



Publicly Available

# Safer Recruitment & Induction Policy

Current Document Version: 2.0

Issue Date: 11 August 2026

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## Document Management

### Document Identification

|                  |                                      |       |                |
|------------------|--------------------------------------|-------|----------------|
| Name of Process: | Safer Recruitment & Induction Policy |       |                |
| Current Version: | 2.0                                  | Date: | 11 August 2026 |
| Security Level:  | Public                               |       |                |

### Ownership

The Document Owner below is accountable for ensuring that this company document is managed, maintained and reviewed in line with Dare2Dream requirements.

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### Storage & Use

The master version of this policy is maintained within Dare2Dream Foundation's document management system and is subject to version control and periodic review.

This policy is published on the Dare2Dream Foundation [website](#) to provide transparency regarding the organisation's safer recruitment and safeguarding practices and may be accessed by employees, volunteers, parents, carers, schools, local authorities, commissioners and other stakeholders.

Printed or downloaded copies are considered uncontrolled documents. Users should refer to the version published on the Dare2Dream Foundation website or held within the organisation's document management system to ensure they are viewing the most current version.

## Referenced Documents

| Description                               |                        |
|-------------------------------------------|------------------------|
| Safeguarding & Child Protection Policy    | Lone Working Policy    |
| Code of Conduct & Professional Boundaries | Whistleblowing Policy  |
| Equality, Diversity & Inclusion Policy    | GDPR Policy            |
| Disciplinary Policy                       | Health & Safety Policy |
| Probation Policy                          |                        |

## History

| Version | Date       | Author          | Description                                                                                                                                                                                                   |
|---------|------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.0     | 16/06/2019 | Jenni Delaney   | Policy Creation                                                                                                                                                                                               |
| 1.1     | 17/08/2020 | Jenni Delaney   | Reviewed and updated                                                                                                                                                                                          |
| 1.2     | 14/08/2021 | Cheryl Monaghan | Reviewed and updated                                                                                                                                                                                          |
| 1.3     | 22/08/2022 | Cheryl Monaghan | Reviewed and updated                                                                                                                                                                                          |
| 1.4     | 01/09/2023 | Cheryl Monaghan | Reviewed and updated                                                                                                                                                                                          |
| 1.5     | 01/09/2024 | Cheryl Monaghan | Reviewed and updated                                                                                                                                                                                          |
| 1.6     | 01/11/2025 | Carl Meehan     | Reviewed and updated                                                                                                                                                                                          |
| 2.0     | 11/08/2026 | Carl Meehan     | Full policy review and rewrite to align with KCSIE 2026, safer recruitment requirements, updated onboarding processes, Occupational Health referrals, digital onboarding systems and organisational practice. |

## Scope of this Policy

This policy sets out Dare2Dream Foundation's approach to safer recruitment, pre-employment checks, onboarding, induction and probation. It applies to all employees, sessional workers, agency workers, consultants, contractors, volunteers, trustees and any other individual engaged to work on behalf of the organisation.

The policy supports Dare2Dream Foundation's commitment to safeguarding and promoting the welfare of children and young people and should be read alongside the organisation's Safeguarding & Child Protection Policy, Staff Code of Conduct and other associated policies.

This policy is non-contractual and may be amended where necessary to reflect changes in legislation, statutory guidance or organisational requirements.



## Safer Recruitment & Induction Policy

### 1. Introduction

Dare2Dream Foundation recognises that safeguarding begins with safer recruitment. The organisation is committed to recruiting individuals who are suitable to work with children and young people and who share the organisation's values and commitment to safeguarding.

Safer recruitment extends beyond pre-employment vetting and includes rigorous selection processes, effective induction, ongoing supervision, training, and the continued monitoring of professional conduct throughout employment.

Recruitment decisions will always be based on a balanced assessment of an individual's skills, experience, qualifications, values and suitability for the role, whilst ensuring that safeguarding remains a primary consideration.



