



StrongRootz Project Safer Recruitment Policy

Policy Date: September 2025

Next Review Date: September 2026

1. Introduction

StrongRootzProject is committed to ensuring the safety and welfare of all children and young people we work with. Safer recruitment practices help prevent unsuitable people from working with children and are essential to our safeguarding framework.

This policy applies to all staff, mentors, volunteers, and contractors engaged by StrongRootzProject.

2. Policy Objectives

- Ensure that all staff and volunteers are suitable to work with children.
- Maintain a safe environment for children and young people.
- Comply with statutory guidance, including **Keeping Children Safe in Education (KCSIE 2025)** and **Working Together to Safeguard Children (2018)**.
- Provide clear procedures for recruitment, selection, and vetting.

3. Scope

This policy applies to:

- All permanent, temporary, and casual staff.
- All volunteers and mentors.
- All contractors who may have contact with children.

4. Safer Recruitment Principles

StrongRootzProject follows these key principles:

1. **Safe Recruitment Decisions:** No candidate will start work until all necessary checks have been completed.
2. **Transparency:** Job descriptions, person specifications, and responsibilities are clear.
3. **Consistency:** All candidates are subject to the same rigorous checks.
4. **Accountability:** Recruitment decisions are documented and retained securely.

5. Recruitment Procedures

5.1 Job Advertisements

- All roles involving contact with children include a safeguarding statement.
- Roles clearly outline responsibilities and expectations regarding child protection.

5.2 Application Process

- Candidates must complete a detailed application form.
- Gaps in employment must be explained.
- Relevant qualifications and experience are verified.

5.3 Interviews

- Interviews assess suitability for the role, including safeguarding awareness.
- At least one panel member has completed safer recruitment training.

5.4 References

- Two references are obtained, including the most recent employer.
- References are verified and checked for any safeguarding concerns.

5.5 Background Checks

- **Enhanced DBS (Disclosure & Barring Service) checks** are obtained for all staff and volunteers.
- Identity and right to work in the UK are verified.
- Any checks relating to professional qualifications are completed.
- Barred list checks are conducted for roles with direct contact with children.

6. Conditional Offers

- Offers of employment or volunteering are conditional on:
 - Satisfactory DBS and other relevant checks.
 - Receipt of satisfactory references.
 - Verification of qualifications and right to work.

7. Induction and Training

- All new staff and volunteers receive a safeguarding induction before starting work.
- Mandatory training includes:
 - Child protection awareness
 - Online safety
 - Reporting procedures
- Staff are made aware of the **StrongRootzProject Child Protection and Safeguarding Policy**.

8. Ongoing Suitability

- All staff and volunteers are expected to:
 - Maintain high standards of professional conduct.
 - Report any concerns about colleagues' suitability to work with children.

- Undertake refresher safeguarding training annually.
- The Safeguarding Lead monitors ongoing suitability and conducts periodic checks if appropriate.

9. Safer Recruitment Training

- At least one member of the recruitment panel completes **safer recruitment training** every three years.
- Training covers:
 - Recruitment and selection procedures
 - Disclosure checks and barred list guidance
 - Identifying safeguarding concerns

10. Confidentiality

- All information collected during recruitment is treated confidentially and stored securely in line with **GDPR**.
- Records are kept of:
 - Applications and interview notes
 - References and verification checks
 - DBS certificates and other relevant documentation

11. Monitoring and Review

- This policy is reviewed annually or sooner if guidance or legislation changes.
- **Next review date: September 2026**
- The Safeguarding Lead ensures staff are informed of updates.

Policy Approved By: J Johnston, Founder & Director.

Date: September 2025