

Safer Recruitment Policy

Policy Approval					
Approval Required:	**Please Check**		**Annual Review Required:**	**Please Check**	
	Yes ☒	**No ☐**		**Yes ☒**	**No ☐**
Approval Panel:	Loren Janes				
Approved By:	**Name**		**Signature**	**Date**	
	Name: Loren Janes			September 2025	
Policy Review Date:	September 2026				
Policy Writer/s:	Charlotte Manford				

Futures Changing Ltd Child Protection & Safeguarding Commitment Statement

Within Futures Changing Ltd, we are firmly committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults in line with legal and statutory guidance. In particular, we adhere to the expectations set out in Keeping Children Safe in Education 2025 (KCSIE) and the Disclosure and Barring Service (DBS) Code of Practice.

We believe that everyone has the right to be safe, respected, and valued. To uphold this, we commit to:

1. Engraining a Robust Safeguarding Framework Throughout all Business Practices

Ensuring we have in place clear policies and procedures for child protection that fulfil KCSIE 2025 requirements, including systems for managing low-level concerns, allegations, behaviour, and online safety.

Providing regular, updated safeguarding training to all staff, volunteers, and relevant partners, so they know their responsibilities, what to do if they have concerns, and how to respond appropriately.

2. Safer Recruitment & DBS Checks Processes

Conducting safer recruitment processes in accordance with KCSIE 2025, including enhanced DBS checks (with barred list checks where required), checks on overseas work or residence, maintaining a Single Central Record of all required pre-employment checks, and following all statutory safer recruitment steps.

Ensuring we comply with the DBS Code of Practice in handling disclosure information: treating it fairly, safeguarding its confidentiality, not discriminating based on unrelated criminal history, and retaining or disposing of disclosure data in accordance with legal/data protection requirements.

3. Accountability & Leadership

Having a designated safeguarding lead (and deputies) with sufficient authority, time, resources, and training to carry out their safeguarding duties.

Ensuring governance oversight of all safeguarding and DBS procedures (e.g. ensuring policies are up to date, recruitment practices are followed, disclosures handled appropriately, and any safeguarding incident or allegation is managed correctly).

4. Culture of Openness, Transparency & Continuous Improvement

Encouraging the reporting of both concerns and low-level issues; ensuring these are recorded, investigated, and addressed promptly.

Continually reviewing safeguarding policies, practice, and risk (including online safety, contextual risks, and emerging safeguarding issues) to ensure they remain effective and in line with the latest guidance.

Including safeguarding as a permanent agenda point within all applicable meetings.

Holding designated safeguarding meetings for the Lead and deputies to formulate meaningful actions to support the continual evolvement of safeguarding practices within all business activity.

5. Data Protection & Confidentiality

Safeguarding personal data and handling DBS disclosures with strict confidentiality, observing the relevant data protection laws (e.g. UK GDPR), ensuring only authorised staff access such information, and that information is stored, shared, or disposed of appropriately.

Ensuring that any decisions related to DBS information are made fairly, with due regard to the relevance of the information to the role and follow a transparent process.

We expect every member of staff, volunteer, contractor, and service partner to uphold this commitment. Any failure to comply with our safeguarding policies or with the DBS Code of Practice will be taken seriously and may result in disciplinary or legal action.

Signed: …….. Date…23rd September 2025…

Loren Janes Managing Director

Signed …. …… Date…23rd September 2025…

Charlotte Manford – Head of People, Quality and Compliance

Purpose

Futures Changing Ltd is committed to safeguarding and promoting the welfare of all learners in its care. The Company expects all employees, contractors, and volunteers to share this commitment. This policy overlaps with the following company policies:

- Child Protection & Safeguarding Policy
- Whistleblowing
- Diversity, Equity and Inclusion Policy
- Data Protection Policy

This policy can also be reviewed alongside Keeping Children Safe in Education September 2025.