## 2. Aims and Objectives

The aims of this policy are to:

- Attract and recruit individuals who are suitable to work with children and young people.
- Prevent unsuitable individuals from gaining access to children and young people through employment or volunteering opportunities.
- Ensure recruitment processes are fair, transparent, consistent and compliant with legal requirements.
- Promote equality, diversity and inclusion throughout recruitment and employment practices.
- Maintain effective systems of pre-employment checking and onboarding.
- Ensure all staff understand their safeguarding responsibilities from the commencement of employment.
- Support new starters to develop the knowledge, skills and confidence required to perform their role safely and effectively.



### 3. Responsibilities

Effective safer recruitment requires clear accountability throughout the organisation.

#### 3.1 Senior Management Team (SMT)

SMT is responsible for ensuring appropriate safeguarding oversight and for receiving assurance that safer recruitment arrangements are effective and compliant with statutory requirements.

#### 3.2 Senior Leadership Team (SLT)

SLT is responsible for implementing this policy, maintaining effective recruitment and onboarding processes, and ensuring that safeguarding remains central to all recruitment decisions.

#### 3.3 Managers

Managers involved in recruitment are responsible for ensuring that recruitment processes are conducted fairly, consistently and in accordance with this policy. They are also responsible for ensuring that employees complete induction requirements and successfully pass their probationary period.

#### 3.4 Human Resources

Human Resources is responsible for coordinating recruitment administration, completing and recording pre-employment checks, maintaining the Single Central Register, supporting onboarding activities and monitoring compliance with this policy.

#### 3.5 Employees, Volunteers and Contractors

All employees, volunteers and contractors are responsible for complying with safeguarding requirements, participating in required training, reporting concerns, and informing the organisation of any circumstances that may affect their suitability to work with children and young people.

## 4. Legal Framework

This policy has been developed with reference to relevant legislation and statutory guidance, including:

- Keeping Children Safe in Education (KCSIE) 2026.
- The Prevent Duty Guidance for England and Wales.
- The Safeguarding Vulnerable Groups Act 2006.
- The Rehabilitation of Offenders Act 1974.
- The Equality Act 2010.
- The Data Protection Act 2018.
- UK General Data Protection Regulation (UK GDPR).
- Disclosure and Barring Service (DBS) guidance and the DBS Code of Practice.

Where legislation or statutory guidance changes, Dare2Dream Foundation will review and update this policy accordingly.

Dare2Dream Foundation is committed to ensuring recruitment decisions are made fairly and without discrimination. The organisation values diversity and will make reasonable adjustments throughout recruitment, onboarding and employment where required.



## **5. Safer Recruitment**

### **5.1 Advertising and Applications**

All recruitment activity will reflect Dare2Dream Foundation's commitment to safeguarding. Recruitment advertisements, job descriptions and application information will make clear that safeguarding checks form part of the recruitment process and that successful applicants may be required to undergo enhanced DBS checks.

Applicants will normally be required to complete an application form which enables the organisation to obtain consistent information regarding employment history, qualifications and experience. Any inconsistencies, unexplained gaps in employment or concerns identified during the application process may be explored further during selection.

### **5.2 Shortlisting and Interviews**

The organisation aims to ensure that recruitment decisions are objective and evidence-based. Wherever possible, shortlisting and interviews will involve more than one member of staff, and at least one member of the interview panel should have completed Safer Recruitment Training.

Interviews will assess not only a candidate's experience and competence but also their understanding of safeguarding responsibilities, professional boundaries and their suitability to work with children and young people.

### **5.3 Online Searches**

As part of the safer recruitment process, Dare2Dream Foundation may conduct online searches of shortlisted candidates using publicly available information. The purpose of these searches is to identify information relevant to an individual's suitability for the role and to explore any safeguarding or reputational concerns that may arise.

Online searches will be carried out in a proportionate manner and will never involve attempts to access private accounts or restricted content.

### **5.4 References**

A minimum of two references will normally be obtained before employment is confirmed. References will be reviewed carefully to verify employment history and identify any concerns relating to conduct, performance or suitability to work with children and young people.

