

22 – SAFER RECRUITMENT POLICY

Let Us Play Scheme

(Play Scheme for children with profound and multiple learning difficulties)

Registered Charity No. 1072059

Date of Policy Issued/Review	31 July 2025
Name of Chairperson	Juliet Cheriton-Gerard
Signature of Chairperson	
Management Committee Name	Victoria Ashton
Management Committee Signature	
Review Date	30 July 2026

POLICY STATEMENT

This policy has been developed to embed safer recruitment practices and procedures, and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in the Department for Education's Keeping Children Safe in Education 2024.

PRINCIPLES

We will be informed on recruitment practices by the requirements of the DfE's KCSIE: these principles are taken from this annual publication. Our safer recruitment process and practices will:

- Be fully planned, including job description, person specification, application pack (for management roles) and a standard application form
- Ensure that all job adverts include reference to our safeguarding policy
- Note during shortlisting any discrepancies/anomalies/gaps in employment history will be noted to explore at interview
- Ask candidates to complete a formal application form giving full employment history and to complete a confidential health questionnaire.

- Verify an applicant's right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards.
- Ask for written references about previous employment history from a minimum of two referees including the most recent employer, and check that information is not contradictory or incomplete. If necessary, further references will be taken.
- Verify professional qualifications, as appropriate.
- If the applicant has no previous work history, the reference must be from a professional such as their college tutor. If a character reference, it must be obtained from a professional (e.g. teacher, solicitor, Social Worker, Police Officer, Officer in the Armed Forces, GP, etc.).
- Ensure that interviews are conducted by at least 2 interviewers who have the authority to appoint, and one of whom is Safer Recruitment trained.
- Verify the candidate's identity via sight of at least one piece of photo ID for example passport/ driving licence and two other documents such as utility bill/bank statements or local authority evidence. Documents must be originals.
- Obtain (at LUPS' expense) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity.

APPLICANTS

All applicants will receive website links for the following when applying for a role:

- A statement of our commitment to ensuring the safety and wellbeing of the children attending playscheme
- Job description and person specification
- The Safeguarding Policy
- An application form
- Copy of our Code of Conduct

OFFERS OF EMPLOYMENT

Conditional offers of appointment will be made subject to:

- Probationary periods
- References (if not obtained and scrutinised previously)
- Identity (if that could not be verified straight away at interview)
- Qualifications (if not verified on the day of interview)
- Permission to work in UK
- DBS check
- Health checks – to verify the candidate is medically fit.

ENHANCED DBS CHECKS

- All staff, volunteers and Trustees must have an enhanced DBS certificate.
- The check will be carried out as soon after a position has been offered.
- The necessity for an enhanced DBS certificate will be clearly advertised in all relevant job descriptions and recruitment adverts.

DISCLOSURE OF AN OFFENCE

In the case of a disclosure of an offence, final recruitment decisions relating to DBS certificates will be made by the Designated Safeguarding Lead (DSL) who will carry out a formal risk assessment taking into consideration the type of access the position entails, the relevance and severity of any offences, whether they are spent or unspent and the period of time that has passed since an offence, caution or warning. The DSL will consult the Chairperson before any final decision is taken on the recruitment of any applicant whose DBS reveals an offence. The resulting decision is final.

INDUCTION OF NEW EMPLOYEES

All staff and volunteers who are new to playscheme will undertake/receive:

- Safeguarding training, and information on the Safeguarding Policy
- PREVENT training
- procedures and guidance on safe working practices which would include guidance on acceptable conduct/behaviour. These expectations will form part of new staff members induction training

SINGLE CENTRAL RECORD (The Register)

We will keep a single central record of pre-employment checks, referred to in the Keeping Children Safe in Education Regulations as “the register”. The single central record will cover the following people, and detail confirmation that relevant checks have been carried out along with the date the check was undertaken/obtained.

- all staff
- volunteers
- Trustees

REFERENCES

- [Keeping children safe in education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

ASSOCIATED POLICY'S

- Safeguarding Policy
- Prevent Policy