

THE MINISTRY OF PARENTING (A Community Interest Company)

Promoting Creativity in Parenting Support

The Ministry of Parenting (CIC)

t: 01206 562626

Building 4, Nags Corner,
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SAFER RECRUITMENT POLICY

Policy owner: The Ministry of Parenting CIC

Approved by: Directors

Review date: 14th September 2027

Review frequency: At least annually, or sooner where legislation, statutory guidance, local safeguarding arrangements or organisational practice changes.

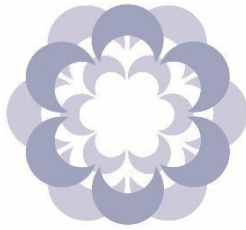
1. Purpose

The Ministry of Parenting CIC (MoP) is committed to safeguarding and promoting the welfare of children and young people and to safeguarding adults with care and support needs who may be experiencing, or at risk of, abuse or neglect.

We recognise that safer recruitment is an essential part of safeguarding. The purpose of this policy is to ensure that appropriate, lawful and proportionate steps are taken when recruiting, appointing and retaining anyone who may have contact with children, young people, parents, carers, families or adults at risk on behalf of the organisation.

Our recruitment procedures are designed to:

- attract and appoint people who are suitable, skilled and committed to our values;
- deter unsuitable people from applying to work with the organisation;
- identify and manage safeguarding concerns at the earliest opportunity;
- verify identity, qualifications, experience and employment or activity history;
- undertake appropriate criminal record and other suitability checks;
- ensure recruitment decisions are fair, transparent, proportionate and non-discriminatory;
- ensure safeguarding considerations are embedded throughout recruitment and appointment; and
- promote a culture in which safeguarding is everyone's responsibility.



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Safer recruitment principles apply, as appropriate to their role, to employees, workers, volunteers, students, placement staff, directors, consultants, contractors, sessional practitioners, trainers, facilitators and other individuals working on behalf of MoP.

2. Scope

This policy applies to all recruitment and appointment processes undertaken by The Ministry of Parenting CIC.

The level of checking and safeguarding scrutiny will be proportionate to the actual duties and responsibilities of the role and applicable legal requirements.

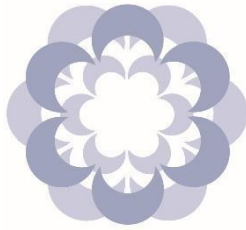
Particular consideration will be given to roles involving:

- direct work with children or young people;
- direct work with parents or carers where safeguarding concerns may arise;
- delivery of parenting, self-harm or other interventions involving children, young people or families;
- one-to-one support;
- access to sensitive personal, health or safeguarding information;
- unsupervised or regular contact with children or young people;
- regulated activity;
- work undertaken in family homes, community settings or online;
- responsibility for safeguarding, supervision or management of practitioners; and
- contact with adults with care and support needs.

Where MoP undertakes work outside Essex, relevant safeguarding and recruitment requirements applicable to the area in which the work is undertaken will also be considered.

3. Our Safer Recruitment Principles

The Ministry of Parenting CIC will:



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3.1 Recruit for suitability, not simply qualifications

Experience and technical competence are important, but safeguarding awareness, professional boundaries, values, attitudes, behaviours and the ability to work safely and respectfully with children, young people and families are equally important.

3.2 Use a structured recruitment process

Recruitment decisions will be based on consistent, relevant and proportionate criteria.

3.3 Verify information provided by applicants

The organisation will take reasonable steps to identify and explore material discrepancies, omissions, inconsistencies and unexplained gaps.

3.4 Use safeguarding-focused questions

Where relevant to the role, interviews will explore applicants' understanding of safeguarding, professional boundaries, confidentiality, information sharing, risk and working with children, young people and families.

3.5 Complete appropriate pre-employment checks

These may include identity, right to work, references, qualifications, professional registration and DBS checks where the role is legally eligible.

3.6 Make appointments subject to satisfactory checks

Offers will normally be conditional upon satisfactory completion of relevant pre-employment checks.

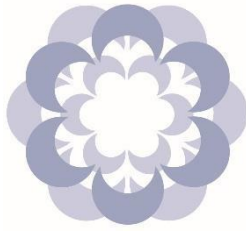
3.7 Continue to assess suitability after appointment

Safer recruitment does not end when someone begins work. Professional conduct, safeguarding practice and ongoing suitability will be considered through induction, supervision, appraisal or review, training and organisational procedures.