This policy promotes the standard approach to be adopted by the whole business when recruiting team members to ensure the most appropriate applicant or employee is identified and subsequently appointed in a safe, fair and consistent manner, free from discrimination and to ensure that relevant processes are followed to protect vulnerable groups.

We are committed to safeguarding and promoting the welfare of children, which is reflected within our recruitment and selection activities. We will ensure that the recruitment and employment of staff to work with children is carried out in line with relevant statutory guidance on safer recruitment for schools and colleges and make sure that those involved with the recruitment and employment of staff to work with children receive appropriate safer recruitment training.

It is our policy to look to fill any open position by internal promotion or transfer wherever possible. All applicants will be assessed objectively on their merits in accordance with our Diversity, Equity and Inclusion Policy. Any person involved in the selection and interview processes who have a conflict of interest should declare it immediately to Charlotte Manford charlotte@changefutures.co.uk.

It is vital that as part of our approach to safeguarding we create a culture that safeguards and promotes the welfare of children in our setting. As part of this culture, it is important that we adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities within Futures Changing Ltd.

Aims and objectives

The aim of the Safer Recruitment policy is to:

- Ensure the best possible staff are recruited based on their merits, abilities, and suitability for the position.
- Ensure job applicants are considered equally and consistently.
- Ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex, or sexual orientation, marital or civil partner status, disability, or age
- Ensure compliance with all relevant legislation, recommendations, and guidance, including statutory guidance
- Provide guidance on the documents and process to be followed.

The Management team are responsible for ensuring that Futures Changing Ltd follows recruitment procedures that help to deter, reject, or identify people who might abuse children whether through volunteer or paid employment. All recruitment panels will have at least one member who has completed Safer Recruitment training.

endeavors to ensure that we do our utmost to employ ‘safe’ staff by following the guidance in 'Keeping Futures Changing Ltd Children Safe in Education 2025' together with the local authority and the organisation’s individual procedures.

Requirement of Applicants

Safer recruitment means that all applicants will:

- complete an application form
- provide two referees, including at least one who can comment on the applicant's suitability to work with children
- provide evidence of identity and qualifications
- be checked through and registered with the Disclosure and Barring Service as appropriate to their role, (for more information Gov.uk)

All new members of staff will undergo an induction that includes familiarisation with the child/adult protection policy and identification of their own safeguarding training needs. All staff sign to confirm they have received a copy of the child/adult protection policy.

Both the Safeguarding Team and Team Managers are alerted to any DBS that have passed or failed by the HR Department.
For most appointments, an enhanced DBS check with barred list information will be required as most staff will be engaged in regulated activity. A person will be considered as working within 'regulated activity' if because of their work they:

- will be responsible, on a regular basis, in a school or college, for teaching, training, instructing, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- engage in intimate or personal care or overnight activity, even if this only happens once.

Job Advertisements

The individuals placing the advertisements must ensure that they use a variety of media to reach a broad cross-section of potential applicants and must include the following points.

- The job title
- Our commitment to safeguarding and promoting the welfare of children
- Detail which confirms applicants will undergo strict vetting procedures and safeguarding checks before appointment and relevant pre-employment checks (this includes but is not limited to: DBS checks, qualification checks, reference checks and identity checks)
- The safeguarding responsibilities of the post as per the job description and/or personnel specification
- Whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974
- The salary or pay scale
- Any significant benefits applicable to the position
- Any minimum qualifications for the position
- Any skills and/or experience required for the position
- Any required training which must be completed on confirmation of successful appointment
- Any typical features of the position (e.g. Part-time, fixed term, outside UK etc.)
- The closing date for applications.

Care will be taken to avoid specifying requirements for the position which are potentially discriminatory either directly or indirectly.

Job Description

Where we use job descriptions to assist in the drafting of a job advert, we will ensure the details incorporated are concise and relevant to the job role being advertised and include any safeguarding requirements.