Where clarification is required, referees may be contacted to verify or discuss information provided.

### **5.5 Recruitment of Ex-Offenders**

Dare2Dream Foundation is committed to treating all applicants fairly and will not discriminate unfairly against any applicant on the basis of a conviction or other information disclosed through a DBS check.

The organisation recognises that having a criminal record does not automatically make an individual unsuitable for employment. Any disclosure will be considered on its own merits, taking into account factors such as the nature of the offence, its relevance to the role, the time elapsed since the offence and any evidence of rehabilitation.



## 6. Pre-Employment Checks

Employment with Dare2Dream Foundation is conditional upon the satisfactory completion of all required pre-employment checks.

### 6.1 Identity and Right to Work Checks

The organisation will verify the identity of successful candidates and confirm their right to work in the United Kingdom in accordance with current legal requirements. Relevant qualifications and professional registrations will also be verified where these are required for the role.

### 6.2 DBS Checks

Where a role involves regulated activity or otherwise requires a criminal record check, Dare2Dream Foundation will obtain an enhanced DBS certificate and, where appropriate, a Children's Barred List check.

Applicants subscribed to the DBS Update Service may be permitted to use their existing certificate where it is appropriate for the role. Identity will still be verified and the organisation will obtain consent before carrying out a status check through the Update Service.

Where operationally necessary, identity verification for DBS purposes may be undertaken remotely in accordance with current DBS guidance. Original documents must be presented during a live video call and physically inspected at the earliest reasonable opportunity.

### 6.3 Overseas Checks

Additional checks may be undertaken where candidates have lived or worked overseas. These checks may include overseas criminal record information, certificates of good conduct or verification from previous employers and professional bodies.

### 6.4 Occupational Health Assessments

As part of the onboarding process, successful candidates are required to complete a confidential Health Questionnaire.

Completion and submission of the questionnaire authorises Dare2Dream Foundation to make a referral to its Occupational Health provider where appropriate. Where a referral is made, relevant information may be shared, including the individual's telephone number, date of birth, health disclosures and details relating to the duties of the role.

The Occupational Health assessor will consider whether the individual is fit for work and advise the organisation on any reasonable adjustments or workplace support that may be appropriate. The organisation will give proper consideration to all recommendations in line with its obligations under the Equality Act 2010.

All health information will be processed confidentially and in accordance with data protection legislation.

Occupational Health assessments are used to assess fitness for work and identify workplace support requirements and reasonable adjustments. Health information will not be used unlawfully in recruitment decision-making.



## 7. Single Central Register (SCR)

Dare2Dream Foundation maintains a Single Central Register (SCR) to record recruitment and safeguarding checks completed on relevant individuals.

The SCR provides evidence that required checks have been completed and enables the organisation to monitor ongoing compliance with safer recruitment requirements. The register is maintained by authorised personnel and is reviewed regularly and formally audited at least quarterly.



## 8. Agency Staff, Contractors and Volunteers

The organisation recognises that safeguarding responsibilities extend to all individuals delivering services on its behalf.

Where agency workers or contractors are engaged, Dare2Dream Foundation will seek written confirmation that appropriate recruitment and safeguarding checks have been completed before work commences. The organisation will also ensure that individuals receive relevant safeguarding information and understand local expectations.

The Dare2Dream Foundation works in partnership with schools, local authorities, NHS services, commissioned providers and other organisations. Where appropriate, the organisation may seek written assurance that suitable safeguarding arrangements, safer recruitment practices and risk management processes are in place within partner organisations and service delivery locations.

Volunteer recruitment arrangements will be proportionate to the nature of the role. Where volunteers undertake regulated activity or have regular unsupervised contact with children and young people, appropriate safeguarding checks will be completed. Volunteers who have not completed the full safer recruitment process will be supervised appropriately.



## 9. Digital Onboarding Systems

Dare2Dream Foundation uses secure digital systems to support recruitment, onboarding and employment administration.

