

Policy or Procedure:	Safer Recruitment
Policy Suite:	HR
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BDSIP is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Safer recruitment practices are a fundamental part of this commitment and help to ensure that all appointments are made following a robust, fair and transparent process.

The Safer Recruitment Checklist contained in the appendix provides a practical framework for implementing the requirements set out within the BDSIP Safer Recruitment Procedure. It is designed to support recruiting managers in planning, recording and evidencing the completion of all required recruitment, safeguarding and pre-employment checks throughout the recruitment process.

A completed checklist must be retained for every recruitment exercise and should be used to demonstrate that appropriate approvals, safeguarding considerations, selection activities and pre-employment checks have been completed before an appointment is confirmed.

The checklist is intended to support compliance with BDSIP policies and statutory safeguarding requirements but does not replace the responsibility of recruiting managers to exercise professional judgement or to ensure that recruitment activities are conducted in accordance with current legislation, guidance and organisational procedures.

To support the consistent application of safer recruitment principles, at least one member of every recruitment panel must have completed Safer Recruitment training and should act as the Lead Interviewer. However, BDSIP's expectation is that, wherever practicable, all panel members will have undertaken Safer Recruitment training. Completion of this training is mandatory for the Executive Team and all Service Leads. Other staff involved in recruitment are actively encouraged to complete the training and may do so through the online course available via Flick Learning.

The checklist in Appendix A should be completed for each recruitment exercise.

Appendix: Safer Recruitment and Selection Procedure

Position applied for	
Date	
Lead Interviewer	
Exec Team LM	

	Initials	Date	N/A
Approval to Recruit			
Confirmation that the post is included in a team business plan or that resources have been identified and agreed by the Executive Team or Board as appropriate, including any advertisement costs.			
Planning			
Timetable for the recruitment process is agreed			
Job specification and description must include reference to BDSIP's commitment to safeguarding and where applicable, how safeguarding considerations will apply to the specific role. This and other related documents to be reviewed and updated, as necessary, with sign off by the appropriate Executive Lead.			
Interview panel, which should have at least 3 members, including a Lead Interviewer who has completed Safer Recruitment Training for posts working with children and vulnerable adults <u>within the last 12 months</u> . Panel members should all have authority to appoint. We recommend that all panel members have undertaken Safer Recruitment training as far as reasonably practical.			
Timetable for the Recruitment Day is agreed.			
Activities for the assessment process are planned. These should be relevant to the role. Planning should also consider how we might best form a view on the candidate's cultural fit within the organisation: for example, inviting BDSIP colleagues to an informal 'meet and greet' as part of the assessment day.			
Questions are planned. These should: • Be relevant to the role • Explore cultural fit within the organisation • Explicitly address the candidates' understanding, approach and attitude to safeguarding for candidates who might have direct access to children or vulnerable adults as part of their role. BDSIP does not appoint candidates who do not meet the agreed criteria for the safeguarding question.			
All planning is shared with the HR and Business Support Officer who will co-ordinate support for the assessment day and manage the recruitment process.			

Vacancy advertised			
All potential candidates should complete the BDSIP Application Form, which seeks all relevant information about employment history and includes relevant statements about references, safeguarding etc.			
Advertisement includes BDSIP's statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked, if appropriate.			
Applications: On receipt			
All application forms are scrutinised: - any discrepancies/anomalies/gaps in employment noted to explore if candidate is short-listed - There are two referees one of which must be the current/last employer in line with statutory guidelines. NB: Applications are de-personalised at shortlisting stage in line with EDI best practice.			
Short-list prepared			
Ensure, as part of the interview planning, that you have identified any discrepancies/anomalies/ gaps in employment to explore with each relevant candidate.			
Invitation to interview			
This must include all relevant instructions about: - Timings - Venue - Parking and public transport routes - Instructions for any specific tasks that the candidate will need to prepare in advance with associated deadlines - What they can expect on the day - Bringing original documents required to prove identity and qualification(s).			
On the Day: Interview Process			
Explores applicants' suitability for work with children as well as for the post. Written notes taken by all interviewers and returned to HR and Business Support Officer for safe storage in S: HR Secure.			
On the Day: Right to work in the UK/identity verification			
Identity and qualifications of all applicants invited for interview must be verified on the day of interview by scrutiny of appropriate original documents. We will also take copies of documents to place on HR files. These will be kept in line with the company's Data Retention Policy.			

<i>When you are checking the validity of Right to Work documents, you should ensure that you do this in the presence of the holder.</i> Further guidance on Right to Work checks can be found here: https://www.gov.uk/government/publications/right-to-work-checks-employers-guide			
Conditional offer of appointment			
Offer of appointment is made conditional on satisfactory completion of pre-appointment checks and a probationary period.			
References: Seeking			
These are sought directly from referees identified on the application form for the candidate. References should be submitted to and from a verifiable professional email address for <u>at least one</u> of the two referees identified. At least one referee must be a current or the candidate's last employer in line with statutory safer recruitment guidance. References must be completed using BDSIP's template, which is the only acceptable form of reference, and include a statement about liability for accuracy.			
References: On receipt			
References must be scrutinised against information on application by HR and Business Support Officer and the Lead Interviewer. Any discrepancy/issues of concern should be noted so they can be further explored with the referee or applicant. Any points of concern should be raised with the relevant Executive Team Line Manager.			
Online Checks			
The successful candidate(s) must be subject to an online search and check to ascertain whether any social media activity could constitute a potential safeguarding risk. Any concerns must be discussed with a member of the Executive Team prior to confirming their appointment Checks should be arranged via BDSIP's retained provider: https://socialmediacheck.com/			
Conditional offer of appointment			
Offer of appointment is made conditional on satisfactory completion of pre-appointment checks and a probationary period.			

DBS Checks			
• All employees must have a valid DBS certificate before they are allowed to enter a school environment. • All new employees will need to be accompanied at all times and wear a red lanyard when they are on site at our office in Eastbrook until confirmation of a clear DBS is received.			