Where personnel specifications are used along with the job advert only those details which are relevant such as essential or desirable knowledge, skills and experience will be included, along with any safeguarding requirements.

Applications

Application forms will seek only information which is necessary for the selection process.

Where the role involves engaging in regulated activities relevant to children, we will include a statement in the information given to applicants that it is an offence to apply for the role if the applicant is barred from engaging in regulated activities relevant to children.

We will include in the application pack a copy of our child protection policy and practices that includes our employment of ex-offenders.

Applicants will be required to provide:

- Personal details including current and former names, current address and national insurance number
- Details of their present (or last) employment and reason for leaving
- Full employment history (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment
- Qualifications, the awarding body and date of award
- Details of referees/references
- A statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the personnel specification.

We will only accept a curriculum vitae (CV) alongside a completed application form. A CV on its own will not contain adequate information.

At each stage of the process, applicants will be kept informed and should expect to be told the following:

- When they can expect to hear whether their application is to be progressed to the next stage of the recruitment process
- What will the next stage involve.

Decisions taken to either reject or accept an application will be checked and approved by Charlotte Manford before they are communicated to the applicant.

Shortlisting

We will ensure that at least two people carry out the short-listed exercise. For consistency, the same people will carry out the interview where possible.

During the shortlisting process, we may carry out an online search on the shortlisted candidates, as part of our due diligence. If the search identifies any incidents or issues that are publicly available online, we will explore these with the applicant at interview.

Self-Declaration

Short-listed candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable for working with children, to give candidates the opportunity to share relevant information and allow this to be discussed and considered at interviews before the DBS certificate is received.

The self-declaration forms will require candidates to detail:

- If they have a criminal history
- If they are included on the children's barred list
- If they are prohibited from teaching
- If they are prohibited from taking part in the management of an independent school 60 section 7(1)(a) of the SVGA 2006 (legislation.gov.uk).
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted
- If they are known to the police and children's local authority social care
- If they have been disqualified from providing childcare

- Relevant overseas information.

This information will only be requested from applicants who have been shortlisted. The self-declaration form should not be sent alongside the application form to decide who should be shortlisted.

Applicants should be asked to sign the declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at point of interview.

The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

Selection tests

We will use a range of selection techniques to identify the person most suitable for the post.

Where selection tests are used in the recruitment process, they will be checked by Charlotte Manford to ensure:

- They are free from any discriminatory element
- The test is directly relevant for the position being interviewed for.

Prior to the interview

- Prior to the interview, the criteria for the position should be identified.
- Criteria that isn't relevant should be avoided.
- Where possible, we will obtain references prior to the interview so that any concerns raised can be explored further with the referee and taken up with the candidate at the interview.

Interview

- The interview will be conducted by two members of staff and thorough notes taken.
- All questions asked will be directly relevant to one or more of the selection criteria that have been identified for the position.
- No assumptions will be made nor will questions about the applicant's personal circumstances be asked.
- During the interview we will seek to determine the applicant's suitability to work with children and explore any potential areas of concern.
- Any information about past disciplinary action or substantiated allegations will be considered in the circumstances of the individual case.

- Interview questions will be structured to include:
  - finding out what attracted the candidate to the post being applied for and their motivation for working with children
  - exploring their skills and asking for examples of experience of working with children which are relevant to the role
  - probing any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this
  - whether they have the physical and mental capacity for the specific role.

Interviews should be used to explore potential areas of concern and to determine the applicant's suitability to work with children. Areas that may be concerning and lead to further probing include:

- Implication that adults and children are equal
- Lack of recognition and/or understanding of the vulnerability of children
- Inappropriate idealisation of children
- Inadequate understanding of appropriate boundaries between adults and children
- Indicators of negative safeguarding behaviours.

Any information about past disciplinary action or substantiated allegations should be considered in the circumstances of the individual case.