Google Forms may be used to collect onboarding information, employee declarations, health questionnaires, emergency contact details, training records and induction confirmations.

Dropbox Sign may be used to issue contracts of employment, obtain policy acknowledgements, collect declarations and manage other employment-related documentation requiring electronic signatures.

Documents issued through Dropbox Sign are sent via secure electronic links and include an audit trail recording document activity, completion times and signatory information. Access to onboarding documentation is restricted to authorised personnel and all information is processed in accordance with UK GDPR, the Data Protection Act 2018, and the organisation's Data Protection Policy.



## **10. Induction and Probation**

### **10.1 Induction Programme**

All new employees will complete a structured induction programme designed to ensure they understand the organisation, their role, and their responsibilities for safeguarding children and young people.

The induction programme will include safeguarding training, relevant organisational policies, professional conduct expectations, online safety awareness, information governance requirements and any role-specific learning required for the position. Employees will also complete an HR induction through the Dare2Dream Team Hub and Sexual Harassment Awareness Training through the organisation's e-learning platform.

Employees must complete all required induction activities before undertaking unsupervised work where this is relevant to their role.

Following induction, employees will be expected to complete periodic safeguarding refresher training and any mandatory learning required as a result of changes to legislation, statutory guidance, organisational requirements or identified development needs.

### **10.2 Team Hub**

The Dare2Dream Team Hub serves as a central resource for new employees and provides access to organisational information, policies, procedures, guidance documents, learning resources and operational information required to support staff in their roles.

The Team Hub also provides access to Viva Engage, Dare2Dream Foundation's internal social communication platform. Viva Engage enables employees to connect with colleagues, share updates, celebrate achievements, access organisational communications and engage with the wider Dare2Dream community. Employees are encouraged to use the platform professionally and in accordance with the organisation's Code of Conduct, Social Media and Information Governance requirements.

### **10.3 Induction Sign-Off**

As part of the induction process, employees will be required to complete any mandatory quizzes, assessments or knowledge checks associated with their training.

Employees must also complete declaration forms confirming that they have completed their mandatory training, read and understood relevant policies, understand their safeguarding responsibilities and feel confident to begin undertaking their duties.

Managers are responsible for monitoring induction progress and ensuring that any identified learning or support needs are addressed.

### **10.4 Lone Working**

Given the nature of Dare2Dream Foundation's services, some employees may deliver support in homes, schools and community settings. Where relevant, employees must receive appropriate lone working guidance and training before undertaking activities independently.

## **10.5 Probation**

All new employees will normally complete a six-month probationary period. During this time, managers will review performance, conduct, training completion, safeguarding practice and overall suitability for continued employment.

Probation provides an opportunity to identify support needs, address concerns and ensure that employees are able to meet the standards expected by the organisation.



## **11. Safeguarding Expectations**

### **11.1 Low-Level Concerns**

Dare2Dream Foundation recognises the importance of identifying and addressing low-level concerns about adult behaviour. Employees are expected to report concerns promptly, even where conduct does not meet the threshold for formal disciplinary action.

Low-level concerns will be recorded, reviewed and managed in accordance with the organisation's safeguarding procedures.

Where concerns relate to safeguarding practice or organisational conduct, employees may also utilise the organisation's Whistleblowing Procedure.

### **11.2 Employee Disclosure Responsibilities**

Employees are required to inform the organisation of any matter that may affect their suitability to work with children and young people. This includes relevant criminal investigations, cautions, convictions, safeguarding enquiries, regulatory investigations or professional restrictions.

The organisation will consider any disclosure carefully and determine whether any action is required to protect children, young people, staff or the organisation.



## **12. Monitoring, Review and Assurance**

The Senior Leadership Team is responsible for ensuring that this policy is implemented effectively and remains compliant with current legislation and guidance.

The policy will be reviewed annually or sooner where required as a result of legislative changes, updates to statutory guidance, safeguarding reviews, audit findings or organisational developments.

Lessons learned from safeguarding incidents, recruitment activity and quality assurance processes will be used to strengthen practice and improve compliance.

