



Safer Recruitment Policy – TAKE PRIDE CIC

Policy Owner: Julia Youens **Date Approved:** September 2025 **Next Review:** September 2026

1. Purpose

This policy outlines TAKE PRIDE CIC's commitment to safeguarding children and vulnerable adults through robust recruitment practices. We aim to deter, reject, and identify individuals who may pose a risk to participants in our programmes.

2. Legal and Regulatory Framework

This policy complies with:

- *Keeping Children Safe in Education (2025)*
- *Working Together to Safeguard Children (2023)*
- *Education Act 2002*
- *Children Act 1989 & 2004*
- *Rehabilitation of Offenders Act 1974*
- *Equality Act 2010*
- *Data Protection Act 2018 & UK GDPR*
- *Bikeability Trust Training Provider Guidance (2025)*

3. Scope

This policy applies to:

- All staff, instructors, volunteers, and contractors
- Any individual working with children or vulnerable adults on behalf of TAKE PRIDE CIC

4. Recruitment Principles

We are committed to:

- Fair, transparent, and consistent recruitment
- Prioritising safeguarding at every stage
- Ensuring all staff are suitable to work with children and vulnerable adults

5. Recruitment Procedures

a. Job Descriptions and Adverts

- Clearly outline safeguarding responsibilities

- Include statement: *“TAKE PRIDE CIC is committed to safeguarding and promoting the welfare of children and vulnerable adults. All applicants will be subject to safer recruitment checks.”*

b. Application Process

- Use standardised application forms
- Require full employment history with explanations for gaps
- Collect declarations of criminal convictions and safeguarding concerns

c. Shortlisting

- Conduct **online background checks** on shortlisted candidates
- Review safeguarding declarations and employment history

d. Interviewing

- Use structured interviews with safeguarding-related questions
- Require proof of identity and qualifications
- Interview panel includes at least one safeguarding-trained member

e. Pre-Employment Checks

All successful candidates must complete:

- **Enhanced DBS check** (renewed every 3 years)
- **Two references**, including most recent employer
- **Right to work in the UK** verification
- **Qualification and training checks**
- **Medical fitness declaration**

f. Induction and Training

- All staff complete safeguarding induction
- Mandatory safeguarding training every 3 years
- DSL contact details provided at induction

6. Record Keeping

- Recruitment records stored securely in line with UK GDPR
- DBS certificates are not retained beyond verification
- Safeguarding declarations and references kept for audit purposes

7. Allegations and Concerns

- Allegations against staff are managed under the Safeguarding Policy
- Low-level concerns are recorded and monitored

- Whistleblowing protections apply to all staff

8. Policy Review

This policy is reviewed annually or following:

- Legislative changes
- Safeguarding incidents
- Updates from the Bikeability Trust or DfE