4. Recruitment Planning

Before advertising or appointing to a role, the organisation will consider:

- the purpose and responsibilities of the role;
- the level and nature of contact with children, young people and/or adults;



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- whether the role constitutes regulated activity;
- the appropriate DBS level, if any;
- whether a Children's and/or Adults' Barred List check is legally available or required;
- safeguarding responsibilities;
- required qualifications, experience and professional registration;
- whether the role involves lone working, home visiting or online contact;
- any particular safeguarding risks associated with the role; and
- appropriate supervision and management arrangements.

The job description, role description and person specification will accurately describe relevant safeguarding responsibilities and required checks.

DBS eligibility will be assessed according to the actual activities undertaken, rather than job title alone.

5. Advertising Vacancies

Job advertisements will contain sufficient information to enable applicants to understand the nature and responsibilities of the role.

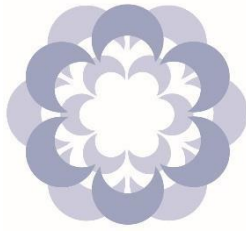
Where appropriate, advertisements will state:

The Ministry of Parenting CIC is committed to safeguarding and promoting the welfare of children and young people and safeguarding adults at risk. Appointment is subject to satisfactory pre-employment checks, which may include references, identity and right-to-work checks, verification of qualifications and professional registration, and an appropriate DBS check where the role is legally eligible.

Advertisements may also state that MoP operates a safer recruitment process.

Advertisements and application materials will not contain unnecessary or unlawfully discriminatory requirements.

6. Application Process



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Applicants will normally be asked to complete an application form or provide equivalent information that enables the organisation to assess their suitability.

CVs may be accepted where appropriate, but MoP may request additional information where necessary to support safer recruitment.

Application information may include:

- employment and activity history;
- relevant qualifications and training;
- experience of working with children, young people, adults and families;
- safeguarding experience;
- professional registration;
- relevant volunteering or unpaid experience;
- details of referees; and
- explanations for significant gaps in employment or activity.

Applicants will be expected to provide accurate and complete information.

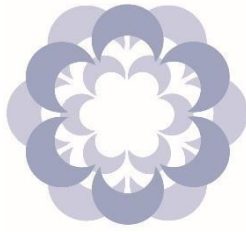
Applicants will be informed, where appropriate, that safeguarding considerations form part of the recruitment process and that information provided may be explored where relevant to their suitability.

Where a criminal record or safeguarding declaration is used, its wording will comply with current legal requirements concerning criminal records, filtering and protected convictions and cautions.

MoP will not ask an applicant to disclose criminal record information that it is not legally entitled to request.

7. Shortlisting

Shortlisting will be undertaken against the agreed person specification and role requirements.



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Where reasonably practicable, at least two people will participate in shortlisting for roles carrying significant safeguarding responsibility or substantial direct contact with children or young people.

Shortlisting decisions will be recorded where appropriate.

Employment or activity histories will be considered for unexplained gaps, inconsistencies or discrepancies relevant to suitability.

These will not automatically exclude an applicant but may be explored during the recruitment process.

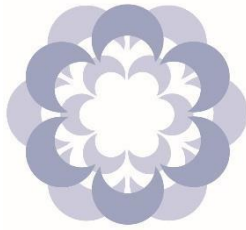
8. Interview Process

Interviews will normally be structured and based upon the requirements of the role.

For roles involving children, young people, families or adults at risk, interviews will include appropriate safeguarding-related questions.

Questions may explore:

- understanding of safeguarding responsibilities;
- responding to a disclosure;
- professional boundaries;
- confidentiality and information sharing;
- recognising and responding to risk;
- working with parents, carers and young people;
- responding to challenging or emotionally demanding situations;
- recognising indicators of abuse, neglect or exploitation;
- responding to concerns about a colleague or another professional;
- maintaining appropriate boundaries when working online;
- values and attitudes;
- professional conduct; and
- willingness to seek advice and use supervision appropriately.



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Applicants should be encouraged to provide examples from previous experience where appropriate.

Interviewers will remain alert to responses that minimise safeguarding concerns, blame children or families, demonstrate inappropriate boundaries or indicate attitudes inconsistent with safe practice or the values of MoP.

Any significant discrepancy or concern arising from the application or interview will be explored before appointment.

9. Identity Checks

Before appointment, the identity of the successful applicant will be verified using appropriate documentation.

The organisation will take reasonable steps to ensure that the individual appointed is the person who applied for the role and whose qualifications, references, DBS information and other checks are being considered.

10. Right to Work

The Ministry of Parenting CIC will complete the appropriate right-to-work check before employment or engagement begins where legally required.

Checks will be undertaken in accordance with current Home Office requirements.

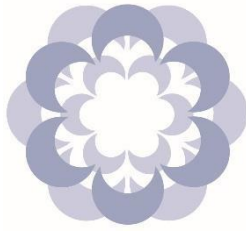
Required evidence will be retained in accordance with applicable legislation and organisational data-retention arrangements.