Involving Learners in the Recruitment Process

When deemed suitable, we will involve Learners in the recruitment process to ensure the most suitable person is appointed to the role. This may include observing shortlisted candidates and appropriately supervised interaction between Learners and shortlisted candidates.

Pupils/students should only be involved in the recruitment process in a meaningful way. Interaction with pupils/students is common and recognised as good practice.

After the Interview

Once the interview has taken place and the decision has been made, we will contact the successful individual and arrange the start date for the position.

Candidates may be asked to carry out a short trial period (paid) of up to a week before we make an offer. Relevant vetting, safeguarding and pre-employment checks will be carried out before the commencement of any trial period.

If at any point during the recruitment process, any issues arise then you should report your concerns to Charlotte Manford who will review your concerns.

Allegations and Safeguarding Concerns During Recruitment

Futures Changing Ltd is committed to ensuring that all recruitment processes are carried out with integrity and in line with safeguarding legislation. If safeguarding concerns, allegations, or anomalies arise during the recruitment and selection process, they will be addressed immediately and in accordance with statutory guidance.

Procedures include:

Concerns about information provided:

- Any discrepancies, gaps, or falsified details on application forms, references, or employment history will be explored with the candidate during interview or follow-up.
- Unexplained gaps in employment must always be clarified and evidenced before an appointment is confirmed.

Concerns arising from pre-employment checks:

- If a DBS check, barred list check, Section 128 direction, prohibition check, or overseas check reveals adverse information, this will be risk-assessed by senior leaders and the Designated Safeguarding Lead (DSL).
- A candidate will not be allowed to start unsupervised work with children until suitability is established.
- Where necessary, advice may be sought from the Local Authority Designated Officer (LADO), HR, or legal services.

Allegations of risk to children:

- If information comes to light suggesting a candidate may pose a risk of harm to children, the matter will be reported to the LADO in line with statutory safeguarding procedures.
- The recruitment process will be paused until the concern is resolved.

Fraudulent applications or false information:

- Submitting false or misleading information during the recruitment process may result in the withdrawal of a conditional offer or, if already employed, disciplinary action and referral to the Disclosure and Barring Service (DBS) where appropriate.

Recording and decision-making:

- All concerns, checks, and outcomes will be clearly recorded on the recruitment file.
- Decisions relating to safeguarding suitability will be made by the Managing Director and safeguarding leads.

Referral duties:

- Where a candidate is found unsuitable due to safeguarding concerns, the organisation will consider its duty to refer the individual to the DBS.

Vetting and Pre-Employment Checks

Offers of employment will be subject to us receiving satisfactory pre-employment checks, including an enhanced DBS check with children's barred list information from the Disclosure and Barring Service. We will be legally obliged to defer start dates if the relevant checks are not completed by the specified start date.

Offers of employment will also be subject to satisfactory references being obtained, proof of any relevant qualifications, satisfactory identity checks and evidence of the applicant's right to work in the UK. Where candidates have lived or worked outside the UK, we will carry out any further checks we consider appropriate.

All offers of appointment should be conditional until satisfactory completion of the mandatory pre-employment checks. Prior to employment commencement it is imperative that:

• Verification of the candidate's identity has been sought and recorded, it is important to be sure that the person is who they claim to be, this includes being aware of the potential for individuals changing their name. Best practice is checking the names detailed on their birth certificate, where this is available.
• obtain (via the applicant) an enhanced DBS check (including children's barred list information, for those who will be engaging in regulated activity with children). Note that when using the DBS update service, you still need to obtain the original physical certificate
• verify the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health to establish whether they have the physical and mental capacity for the specific role.
• verify the person's right to work in the UK, including EU nationals. If there is uncertainty about whether an individual needs permission to work in the UK, further advice can be given on the gov.uk website
• if the person has lived or worked outside the UK, further checks should be made as considered appropriate
• verify professional qualifications, as appropriate.

