

Rationale

ACT 2 CAM is committed to safeguarding and promoting the welfare of children, young people, staff, volunteers, and visitors. Safer recruitment ensures that all adults working with or supervising participants are **suitable, vetted, and competent**.

Purpose

- To outline clear procedures for the **recruitment, selection, and vetting** of staff, tutors, volunteers, and contractors.
 - To ensure compliance with **Keeping Children Safe in Education (KCSIE 2025)**, **Working Together to Safeguard Children 2023**, and local safeguarding guidance.
 - To prevent unsuitable individuals from working with children and young people.
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Scope

This policy applies to:

- All paid staff
 - All volunteers, tutors, and facilitators
 - Contractors with access to children or sensitive areas
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Safer Recruitment Principles

1. **Vetting:** All applicants must undergo **Enhanced DBS checks** and be registered with the **DBS Update Service**.
2. **Verification:** Applicants' **identity, qualifications, and references** are verified prior to appointment.
3. **Job Descriptions & Person Specifications:** Clearly outline **safeguarding responsibilities**, required experience, and competencies.

4. **Interview & Selection:** All shortlisted candidates are interviewed by at least **two senior staff members**.
 5. **References:** Obtain **at least two references**, one of which must be the most recent employer. Verify references directly.
 6. **Induction:** New staff and volunteers complete an induction covering **safeguarding, child protection, health & safety, and ACT 2 CAM policies**.
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DBS Checks

- All adults in unsupervised contact with children must have an **Enhanced DBS**.
 - **DBS Update Service** registration is required to allow ACT 2 CAM to check **continuous eligibility**.
 - **DBS information is confidential** and stored securely, in compliance with data protection regulations.
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Ongoing Monitoring

- Staff, volunteers, and contractors are subject to **regular supervision and performance reviews**, which include safeguarding compliance.
 - Any changes in criminal convictions or safeguarding status must be **reported immediately** to ACT 2 CAM leadership.
 - Staff development includes **rolling safeguarding training** and updates on legislative or procedural changes.
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Responsibilities

- **Leadership Team:** Ensure compliance with safer recruitment procedures, DBS checks, and induction training.
- **Recruiting Managers:** Verify identity, references, and qualifications; conduct interviews; and maintain records.

- **Staff & Volunteers:** Disclose relevant convictions or safeguarding issues and maintain DBS registration on the update service.
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Links to Other Policies

- Safeguarding & Child Protection Policy
 - Health & Safety Policy
 - Behaviour Management Policy
 - Whistleblowing Policy
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Review

- **Externally Audited:** January 2026
- **Next review:** January 2027
- Reviewed **annually** or sooner if legislative or operational requirements change.