Right-to-work checks will be undertaken consistently and without unlawful discrimination.

11. References

MoP will normally seek at least two references for employees and other roles where references are appropriate.

Where reasonably practicable, references will include the applicant's current or most recent employer or organisation.



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Where the applicant has previously worked with children, young people or adults at risk, MoP may also seek a reference from a relevant previous employer or organisation where necessary to assess safeguarding suitability.

References should be obtained directly from the referee rather than relying solely upon references supplied by the applicant.

References may seek confirmation of:

- dates of employment or engagement;
- role and responsibilities;
- relevant experience;
- suitability for the role;
- safeguarding conduct where appropriate;
- disciplinary or capability concerns relevant to the appointment; and
- any known reason why the person may not be suitable to work with children, young people or adults at risk, where lawful and relevant.

References will be considered alongside information supplied by the applicant.

Material discrepancies, omissions, ambiguous statements or safeguarding concerns will be clarified where reasonably practicable before appointment.

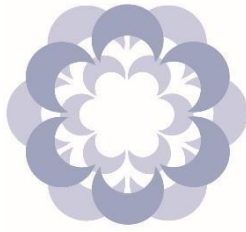
If a reference cannot reasonably be obtained because an organisation no longer exists or a referee is genuinely unavailable, an alternative approach will be considered and the decision recorded where appropriate.

12. Qualification and Professional Registration Checks

Where a role requires specific qualifications, professional registration or accreditation, MoP will verify these before appointment where reasonably practicable.

Checks may include:

- certificates;
- registration with relevant professional bodies;
- current registration status;



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- relevant training and accreditation; and
- professional or continuing professional development requirements.

Where professional registration is required, individuals must notify MoP of any restriction, suspension, investigation or material change in their registration status that could affect their suitability to undertake their role.

13. DBS and Criminal Record Checks

The Ministry of Parenting CIC will determine the appropriate level of Disclosure and Barring Service (DBS) check for each role according to the actual duties undertaken and current legal eligibility criteria.

Depending upon legal eligibility, this may include:

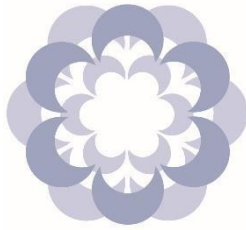
- Basic DBS check;
- Standard DBS check;
- Enhanced DBS check;
- Enhanced DBS check with the appropriate Children's and/or Adults' Barred List information; or
- another legally appropriate check.

MoP will not request a Standard, Enhanced or barred-list check where it is not legally entitled to do so.

DBS eligibility will be assessed by considering factors including:

- the activities undertaken;
- who the individual works with;
- where activities take place;
- the frequency of activities;
- whether the work constitutes regulated activity; and
- the applicable workforce.

Where duties change materially, DBS eligibility will be reconsidered.



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From 1 September 2026, the statutory supervision exemption from regulated activity with children was removed. MoP will therefore not assume that an individual's work falls outside regulated activity merely because they are supervised. DBS eligibility will be determined according to the actual activities undertaken, their frequency and the other applicable regulated-activity criteria. Where applicable, the organisation will consider whether the frequency and nature of teaching, training, instruction, care or supervision of children bring a role within regulated activity under the current statutory framework.

A DBS check is only one part of safer recruitment and will not, by itself, determine whether an individual is suitable for appointment.

14. Considering Criminal Record Information

Where legally disclosable criminal record information is received, MoP will consider it fairly, proportionately and on a case-by-case basis.

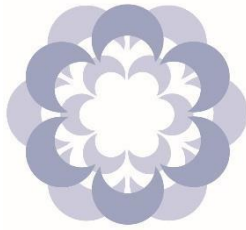
Relevant considerations may include:

- nature and seriousness of the offence;
- circumstances surrounding it;
- how long ago it occurred;
- the individual's age at the time;
- whether there is a pattern of offending;
- relevance to the duties and safeguarding responsibilities of the role;
- evidence of rehabilitation; and
- safeguarding implications.

MoP will comply with current filtering and Rehabilitation of Offenders Act requirements and will not seek or use information which it is legally prohibited from requesting or considering.

A criminal record will not automatically prevent appointment unless legislation prohibits the individual from undertaking the relevant role or activity.

Where information raises a concern, an appropriate senior person or panel will consider the matter and record the rationale for the decision.



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15. DBS Update Service

Where an individual is subscribed to the DBS Update Service, MoP may use the service where legally appropriate and with the individual's consent.

The appropriate original DBS certificate must be seen before a status check is undertaken.

