



Safer Recruitment and Selection Policy

Kate's Training CIC

1. Policy Purpose and Organisational Commitment

Kate's Training CIC is committed to safeguarding and promoting the welfare of children, young people and adults at risk. We will recruit employees, workers, tutors, assessors, contractors, agency personnel, volunteers, trustees and placement students in a fair, consistent and robust way that deters, identifies and rejects people who may pose a risk.

This policy supports safer decision-making but does not replace professional judgement or legal advice. Recruitment checks will be proportionate to the duties, setting, workforce and level of contact attached to each role.

2. Scope and Application

This policy applies to every person recruited or engaged by Kate's Training CIC, whether paid or unpaid, permanent, temporary, casual, self-employed, supplied by an agency or working through a partner organisation. It applies whenever duties may involve learners, service users, personal data, unsupervised access to premises, children, young people or adults at risk.

3. Core Recruitment Principles

- Safeguarding will be considered from role design through induction, supervision and review.
- Selection decisions will be based on the published requirements of the role and recorded evidence.
- Applicants will be treated with dignity, confidentiality and fairness, with reasonable adjustments offered where required.
- No applicant will be disadvantaged unlawfully because of a protected characteristic, immigration status, disability-related adjustment or appropriately filtered criminal-record information.
- A DBS certificate is one source of information, not a substitute for references, identity checks, interviews, risk assessment and ongoing supervision.
- Conflicts of interest must be declared and managed; no one may make a recruitment decision alone where a conflict exists.

4. Governance, Roles and Responsibilities

- **The Board** approves this policy and receives assurance that recruitment arrangements are effective.
- **The Director** ensures adequate resources, trained decision-makers and compliance with employment, safeguarding and data-protection requirements.
- **The Designated Safeguarding Lead (DSL)** advises on safeguarding risk, allegations, referrals and conditions needed before a person starts work.
- **The recruiting manager** documents the role risk assessment, runs the selection process, checks evidence and confirms that required clearances are complete.
- **Panel members** declare conflicts, keep information confidential, assess consistently and record reasons for scores and decisions.
- **All applicants and workers** must provide accurate information, disclose matters lawfully requested and report relevant changes during engagement.



5. Recruitment Planning and Vacancy Advertising

Before advertising, the recruiting manager will complete a written role risk assessment covering duties, anticipated contact, supervision, access to records or premises, travel, online delivery, lone working and whether the role is legally eligible for a criminal-record or barred-list check. The job description and person specification will state safeguarding responsibilities, essential qualifications, supervision arrangements, contractual status and the checks that may apply.

Advertisements will include Kate's Training CIC's safeguarding commitment, equal-opportunities statement and a clear notice that offers are conditional on satisfactory pre-engagement checks. Application forms will require a complete employment and activity history, explanations for gaps, relevant declarations and consent to obtain references. A curriculum vitae may support, but will not normally replace, a complete application record.

6. Shortlisting, Assessment and Selection

Where practicable, at least two people will shortlist against the published criteria. They will examine unexplained gaps, inconsistencies, frequent moves and incomplete answers without making assumptions. Material discrepancies will be explored with the applicant.

Selection will normally include a structured interview and may include an observed teaching activity, presentation, written exercise or scenario relevant to the role. Questions will test competence, values, professional boundaries, safeguarding knowledge, response to concerns, information sharing and willingness to be supervised. The panel will use agreed questions and scoring criteria, probe concerns fairly and retain contemporaneous notes.

7. Pre-Engagement Screening and Verification

No unconditional offer will be made until the recruiting manager has identified the required checks. Depending on the role, these will include:

- verification of identity, current address and date of birth using original documents or an approved digital route;
- a compliant right-to-work check before employment, with follow-up checks where permission is time-limited;
- verification of essential qualifications, registrations, licences and professional status directly with the issuing body where appropriate;
- at least two satisfactory references where practicable, including the current or most recent relevant employer; referees will be contacted from independently verified details;
- scrutiny of employment history and satisfactory explanations for gaps or discrepancies;
- the correct level of DBS check, and barred-list information only where the role is legally eligible;
- additional overseas criminal-record or professional-standing checks where the person has lived or worked abroad, recognising that a DBS check does not cover overseas records;
- health or fitness enquiries only at the lawful stage and only to assess ability to perform intrinsic duties or identify reasonable adjustments;
- checks required by a commissioner, regulator, insurer or delivery partner, where lawful and relevant.

