



Safer Recruitment & Induction Policy

Safer Recruitment & Induction Policy (Updated for KCSIE 2025)

Policy created: June 2019

Policy reviewed: November 2025 – Carl Meehan

Next review date: November 2026

Scope

This policy applies to all Dare2Dream Foundation (D2D) employees and is non-contractual and without prejudice to statutory rights. It applies to anyone responsible for recruiting and inducting staff and volunteers, and all who participate in shortlisting and interview panels.

Introduction

The Dare2Dream Foundation is committed to safeguarding and promoting the welfare of children and young people. Safer recruitment is a key part of our safeguarding culture. We ensure that effective systems are in place to recruit staff, agency staff, and volunteers safely, not only by vetting before employment but also by monitoring conduct and addressing any inappropriate behaviour during employment.

Aims & Objectives

We aim to:

- Recruit the best people available on the basis of merit, ability, and suitability for the role.
 - Take all reasonable steps to prevent unsuitable people from working with children.
 - Ensure compliance with relevant legislation and statutory guidance including:
 - **Keeping Children Safe in Education (KCSIE) 2025**
 - **The Prevent Duty Guidance for England and Wales**
 - **Disclosure and Barring Service (DBS) requirements**
 - **Education (Independent School Standards) Regulations 2014**
 - Ensure safer recruitment practices are consistent, transparent, and promote equality, diversity, and inclusion.
 - Provide a robust induction and probation process.
 - Ensure staff understand their responsibilities for safeguarding, including **online safety**.
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Safer Recruitment Practices

To ensure safer recruitment, we will:

- Advertise all posts with a clear safeguarding commitment.
 - Provide application packs with full safeguarding information.
 - Require standard application forms (CVs alone are not accepted).
 - Conduct online searches of shortlisted candidates to identify potential safeguarding or reputational issues.
 - Use a minimum of two people for shortlisting and interviewing; at least one interviewer must have up-to-date **Safer Recruitment Training**.
 - Obtain at least two written references (verified by phone if necessary), two forms of ID, and original qualification certificates.
 - Carry out **enhanced DBS checks with barred list checks** where required.
 - Ensure right-to-work and prohibition checks are completed.
 - Record all checks in the **Single Central Register (SCR)**.
 - Confirm agencies/contractors have conducted **all statutory checks** before staff/volunteers begin work.
 - Incorporate the views of children, young people, and families wherever appropriate.
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Single Central Register (SCR)

The SCR is maintained in line with statutory requirements and includes:

- All employees working at the foundation.
- Supply staff employed directly or through agencies.
- Volunteers, contractors, and others in regular contact with children.

For each person, the SCR records:

- Identity checks, DBS check details (including barred list check), right-to-work check, references, prohibition check, qualifications, and date of checks.
- Who carried out the check and the outcome.

The HR Coordinator audits the SCR regularly and reports findings.

DBS Checks and Portability

- All staff and volunteers working with children must have an **enhanced DBS check**.
- Applicants may use the **DBS Update Service**. D2D will:
 - Obtain consent to carry out an update search.
 - Verify identity and check the original certificate.
 - Confirm appropriate workforce and level of check.

DBS Identity Verification – November 2025 Update

In line with the updated DBS ID guidance effective from 1st November 2025, Dare2Dream will adopt Option 3 for identity verification. For roles where in-person verification is impractical due to outreach capacity, HR will arrange a secure live video call during onboarding to verify identity documents.

This process will:

- Ensure compliance with DBS requirements for remote verification.
- Require candidates to present original documents on camera during the video call.
- Be conducted by an HR representative trained in DBS ID verification.
- Include day-one reconciliation, where originals are physically checked when the employee first attends an office or designated location.
- Be documented and recorded in the Single Central Register (SCR).

Induction Programme

All new employees will receive a thorough induction including:

- Safeguarding & Child Protection Policy.
- Staff Code of Conduct.
- **KCSIE Part One (2025 update)**.
- Online safety training and awareness of filtering/monitoring systems.
- Procedures for reporting safeguarding concerns, including **low-level concerns**.

A six-month probation period will address training needs and assess suitability.

Low-Level Concerns

D2D recognises the importance of addressing low-level concerns about staff behaviour that may not meet the threshold for formal action but could indicate a pattern or risk. All staff are expected to report such concerns, which will be recorded, reviewed, and acted upon in line with KCSIE 2025 guidance.

Contractors and Agency Staff

- Contractors must complete the same checks as employees.
 - Agencies must confirm in writing that all statutory pre-employment checks (DBS, right to work, references, prohibition orders, qualifications, etc.) have been completed.
 - D2D independently verifies identity and original DBS certificates before work commences.
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Monitoring and Review

- D2D management commits to reviewing this policy annually.
 - Updates will be made in line with legislative changes and statutory guidance.
 - Lessons learned from safeguarding audits, incidents, or reviews will inform improvements.
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Guidance documents referenced:

- Keeping Children Safe in Education (KCSIE) 2025 – Part One (mandatory for all staff)
- Prevent Duty Guidance for England and Wales
- DBS Code of Practice
- Education (Independent School Standards) Regulations 2014