MoP will ensure that the certificate is appropriate to the workforce and level of check required for the role and that an Update Service check can lawfully be used for that purpose.

A status check does not replace the organisation's responsibility to assess suitability.

MoP will periodically consider whether existing DBS arrangements remain appropriate according to roles, legal requirements and safeguarding risk.

16. Overseas Applicants

Where an applicant has lived or worked overseas, MoP will take reasonable and proportionate steps to establish suitability.

This may include appropriate overseas criminal record, police or character checks where available and relevant.

The organisation recognises that the availability and reliability of overseas checks vary between countries and that a DBS check does not provide a complete record of activity outside the UK.

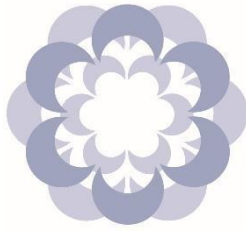
Additional verification or risk assessment may therefore be required.

17. Volunteers, Students and Placement Staff

Safer recruitment principles apply to volunteers, students and placement staff according to their role.

MoP will determine appropriate checks according to:

- duties;
- nature and frequency of contact;



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- safeguarding responsibilities;
- level of supervision;
- regulated-activity status; and
- legal eligibility for criminal record checks.

Individuals will not be exempt from appropriate safeguarding checks simply because they are unpaid.

Where a student or trainee is supplied by another organisation, MoP will clarify responsibility for relevant checks and obtain appropriate confirmation before the placement begins.

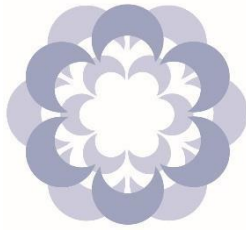
18. Self-Employed Practitioners, Trainers, Facilitators, Consultants and Contractors

Where practitioners, trainers, facilitators, consultants or contractors undertake work involving children, young people, adults at risk or families on behalf of MoP, appropriate due diligence will be undertaken.

Depending upon the role, this may include:

- identity verification;
- DBS checks where legally eligible;
- professional registration;
- qualifications and training;
- references;
- safeguarding training;
- insurance;
- relevant professional or organisational requirements; and
- confirmation that the individual understands and will comply with MoP's safeguarding policies, Code of Conduct and professional-boundary requirements.

Self-employed status does not remove MoP's safeguarding responsibilities.



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19. Directors

MoP will undertake appropriate checks on Directors proportionate to their responsibilities and applicable legal requirements.

These may include consideration of:

- identity;
- suitability;
- relevant experience;
- conflicts of interest;
- safeguarding responsibilities;
- DBS eligibility where applicable; and
- checks required because of particular duties undertaken.

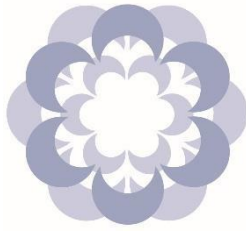
Directors are expected to uphold MoP's safeguarding culture and responsibilities.

20. Conditional Offers and Pre-Employment Checks

Offers of employment or engagement will normally be conditional upon satisfactory completion of all relevant pre-employment checks.

These may include:

- satisfactory references;
- identity verification;
- right-to-work checks;
- qualification or registration checks;
- an appropriate DBS check; and
- other role-specific checks.



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Exceptionally, an individual may undertake limited duties before all non-statutory checks are complete where a written risk assessment has been completed and approved by a Director.

Safeguards may include:

- enhanced supervision;
- restrictions on duties;
- no lone working;
- no unsupervised contact with children, young people or adults at risk; and
- restricted access to confidential or safeguarding information.

No person will be permitted to undertake duties where doing so would be unlawful.

In particular, MoP will not knowingly permit a person who is barred from regulated activity to undertake regulated activity with the relevant group.

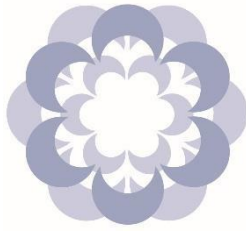
21. Safeguarding Concerns During Recruitment

Where information emerges during recruitment that raises a safeguarding or suitability concern, MoP will determine whether further enquiries are required before appointment.

This may include:

- seeking clarification from the applicant;
- contacting a referee;
- verifying documentation;
- obtaining safeguarding or professional advice;
- checking professional registration; or
- undertaking a documented risk assessment.

Discrepancies or unexplained safeguarding concerns will not be ignored because an applicant is otherwise well qualified.



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Where information indicates that an individual may present a safeguarding risk, MoP will act promptly, lawfully and proportionately.

22. Allegations and Concerns About People Who Work With Children

MoP will maintain clear procedures for responding to allegations or concerns concerning any person working on behalf of the CIC, including employees, workers, volunteers, directors, trainers, facilitators, practitioners, consultants, contractors, students and placement staff.