DBS eligibility will be assessed against the actual activities of the role. From 1 September 2026, changes to the definition of regulated activity with children remove the supervision exemption for relevant unpaid activity; Kate's Training CIC will review volunteer roles and obtain enhanced DBS checks with children's barred-list information where legally required.

8. Employment Reference Requirements

References will ask for employment dates, role and duties, reason for leaving, suitability for the proposed work, and any substantiated safeguarding concerns or disciplinary matters that may lawfully be disclosed. Open



testimonials or references supplied only by the applicant will not be relied upon. Any vague, contradictory or unsolicited concerning information will be verified and discussed with the applicant before a decision is made.

9. Criminal Record Disclosures and Individual Risk Assessment

Applicants will be asked only for information that Kate's Training CIC is legally entitled to request. Where a disclosure contains information, or another relevant concern arises, the DSL and an authorised senior manager will complete an individual, documented risk assessment. They will consider relevance to the duties, seriousness, pattern, age and circumstances at the time, time elapsed, evidence of change, honesty of disclosure, references, supervision options and impact on learners or service users.

A conviction, caution or other information will not automatically bar appointment unless the law prohibits the engagement or the assessed risk cannot be managed. The applicant will normally have an opportunity to respond before a final decision. Reasons and any control measures will be recorded confidentially.

10. Conditional Offers and Commencement of Duties

Offers will be in writing and expressly conditional on specified checks. A person will not begin regulated activity, have unsupervised contact, access sensitive records or receive keys or system permissions until all legally required checks are satisfactory.

In exceptional cases, a person may start before a non-statutory check is complete only after a written risk assessment approved by the Director and DSL. It must specify the outstanding check, verified identity and right to work, supervision, restricted duties and access, review date and contingency if the outcome is unsatisfactory. No exception may override a legal prohibition or required barred-list check.

11. Induction, Probation and Continuing Suitability

Before undertaking duties, personnel will receive induction proportionate to the role, including safeguarding and reporting routes, the identity of the DSL, code of conduct, professional boundaries, whistleblowing, information security, lone working, online delivery, health and safety and equality expectations. Required training must be completed and recorded.

New workers will be subject to appropriate supervision, probation or a review period. Ongoing suitability will be supported through supervision, performance review, training refreshers, management of allegations and low-level concerns, and prompt action on conduct or safeguarding issues. Personnel must notify Kate's Training CIC of any matter that may affect their suitability or legal ability to perform the role. Where applicable, the organisation will meet its legal duty to refer relevant cases to the Disclosure and Barring Service or another regulator.

12. Agency Personnel, Contractors and Delivery Partners

Written assurance will be obtained from an agency, contractor or partner that all checks appropriate to the role have been completed and were satisfactory. Kate's Training CIC will verify the individual's identity on arrival and confirm that the person supplied is the person checked. Contracts will require prompt notification of concerns, cooperation with safeguarding enquiries and suitable replacement arrangements. Where assurance is incomplete, the individual will not undertake the work.

13. Record-Keeping, Confidentiality and Data Protection

Recruitment information will be accessed only by authorised people, held securely, used for stated purposes and retained in line with Kate's Training CIC's privacy notice and retention schedule. The organisation will record the checks completed, date, outcome, decision-maker and any restrictions. DBS certificate information will be handled in accordance with the DBS Code of Practice; copies or detailed content will not be retained longer than necessary unless there is a lawful reason.



14. Reporting Concerns, Complaints and Whistleblowing

Safeguarding concerns about an applicant, worker or recruitment practice must be reported immediately to the DSL or Director under the safeguarding or whistleblowing procedure. Concerns about the Director must be reported to the Chair or nominated board member. Immediate danger must be reported to emergency services. Recruitment complaints will be considered promptly, impartially and without victimisation.

15. Policy Monitoring, Assurance and Review

The Director will monitor compliance through periodic file sampling, training records, recruitment outcomes, concerns and lessons learned. This policy will be reviewed at least annually and sooner following legislative or statutory-guidance changes, a serious incident, an audit finding or a significant change in services.

Policy owned and approved by	Board of Directors at Kate's Training CIC
Policy team	K. Gorski, K. Metcalfe, D. Gorski, E. Adelakun
Designated Safeguarding Lead	Kate Gorski, kate@katestraining.uk , 01617062276, 07362512257
Deputy Designated Safeguarding Lead	Katherine Metcalfe, katmetcalfe.katestraining@gmail.com
Deputy Designated Safeguarding Lead	Eniola Adelakun, eniolaadelakun.katestraining@gmail.com
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Next review	1 st September 2026, or as and when required
Applies to	Everyone who is involved in- or with our services