References

The purpose of seeking references is to allow Futures Changing Ltd to obtain information based on fact to support appointment decisions. References should ideally, where possible, be sought before an interview, this allows any concerns raised to be explored further with the referee and taken up with the candidate at the interview.

References must:

- Not accept open references e.g. To whom it may concern
- Not rely on applicants to obtain their reference
- Ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect of any disciplinary investigations)
- Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed
- Secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer
- Always verify any information with the person who provided the reference
- Ensure electronic references originate from a legitimate source

- Contact referees clarify content where information is vague or insufficient information is provided. Compare the information on the application form with that in the reference and take up any discrepancies with the candidate
- Establish the reason for the candidate leaving their current or most recent post and ensure any concerns are resolved satisfactorily before appointment is confirmed.

When asked to provide references, schools and colleges should ensure the information confirms whether they are satisfied with the applicant's suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold. They should not include information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious. Further guidance on references, including on the position regarding low-level concerns, is set out in Part four.

References are an important part of our recruitment process and should be collected in a timely manner and not hold up proceedings.

Any repeated concerns or allegations which do not meet the harm threshold which have all been found to be false, unfounded, unsubstantiated or malicious should not be included in any reference.

Internal Recruitment

It is important that we recruit people that are suitable for the position and who will deliver a high standard of education in a safe setting. We take the recruitment, development and promotion of our staff seriously and we do this by following a fair and non-discriminatory process. We are committed to the safeguarding and welfare of children and will ensure that all relevant checks are completed to ensure safe recruitment is conducted in line with our processes and procedures, and relevant statutory guidance.

Any opportunities for promotion will be advised and open to all members of staff and if you feel you have the skills and experience to bring to the role then we welcome your application and any questions that you may have.

Record Keeping

Futures Changing Ltd recognises its responsibility to handle all recruitment information and vetting records in line with safeguarding duties, confidentiality, and data protection legislation. We are committed to ensuring that sensitive information relating to applicants, staff, and volunteers is processed lawfully, fairly, and securely.

Key principles include:

Confidentiality

- Recruitment files and vetting records are treated as confidential and are only accessible to authorised staff (e.g., HR, safeguarding leads, senior leaders).
- Information is not shared with third parties unless legally required or with the individual's explicit consent.

Retention and Storage:

- Recruitment records (including application forms, interview notes, and references) will normally be retained for 6 months from the conclusion of the recruitment process for unsuccessful candidates, after which they will be securely destroyed.
- For successful candidates, relevant records will form part of the personnel file and be retained in line with statutory retention schedules.
- DBS certificates are not photocopied or retained; only the certificate number, issue date, and outcome are recorded on the Single Central Record (SCR).

Accuracy and Updates:

- Staff are required to provide up-to-date information regarding their suitability to work with children, including annual self-declarations.

- Changes to personal information (e.g., legal name, right to work status) must be reported promptly to HR.

Data Security:

- All records are stored securely, whether in locked cabinets (for paper records) or password-protected systems (for digital records).
- Access to the SCR and recruitment files is restricted to senior leaders and those with designated responsibility.

Subject Access Requests:

- Staff and applicants have the right to access information held about them in line with UK GDPR. Any request will be managed within statutory timescales.

Information Sharing:

- Where safeguarding concerns arise, relevant information may be shared with statutory agencies (e.g., DBS, TRA, LADO, Ofsted) in line with legal duties, even without the consent of the individual.

Self-disclosure form

As part of our duty to safeguard and promote the welfare of our Learners and staff, and in particular children and vulnerable adults, all staff are required to complete an Annual Self Declaration form in October each year. It is the employee's responsibility as an employee to notify the HR Department of any convictions that occur as soon as they arise.

Single central record

Futures Changing Ltd maintains a Single Central Record (SCR) of all staff, volunteers, governors, supply staff, contractors, and regular visitors who work in regulated activity with children. The SCR is a statutory safeguarding requirement and evidence that the appropriate recruitment and vetting checks have been undertaken in line with *Keeping Children Safe in Education (KCSIE 2025)*. The record is securely maintained, regularly updated, and audited by senior leaders and governors. No individual will be permitted to commence unsupervised work with children until all required checks have been completed and recorded on the SCR.