An allegation or concern will be treated seriously where a person who works with children 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;
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

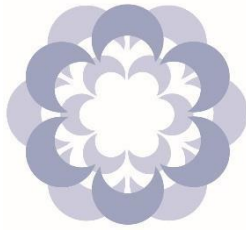
The final criterion may include relevant behaviour occurring outside the individual's work where it raises questions about their suitability to work with children.

Concerns meeting, or potentially meeting, these criteria must be reported promptly to the appropriate senior person within MoP.

Essex LADO arrangements

Where an allegation or concern concerning a person working or volunteering with children meets, or may meet, the LADO criteria and the relevant local authority is Essex, MoP will follow the current Southend, Essex and Thurrock (SET) Safeguarding and Child Protection Procedures and Essex Local Authority Designated Officer (LADO) arrangements.

A referral to the Essex LADO will be made within one working day where required under the local procedure.



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MoP will not undertake an internal investigation or approach the subject of an allegation in a manner that could compromise safeguarding, police or LADO processes before appropriate advice has been obtained.

Where work takes place outside Essex, MoP will follow the relevant allegations-management/LADO or equivalent arrangements for the appropriate local authority.

Immediate action will always be taken where necessary to protect a child from harm.

23. Referral to the Disclosure and Barring Service

The Ministry of Parenting CIC will comply with its legal duties to make referrals to the Disclosure and Barring Service where the statutory referral conditions are met.

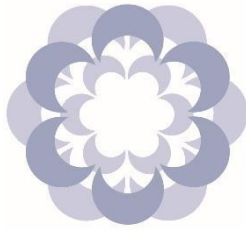
Where MoP is acting as a regulated activity provider and an individual has been removed from regulated activity, or would have been removed had they not resigned, ceased working, been redeployed or otherwise left, because they have harmed or pose a risk of harm to a child or adult, MoP will consider whether it has a legal duty to make a referral to the DBS.

A referral to the DBS is separate from referrals or notifications to:

- children's social care;
- adult safeguarding services;
- the police;
- LADO;
- commissioners;
- professional regulators; or
- other relevant authorities.

More than one referral or notification may therefore be required.

Decisions concerning DBS referrals will be made in accordance with current DBS guidance and the Safeguarding Vulnerable Groups Act 2006 and will be appropriately recorded.



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24. Online and Remote Working

Safer recruitment applies equally to people delivering services remotely or online.

Applicants for roles involving online work will be assessed, where relevant, in relation to:

- professional boundaries;
- online communication;
- confidentiality;
- recording;
- appropriate use of digital platforms;
- contact outside formal sessions;
- safeguarding disclosures made online;
- personal and professional social media use; and
- safe communication with children, young people and families.

Individuals communicating directly with children, young people or families online must comply with MoP's safeguarding, professional-boundary and online/digital safeguarding arrangements.

25. Equality, Diversity and Fair Recruitment

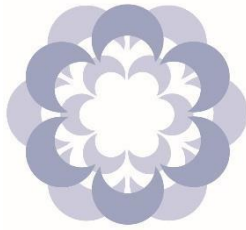
MoP is committed to fair, inclusive and non-discriminatory recruitment.

Recruitment decisions will be based upon skills, experience, suitability, safeguarding considerations and the legitimate requirements of the role.

MoP will not unlawfully discriminate on the basis of a protected characteristic under the Equality Act 2010.

Reasonable adjustments will be considered throughout the recruitment process where required.

Applicants will be assessed consistently, fairly and proportionately.



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26. Data Protection and Confidentiality

Recruitment information will be handled confidentially and in accordance with applicable data protection legislation, including the UK GDPR and Data Protection Act 2018.

MoP will only collect and process information that is necessary and lawful for recruitment, safeguarding, employment, engagement or legal compliance.

Access to recruitment and safeguarding information will be restricted to people who require it for legitimate organisational purposes.

Recruitment records will be retained only for as long as necessary in accordance with MoP's data-retention arrangements.

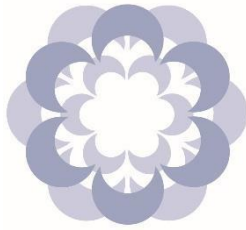
Special-category and criminal-offence data will only be processed where an appropriate lawful basis and condition for processing applies.

27. Recruitment Records

MoP will maintain appropriate records of recruitment decisions and completed checks.

Depending upon the role, records may include:

- application information;
- interview notes;
- selection decisions;
- references;
- confirmation of identity checks;
- right-to-work evidence;
- qualification checks;
- professional registration;
- confirmation of DBS checks;
- risk assessments; and
- recorded reasons for decisions concerning safeguarding or suitability issues.



