date of Award	
Education Establishment	
Dates of Study	
Qualification Type	
Grade	
Date of Award	
Education Establishment	
Dates of Study	
Qualification Type	
Grade	
Date of Award	

Secondary Education

Please give details of your secondary education, including qualifications received. (Continue on a separate sheet if necessary, giving page number and title heading)

Secondary School			
Dates of Study			
Qualifications	Exam	Date	Result / Grade

In-Service Training and Development

Please give details of relevant courses and training undertaken in the last five years.

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Employment History

Please give details of all jobs held after the age of 18, including part time and unpaid work, starting with your current or most recent employer. Please explain any gaps. (Continue on a separate sheet if necessary, giving page number and title heading)

When giving details of employment working with children and/or vulnerable adults please include the age range, approximate roll number and establishment type.

Employer	
Role	
Employment Dates	
Salary upon leaving	
Reason for leaving	
Roles and responsibilities	
Employer	
Role	
Employment Dates	
Salary upon leaving	
Reason for leaving	
Roles and responsibilities	
Employer	
Role	
Employment Dates	
Salary upon leaving	
Reason for leaving	
Roles and responsibilities	

Time not accounted for

Please give details of any time you have not accounted for below.

Other Skills and interests

Please include languages (spoken / written), computers, etc. Please provide details of any community or voluntary work experience.

Reason for Application

In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this post (where set out in the person specification). Remember to consider experience in previous employment and relevant experience outside of paid work e.g. that gained at home, through the community or through leisure / education activities. (Continue on a separate sheet if necessary, giving page number and title heading)

References

Please indicate two people who can provide references - one of whom should be your present/most recent employer. Students should include their University/College tutor. References will be taken up before an offer of employment is made and may be taken up prior to interview.

Where you are currently working in a school / academy one reference should be from your current Headteacher. Where you are not currently working in a school or childcare setting but have done so in the past, one reference should be from your most recent children's workforce referee.

The charity reserves the right to request alternative referees where felt appropriate to fulfill safer recruitment requirements.

Please tick here to confirm you are happy for references to be requested prior to interview:
(If NO, please provide details)

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Name:		Name:	
Address:		Address:	
Telephone:		Telephone:	
Email:		Email:	
Occupation		Occupation	

Criminal Record

You are advised that this post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

Any appointment will therefore be dependent upon the completion of a satisfactory Disclosure and Barring Service (DBS) Check.

Please note it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

You are asked to provide details of all unspent convictions and spent convictions and cautions that would not be filtered at the point of application by completing a self-disclosure declaration.

Your self-disclosure declaration will only be viewed by the recruiting manager if you are shortlisted for interview.

Right to Work in the U.K	
All shortlisted candidates will be required to evidence their right to work in the UK at interview stage.	
Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? (If YES, please provide details)	
If you are successful in your application, would you require a work permit prior to taking up employment?	
Yes	No

General
Health Declaration Successful candidates will be asked to complete a pre-employment health assessment prior to commencing work.

Data Protection Statement
I hereby give my consent for the charity to which this application relates to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of trustees' and the prevention and detection of fraud. This information may be shared with third party organisations including, but not exclusive to, the county council, payroll providers, the DBS, the police and other third parties as defined by the General Data Protection Regulations and Data Protection Act 2018 and related legislation. All information will be dealt with in accordance with data protection legislation.

Declaration
By submitting this form, I declare that the information is complete and accurate, and I understand that any offer of employment is subject to satisfactory completion of the applicable pre-employment checks. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Signed:		Date:	
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Application for Post

Equal Opportunities Monitoring

Applicants Name	
Post Title	
<p>We are striving to create a working environment and culture that recognises and values people's differences. We will only do this by attracting, recruiting and retaining the most creative and talented people who reflect all sections of our community. To understand if we are achieving this, it is important that you complete this monitoring form. The information you give is confidentially managed and is not seen by recruiting managers. If you decide not to complete some or all of the form, we will record that your choice is to 'not declare'.</p>	

Ethnic Origin (These are approved by the commission for Racial Equality)			
Ethnic Origin	Gender	Age Range	Religion / Belief
Disability Applicants from disabled people are welcome and disabled applicants who meet the minimum Criteria and guaranteed an interview. We want to ensure that disabled people are considered on an equal basis by providing appropriate access and equipment. To help us do this, please answer the following questions:			
Do you consider yourself to be disabled?			
(if YES, is there anything you would like to tell us about your disability?)			
Do you wish to arrange for any of the following to be available, if you are called for interview?	Accessible car parking	<input type="checkbox"/>	
	Assistance in and out of a vehicle	<input type="checkbox"/>	
	Wheelchair access	<input type="checkbox"/>	
	Accessible toilet	<input type="checkbox"/>	
	Someone with you at interview (i.e. advocate or facilitator)	<input type="checkbox"/>	
	Sign language interpreter (please state type in the box above)	<input type="checkbox"/>	
	Induction loop or other hearing enhancement	<input type="checkbox"/>	
	Keyboard for written tests	<input type="checkbox"/>	

You should return this completed form in an envelope marked 'Confidential – FAO charity's Diversity Officer' along with your completed application form.

The information you have given will be treated as confidential and is necessary to enable us to provide appropriate adjustments and facilities at your interview. Thank you for providing this information.