The Single Central Record includes (as applicable):

- Identity check
- Barred list check
- Enhanced DBS check/certificate number and date issued
- Prohibition from teaching check (for teaching roles)
- Section 128 direction check for management positions, governors, trustees, and relevant visiting staff (including leadership contractors working in education)
- Right to work in the UK check
- Verification of professional qualifications (where required)
- Overseas criminal record checks (where applicable)
- Disqualification under the Childcare (Disqualification) Regulations 2018 (where relevant)
- Date checks were completed and by whom
- Confirmation that references were obtained and verified

For contractors and visiting staff, the organisation requires written assurance from the third-party employer that all necessary checks (including DBS and, where applicable) have been completed. Identity is always verified on arrival.

Futures Changing Ltd recognise that we have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult; where the harm test is satisfied in respect of that individual; where the individual has received a caution or conviction for a relevant offence, or if there is reason to believe

that individual has committed a listed relevant offence; and that individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. Referrals should be made as soon as possible after the resignation or removal of the individual. Guidance on referrals can be found on GOV.UK.

Allegations of abuse made against members of Futures Changing Ltd staff or an employer. Any allegation made against a member of staff, or another learner, will be treated seriously and investigated immediately. A SDSL will report to the Directors and appropriate action will be taken to safeguard the welfare of the child/young person, adult at risk or any others who it may affect. If necessary, Children's social care and the Police may have to be notified.

This is about managing cases of allegations that might indicate a person will pose a risk of harm if they continue to work in regular or close contact with children, young people (and in some cases adults at risk) in their present position, or in any capacity. It should be used in respect of all cases in which it is alleged that a member of Futures Changing Ltd staff has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

Employers have a duty of care to their employees. They should ensure they provide effective support for anyone facing an allegation and provide the employee with a named contact if they are suspended. It is essential that any allegation of abuse made against a member of staff is dealt with very quickly, in a fair and consistent way that provides effective protection for the child/young person and at the same time supports the person who is the subject of the allegation.
Allegations of abuse from a staff member towards any learner should be reported to the Senior Designated Safeguarding Lead as soon as possible, who will then inform the Directors. The Senior Designated Safeguarding Lead will follow the guidelines set out in the Child Protection Policy.

Whistleblowing

All staff should feel able to raise concerns about poor or unsafe practice and potential failures in Futures Changing Ltd safeguarding regime and know that such concerns will be taken seriously by the Senior Designated Safeguarding Lead. Appropriate whistleblowing procedures are reflected in staff training and behaviour policies and these concerns should be brought to the attention of the Senior Designated Safeguarding Lead. Where a staff member feels unable to raise an issue within Futures Changing Ltd or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them.

Safer Recruitment Flow Process

Business Case Form (RBCF01) to be completed in full to detail the proposed vacancy within the business- on completion RBCF01 to be submitted to Managing Director for approval – RBCF01 to be submitted with JD detailing the role (DBS requirements must be included within JD).

On approval from the Managing Director, Application Pack for the vacancy to be created, this is to include:

- Safeguarding Commitment Statement
- Child Protection & Safeguarding Policy
- Job Description
- Application Form including request for professional references and employment with children
- Rehabilitation of Offenders Policy
- Outline of Selection Process
- Privacy Policy

End date for applications to be agreed, interview dates and panel to be arranged. Position to be advertised.
Interview questions to be agreed between the interview panel.

Ideally, 4 or 5 candidates to be invited for interview as selected by HR sifting and matching candidates to the requirements of the JD. Those shortlisted for interview to be sent Self- Declaration form to complete prior to interview. Gaps in career history to be flagged to interview staff so that this can be discussed at interview. Each member of the panel to score candidates on each question so an average can be sought and an overall scoring per candidate to be confirmed. Scores to be finalised then an average for each to be recorded individually by panel members.