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DBS certificate information will be handled in accordance with DBS requirements and applicable data-protection legislation.

MoP will avoid retaining copies or details from DBS certificates beyond what is lawful and necessary.

28. Induction

Safer recruitment continues through induction.

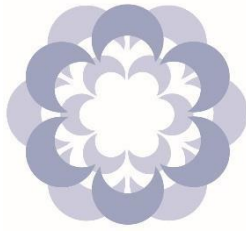
Before or at the beginning of their work with MoP, new workers will receive information appropriate to their role concerning:

- safeguarding;
- safeguarding reporting arrangements;
- professional boundaries;
- confidentiality and information sharing;
- responding to allegations or concerns;
- whistleblowing;
- equality, diversity and inclusion;
- health and safety;
- information security;
- online working;
- lone working where relevant; and
- applicable organisational policies and procedures.

Where appropriate, individuals will be required to complete relevant safeguarding training before undertaking unsupervised work.

29. Probation, Supervision and Ongoing Suitability

Where applicable, new employees will be subject to a probationary period.



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For employees and other relevant workers, supervision, review and/or probation provide opportunities to consider:

- professional conduct;
- safeguarding practice;
- reliability;
- professional boundaries;
- communication;
- competence;
- response to supervision;
- learning and development; and
- compliance with organisational policies.

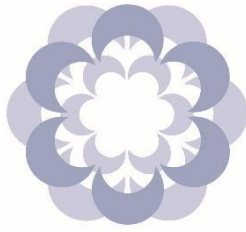
Safeguarding concerns arising after appointment will be addressed under appropriate safeguarding and organisational procedures and will not be treated solely as performance concerns where safeguarding implications may exist.

30. Duty to Disclose Relevant Changes

Employees, workers, volunteers, directors, practitioners, trainers, facilitators, consultants and other relevant individuals must notify MoP promptly where there is a significant change that may affect their legal or safeguarding suitability for their role.

Depending upon the role and applicable legal requirements, this may include:

- criminal proceedings or convictions that the individual is legally required to disclose;
- restrictions on professional registration;
- relevant safeguarding concerns;
- relevant disciplinary findings; or
- other circumstances that may materially affect their ability to undertake their role safely.



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Individuals will not be required to disclose protected criminal record information which MoP is not legally entitled to request.

Information received will be considered sensitively, confidentially, lawfully and proportionately.

31. Safer Recruitment Responsibilities

Directors

Directors are responsible for ensuring that MoP has appropriate safer recruitment arrangements and that safeguarding is embedded within organisational governance.

Directors / Designated Safeguarding Lead

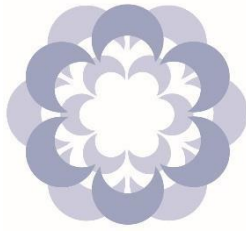
The Directors and/or Designated Safeguarding Lead, as appropriate, are responsible for ensuring that:

- safer recruitment processes are implemented appropriately;
- safeguarding concerns are escalated;
- appropriate external advice or referrals are sought where necessary; and
- relevant legal and local safeguarding requirements are followed.

Recruiting Manager / Responsible Director

The person responsible for a recruitment process must ensure that:

- the role has been appropriately assessed;
- DBS eligibility has been considered;
- recruitment documentation is accurate;
- interviews are structured and proportionate;
- safeguarding questions are included where relevant;
- required checks are completed;
- discrepancies and concerns are followed up; and
- recruitment decisions are appropriately recorded.



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Interview Panel

Panel members must:

- follow the agreed recruitment process;
- assess applicants fairly;
- record relevant information;
- remain alert to safeguarding concerns;
- declare relevant conflicts of interest; and
- maintain confidentiality.

All Workers

Everyone working on behalf of MoP has a responsibility to promote safeguarding, maintain professional boundaries and report safeguarding or suitability concerns appropriately.

32. Exceptions

Any departure from this policy must be agreed by a Director.

Where an exception has safeguarding implications, the decision must be subject to a documented risk assessment.

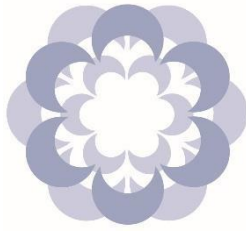
No exception may override a statutory safeguarding, barred-list, right-to-work or other legal requirement.

Urgency, staffing difficulties or operational pressures will not justify bypassing a legal safeguarding requirement.

