



Safer Recruitment Policy

Policy Author - Matthew Pretty and Keisha Pretty - Directors of Project RESET

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Introduction

Project RESET is committed to safeguarding and promoting the welfare of all children and young people in our care. We recognise that safer recruitment practices are essential to deter, identify, and reject people who might pose a risk of harm to children or vulnerable learners.

This policy applies to all recruitment and selection processes for staff, volunteers, contractors, and agency workers engaged by Project RESET. The policy supports the expected standards of behaviour set out in Project RESET's Staff code of conduct, as well as their Whistleblowing Policy. The policy complies with guidelines outlined in "Keeping Children Safe in Education (Updated, Sept 2026)" and as such, Matthew Pretty (Director) has undertaken safer recruitment training, due to be refreshed in March 2028.

Self-Employed Staff, Tutors and Mentors

Project RESET recognises that self-employed mentors, tutors, therapists and other commissioned professionals may undertake regulated activity with children.

The same safeguarding and recruitment standards will apply to self-employed individuals as those applied to employed staff, including identity checks, references, DBS checks, suitability assessments and safeguarding training requirements.

Visiting Professionals - Where external professionals are engaged to work with children, Project RESET will seek appropriate assurance regarding safeguarding checks, qualifications, suitability and professional registration where applicable.

Aims

The aims of this policy are to ensure that:

- Project RESET recruits the best possible staff and volunteers who share their commitment to safeguarding.



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- All recruitment decisions are based on evidence of suitability, competence, and values.
- Appropriate vetting checks are carried out on all individuals before they begin work so that those candidates unsuitable to working with children and young people are identified and rejected.
- The risk of abuse or harm to young people is minimised at every stage of recruitment and employment.

Project RESET's Safer Recruitment Principles

Project RESET is committed to a fair, transparent, and consistent approach which:

- Treats all applicants fairly and without discrimination.
- Assesses values, attitudes, and motivation to work with children as well as skills and experience.
- Applies rigorous pre-employment checks for all individuals with access to young people.
- Embeds safeguarding responsibilities in every role description and interview process.

Project RESET is fully committed to implementing robust procedures that ensure any adult who fails to follow the organisation's safeguarding and child protection policies and practices is dealt with appropriately and in line with statutory requirements. As an employer, they have a legal duty to report any allegation of abuse made against a member of staff to the Local Authority Designated Officer (LADO) within one working day of the allegation being made. A referral will be made if an employee has:

- behaved in a way that has harmed, or may have harmed, a child



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- possibly committed a criminal offence against, or related to, a child
- behaved towards a child or children in a manner that indicates they may pose a risk of harm to children if they were to work regularly or closely with them

In addition, as an employer, they are required to refer any member of staff to the Disclosure and Barring Service (DBS) who, following a disciplinary process, is dismissed or resigns due to misconduct involving a pupil. They may also make a referral to the DBS if there are safeguarding concerns prior to the conclusion of any investigation.

Selection Procedures

Advertisements

- All adverts and recruitment materials will include a safeguarding statement:

“Safeguarding is the responsibility of everyone. Project RESET recognises its duty to safeguard and promote the welfare of children and is fully committed to maintaining safeguarding practices that reflect statutory responsibilities, government guidance, and recognised best practice standards.

All successful candidates will be subject to safer recruitment procedures, including an enhanced DBS check and satisfactory references. The successful candidate will be required to demonstrate a strong understanding of safeguarding practices, maintain appropriate professional boundaries, and adhere to all safeguarding policies and procedures.

Any concerns regarding the safety or wellbeing of a child, young person or adult, must be reported and acted upon in line with organisational and statutory guidance.”



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- All applicants will receive an application pack relevant to the post they are applying for including, a job description and person specification, a description of the job role, an application form and Project RESET's safeguarding statement
- Gaps in employment or education must be fully explained and verified.
- Having a criminal record will not necessarily prevent an individual from working with Project RESET. Each disclosure will be considered on a case-by-case basis, taking account of safeguarding responsibilities, relevance to the role and statutory requirements.

Shortlisting

- Shortlisting will be carried out by at least two members of staff, one of which will be trained in safer recruitment.
- Successful applicants will be required to provide two references from their current/most recent employer. The referee should be the head of the company or organisation or have some managing capacity. These will be requested and received ideally prior to interview, directly from the referee and where necessary, discrepancies can be clarified.
- Referees will be asked to comment on the following;
 - The applicants suitability to work with children and young people
 - Any previous or ongoing allegations
 - Any disciplinary actions related to safeguarding of children and young people
 - The applicants suitability for the job role described.
 - Attendance and punctuality record.
- Where applicable it may be required that previous employers not named as referees be contacted to clarify any discrepancies.
- All references will be kept as detailed written responses on file.

All appointments are subject to satisfactory references, vetting protocols and DBS clearance, which will include an online search on each applicant.

Online searches will be conducted only for shortlisted candidates and will focus on information relevant to an individual's suitability to work with children. Any concerns identified will be explored with the candidate during the recruitment process.



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Interviews

- Successful applicants will be notified of an interview by letter confirming the interview date, location and details of the panel members.
- They will be provided with details of any tasks to be completed as part of the interview process. This will include an opportunity to discuss this prior to the interview day.
- Interviews will include questions that explore the applicant's attitude toward safeguarding and their understanding of child protection responsibilities.
- Applicants will be required to explain any gaps in employment, any discrepancies in information obtained through references and declare any information that is likely to appeal on the DBS checks.
- Applicants will be required to bring proof of identity, right to work in the UK, and relevant qualifications.

Pre Employment Checks

Before any appointment is confirmed, the following checks must be completed:

- Enhanced DBS check (with Barred List check if appropriate)
- Verification of identity and right to work in the UK
- Verification of professional qualifications and references
- Prohibition from Teaching checks where applicable
- Section 128 direction checks where required by legislation and the role being undertaken



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- Provide evidence of qualifications relevant to the role
- Complete a health questionnaire
- Overseas police checks (where relevant), for individuals who have lived or worked outside the UK within the last five years, regardless of whether they are a British citizen or not.

All pre-employment checks will be confirmed in writing and kept on record on the successful applicants personnel file.

Where agency staff are engaged, written confirmation will be obtained from the supplying organisation that all required safeguarding and recruitment checks have been completed.

Record Keeping

- A Single Central Record (SCR) will be maintained and regularly audited to record all pre-employment checks. The Single Central Record will be reviewed periodically by a Director to ensure accuracy, completeness and compliance with statutory requirements.
- Recruitment documentation will be retained securely and in line with data protection legislation.

Induction and Training

- All new staff and volunteers will receive an induction period of one week where they will be able to familiarise themselves with the role, be assigned an induction tutor to observe best practice and Project RESET's ethos and principles. They will also be asked to read and sign that they have read and understood the following policies;
 - Safeguarding Policy
 - Safer Recruitment Policy
 - Whistleblowing Policy
 - Project RESET Staff code of conduct



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- Managing allegations Against Staff Policy
 - Attendance Policy
 - Health and Safety Policy
 - Online Safety Guidance
- New members of staff will also be asked to provide evidence of up to date Prevent Duty Training and Safeguarding Training. If required training will be issued prior to working one to one with children or young people.
- Ongoing safeguarding training will be mandatory and refreshed regularly.
- All new staff, volunteers and contractors will receive a site induction covering fire safety, emergency procedures, first aid arrangements, visitor procedures and health and safety expectations.