Completed interview forms from all panel members to be sent to HR for impartial verification on completion. The candidate that scores the highest to be provisionally offered the position on completion of a DBS at appropriate level of disclosure and on the submission of two adequate references (if not already provided). References should ideally both be professionally sought, from the last two employment positions- if these do not include a position that included working with children, the last position that the candidate held of this type to be contacted for a reference. Right to work evidence must also be requested.

After DBS, References and Right to work evidence have been confirmed a start date to be agreed. A formal letter to be sent to confirm start date alongside an overview or the employment offer.

Employee Contract to be issued. This must be signed by a director of the company and the candidate.
Contract to be issued on or before day 1 of employment.

Job Advertisement and Role Description

- **Job Posting**: Clear job advertisement detailing the key responsibilities, qualifications, skills, and experience required.
- **Person Specification**: Provides a detailed description of the attributes and competencies required for the role.
- **Safeguarding Statement**: All advertisements for positions involving children or vulnerable adults will include a statement emphasising the commitment to safeguarding and the need for appropriate DBS checks.

Application Process

- **Application Form**: Applicants must complete an application form that collects personal details, educational background, work experience, and skills.
- **Self-Disclosure of Criminal Convictions**: As part of the application, candidates will be required to disclose any criminal convictions or cautions that are legally required to be disclosed. Candidates will be informed that information disclosed will be treated confidentially and assessed based on the role's relevance.
- **Equality Monitoring**: An optional section for candidates to complete equality monitoring, helping ensure compliance with equality laws and promote diversity in recruitment.

Shortlisting

- **Review of Applications**: Applications are reviewed based on the person specification and job description to ensure that the candidate meets the basic criteria of the role.
- **Shortlisting Panel**: A selection panel is responsible for reviewing all applications and shortlisting candidates for interview. This panel is trained in equality, diversity, and inclusion to ensure fair treatment.
- **Criminal Conviction Risk Assessment**: If a criminal conviction is disclosed, a risk assessment is conducted to determine if the conviction is relevant to the role (e.g., working with children or vulnerable adults). The outcome is considered before shortlisting for interview.

Interviews

- **Interview Invitation**: Shortlisted candidates are invited to an interview, and they are provided with the necessary details, including interview format, date, time, and location.
- **Structured Interview**: A structured interview format will be used, ensuring fairness and consistency in the questions asked of all candidates. Interview questions will be aligned with the job requirements, and any potential concerns about a criminal conviction or caution will be discussed openly if not explicitly addressed in the application.
- **Safeguarding Questions**: For roles involving children or vulnerable adults, candidates will be asked safeguarding-focused questions to assess their commitment and understanding of safeguarding procedures.
- **Criminal Record Disclosure Discussion**: If relevant, the interview will include a discussion about any disclosed criminal convictions or cautions. This will be done in a non-judgmental and confidential manner, with a focus on understanding the context and assessing suitability for the role.

Selection Decision

- **Selection Criteria**: The selection decision is based on a combination of:
  - **Skills and qualifications**
  - **Experience**
  - **Cultural fit**
  - **Safeguarding and risk assessment outcomes**
  - **References** (to confirm previous employment and suitability)
- **Risk Assessment on Criminal Disclosure**: If any criminal convictions were disclosed, a risk assessment will have been carried out to determine if the conviction is relevant to the role. The final

decision will be based on this assessment, considering factors such as the severity of the offence, rehabilitation, and the time that has passed since the conviction.

References

- **Reference Requests**: If a candidate is selected for interview, references will be requested from previous employers or professional contacts prior to interview where the applicant has disclosed this is okay to do so. For safeguarding roles, references should include a reference from the candidate's most recent employer, verifying their suitability to work with children or vulnerable adults.
- **Reference Checks**: References are reviewed to ensure the candidate has the relevant experience, has demonstrated good conduct in previous roles, and does not pose a risk to the organisation or those in its care.