33. Policy Review

This policy will be reviewed at least annually and sooner where:

- legislation changes;
- statutory safeguarding guidance changes;
- DBS requirements or regulated-activity definitions change;



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- SET or other relevant local safeguarding procedures change;
- organisational activities or workforce arrangements change; or
- an incident, complaint, safeguarding review or learning process identifies a need for amendment.

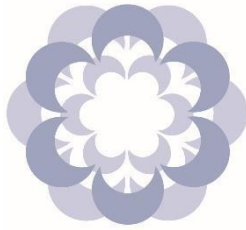
The organisation will take reasonable steps to ensure that the policy remains consistent with current statutory guidance, legislation and applicable local safeguarding arrangements.

Related Policies and Procedures

This policy should be read alongside relevant MoP policies and procedures, including:

- Safeguarding and Child Protection Policy;
- Adult Safeguarding Policy;
- Equality, Diversity and Inclusion Policy;
- Code of Conduct;
- Confidentiality and Data Protection Policy;
- Complaints Policy;
- Whistleblowing Policy;
- Disciplinary Policy;
- Online Safety / Digital Safeguarding Policy;
- Lone Working Policy;
- Health and Safety Policy;
- Volunteer Policy; and
- Staff Induction and Probation Procedures.

Key Legislation and Guidance



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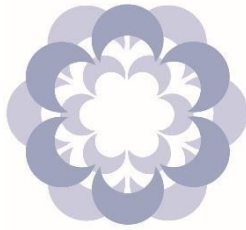
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The Ministry of Parenting CIC will have regard, where applicable, to current legislation, statutory guidance and local safeguarding procedures, including:

- Children Act 1989;
- Children Act 2004;
- Care Act 2014;
- Safeguarding Vulnerable Groups Act 2006;
- Protection of Freedoms Act 2012;
- Police Act 1997 and relevant regulations;
- Rehabilitation of Offenders Act 1974 and relevant amendments and exceptions;
- Equality Act 2010;
- Data Protection Act 2018;
- UK General Data Protection Regulation (UK GDPR);
- relevant employment and immigration legislation and current Home Office right-to-work requirements;
- Working Together to Safeguard Children 2026;
- current Disclosure and Barring Service eligibility, regulated activity, Update Service and referral guidance;
- Southend, Essex and Thurrock (SET) Safeguarding and Child Protection Procedures 2026;
- Essex LADO / allegations-management arrangements;
- applicable adult safeguarding procedures and guidance; and
- relevant local safeguarding arrangements in areas in which MoP operates.

Where MoP delivers services outside England, the organisation will also have regard to safeguarding, criminal-record checking and safer recruitment requirements applicable in the relevant nation of the UK.



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Appendix 1 – Safer Recruitment Checklist

Before Advertising / Recruitment

- ☐ Role/job description completed
- ☐ Person specification completed
- ☐ Safeguarding responsibilities identified
- ☐ Nature and frequency of contact with children/adults considered
- ☐ Regulated activity status considered
- ☐ DBS eligibility and appropriate level considered
- ☐ Barred-list eligibility considered where relevant
- ☐ Required qualifications identified
- ☐ Professional registration requirements identified
- ☐ Supervision arrangements considered
- ☐ Lone/online/home working risks considered where relevant

Application and Shortlisting

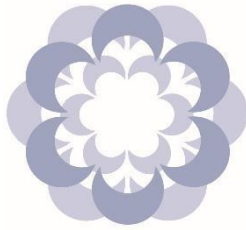
- ☐ Appropriate application information received
- ☐ Employment/activity history reviewed
- ☐ Significant gaps identified and considered
- ☐ Material discrepancies or omissions identified
- ☐ Safeguarding/criminal record declaration completed where legally appropriate
- ☐ Shortlisting completed against agreed criteria
- ☐ Safeguarding considerations identified for interview where appropriate

Interview

- ☐ Structured interview completed
- ☐ Safeguarding questions included where appropriate
- ☐ Professional boundaries explored
- ☐ Candidate's suitability explored
- ☐ Values and attitudes considered
- ☐ Concerns, discrepancies or gaps followed up
- ☐ Interview decision recorded

Pre-Employment / Pre-Engagement Checks

- ☐ Identity verified
- ☐ Right to work checked where required
- ☐ References obtained and scrutinised



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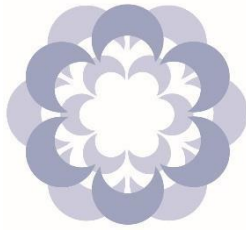
- ☐ Reference discrepancies clarified
- ☐ Qualifications checked where relevant
- ☐ Professional registration checked where relevant
- ☐ DBS eligibility confirmed
- ☐ Appropriate DBS check completed where required/eligible
- ☐ Barred-list information checked where legally required/eligible
- ☐ Overseas checks considered where relevant
- ☐ Other role-specific checks completed
- ☐ Any concerns appropriately risk assessed and resolved
- ☐ All required legal checks completed before regulated activity begins

Appointment

- ☐ Conditional offer requirements satisfied
- ☐ Employment/worker/contractor/volunteer agreement issued as applicable
- ☐ Safeguarding induction completed or scheduled
- ☐ Relevant organisational policies provided
- ☐ Code of Conduct/professional-boundary expectations explained
- ☐ Reporting and whistleblowing procedures explained
- ☐ Supervision arrangements confirmed
- ☐ Probation/review arrangements confirmed where applicable

Ongoing

- ☐ Safeguarding training maintained
- ☐ Supervision/review undertaken as appropriate
- ☐ Professional registration monitored where required
- ☐ Professional conduct and boundaries monitored
- ☐ Role changes trigger reconsideration of DBS eligibility where appropriate
- ☐ Suitability concerns addressed promptly
- ☐ LADO referral considered where relevant
- ☐ DBS referral duty considered where relevant
- ☐ Other regulatory/referral requirements considered
- ☐ Ongoing DBS/suitability monitoring arrangements reviewed



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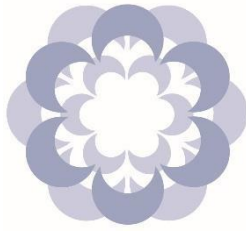
Appendix 2 – Safeguarding and Suitability Concerns During Recruitment

Where a safeguarding or suitability concern arises during recruitment, the responsible Director/recruiting manager should consider:

1. **What information has been identified?**
2. **Is the information verified or does clarification need to be obtained?**
3. **Is the information legally relevant to the role?**
4. **Does it indicate a possible safeguarding risk?**
5. **Does it affect DBS or regulated-activity eligibility?**
6. **Does further information need to be sought from the applicant or referee?**
7. **Is professional safeguarding, HR, legal, DBS or LADO advice required?**
8. **Can the concern be appropriately managed, or does it make the applicant unsuitable for the role?**
9. **Has the decision and rationale been appropriately recorded?**

A concern will not automatically result in rejection unless appointment would be unlawful or the information demonstrates that the individual is unsuitable for the role.

The safety and welfare of children, young people and adults at risk will remain the primary safeguarding consideration.



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Appendix 3 – DBS and Regulated Activity Decision Record

For roles where a DBS check may be required, MoP should record:

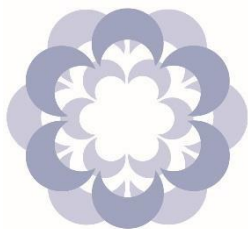
Role:

Responsible Director/Manager:

Date assessed:

Nature of the role

- Who will the individual work with?
- What activities will they undertake?
- Where will the activities take place?
- How frequently will they undertake them?
- Will they work directly with children?
- Will they work with adults in circumstances relevant to regulated activity?
- Will work be one-to-one?
- Will work take place online?
- Will work involve home visits?
- Is supervision provided?
- Does supervision affect legal eligibility for the relevant activity under current legislation?
- Does the role constitute regulated activity?



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DBS decision

DBS check legally eligible: Yes / No

Level:

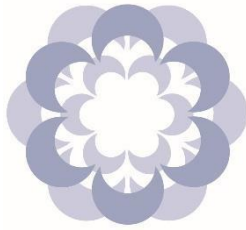
- ☐ Basic
- ☐ Standard
- ☐ Enhanced
- ☐ Enhanced + Children's Barred List
- ☐ Enhanced + Adults' Barred List
- ☐ Enhanced + Children's and Adults' Barred Lists
- ☐ Not applicable

Reason/eligibility basis:

Decision made by:

Date:

Where the individual's duties materially change, DBS eligibility should be reassessed.



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Appendix 4 – Key External Safeguarding Escalation Considerations

A safeguarding concern concerning a person working on behalf of MoP may require consideration of more than one external process.

Depending upon the circumstances, this may include:

- children's social care;
- adult safeguarding services;
- police;
- Local Authority Designated Officer (LADO);
- Disclosure and Barring Service;
- professional regulatory body;
- commissioner or contracting organisation; and/or
- another relevant safeguarding authority.

A referral or notification to one organisation does not necessarily remove the requirement to consider referral or notification to another.

Where there is uncertainty, appropriate safeguarding advice should be obtained promptly.

For allegations concerning people who work with children in Essex, current Essex LADO and SET Safeguarding and Child Protection Procedures must be followed.

Policy approved by: Shelly Steel & Jeannie Gordon

Position: **Directors**

Date: 14 September 2026

Next review: 14 September 2027