DBS Checks

- **DBS Check Requirement**: For roles involving regulated activity with children or vulnerable adults, an Enhanced DBS check, including the Children's Barred List, will be requested upon offer of employment.
- **Risk Assessment**: If the DBS check reveals any criminal convictions or cautions, these will be assessed in relation to the nature of the role. The DBS Code of Practice will be followed, and an individual risk assessment will be carried out to ensure the candidate's suitability.
- **Clear Communication**: Applicants will be informed that the offer of employment is subject to the outcome of the DBS check.

Job Offer

- **Conditional Offer**: Once a candidate has been successfully selected and all assessments (including the DBS check and references) have been completed, a conditional offer of employment will be made.
- **Terms and Conditions**: The offer will be subject to the receipt of satisfactory references and a satisfactory DBS check where required.
- **Contract Preparation**: Once the conditions are met, the employment contract will be drafted and provided to the candidate.

Induction and Training

Futures Changing Ltd is committed to ensuring that all staff , volunteers, and contractors are fully equipped with the knowledge and understanding required to carry out their roles safely and effectively. A structured induction programme and ongoing training ensure that safeguarding and safer working practices remain central to our culture.

Induction Programme
All new employees and regular volunteers will:

- Receive a comprehensive induction before or at the start of employment/placement.
- Be provided with copies of, and training on, the organisation's safeguarding and child protection policy, staff behaviour/code of conduct, whistleblowing policy, and safer working practice guidance**.**
- Be trained on health and safety**,** emergency procedures, and relevant statutory responsibilities (e.g., Prevent Duty, equality and diversity, GDPR).
- Be made aware of the organisation's values, safeguarding ethos, and culture of vigilance**.**
- Complete any role-specific training required for their position (e.g., first aid, data handling, behaviour management).
- Have safeguarding responsibilities clearly explained, including how to report concerns about a child or the conduct of an adult.

Ongoing Support and Supervision

- Managers will provide regular supervision and support**,** particularly for staff in positions of trust and those new to working with children.
- Probationary periods will be used to monitor conduct, performance, and safeguarding practice.
- New staff will be observed and mentored where appropriate to ensure that safe practice is embedded from the outset.
- Volunteers will receive proportionate supervision in line with their role and level of responsibility.

Mandatory Training Requirements

- All staff will undertake safeguarding and child protection training at induction, which will be refreshed in line with statutory requirements and at least annually.
- Staff will receive regular updates (at least annually, but more frequently where required) to keep knowledge current in line with *Keeping Children Safe in Education (KCSIE 2025)*.
- Designated Safeguarding Leads (DSLs) and their deputies will receive additional, advanced training in line with statutory requirements, refreshed every two years.
- Training records will be maintained and monitored to ensure compliance and identify staff who require refresher or additional training.

Culture of Continuous Learning

- Futures Changing Ltd promotes a learning culture where safeguarding practice, safer recruitment, and staff conduct are continually reviewed and reinforced.
- Regular staff briefings, updates, and scenario-based discussions will be used to strengthen awareness of safer working practice.
- Lessons learned from safeguarding cases or safer recruitment issues will be shared to improve practice across the organisation.

Equal Opportunity and Fair Treatment

Throughout the selection process:

- **Fair and Transparent Process**: We ensure that the recruitment process is fair, transparent, and free from discrimination. All candidates are given equal opportunity to apply, irrespective of race, gender, disability, age, sexual orientation, or criminal record, in accordance with our Equality, Diversity, and Inclusion Policy.
- **Support for Applicants with Disabilities**: We will make reasonable adjustments during the recruitment process to support candidates with disabilities.
- **No Unfair Discrimination**: We commit to not discriminating against applicants based on a criminal record, unless there are genuine concerns regarding safeguarding or the relevance of the offence to the role.