

FamilyCare

Healing pasts • Building futures

An abstract graphic composed of several overlapping, rounded, organic shapes in various colors: pink, red, brown, green, olive, orange, and blue. The shapes overlap in a way that creates a sense of depth and movement, with some colors appearing more prominent than others. The overall composition is balanced and visually appealing.

Safer Recruitment

www.family-care.co.uk

Safer Recruitment

Implemented/Reviewed: September 2026

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Family Care Group will recruit for employment only those individuals who can demonstrate the requisite level of education, qualifications, experience, and aptitude appropriate to the work they are required to undertake and will not unlawfully discriminate in the provision of employment opportunities. The recruitment process inevitably involves the collection of personal information (and sensitive data) which is subject to the standards imposed under GDPR legislation and Codes of Practice. The Group commits to protecting and keeping all personal data secure, to process it in accordance with the Regulations, and to allow subject access when requested. This recruitment procedure must be always followed, and applies to everyone employed, without exception. Conduct which is contrary to the spirit, intentions and purpose of this Policy will be subject to disciplinary action, which could lead to dismissal.

When making recruitment decisions, Family Care Group ensures the children, young people and any adults at risk are safeguarded from harm by:

1. Making sure Family Care's commitment to safeguarding children and vulnerable young people is strongly promoted to deter unsuitable people
2. Having robust safeguards in place throughout the recruitment process to flag up candidates who may be unsuitable to work with children and vulnerable young people and reject them
3. Take up references and complete all relevant pre-employment checks for candidates to prevent unsuitable people from being appointed; and
4. Monitor new employees during the induction period to observe their behaviours and attitudes and, following induction, implement an appropriate system of supervision and appraisal

Purpose

The purpose of this Safer Recruitment Policy is to set out the Family Care Group recruitment process which aim to:

- Recruit and develop outstanding candidates and staff
- Ensure that the recruitment of both permanent and fixed-term staff (including voluntary) is conducted in a fair, effective and efficient manner
- Ensure that all relevant equalities legislation is adhered to.
- Ensure that staff deal professionally with both external and internal candidates at all stages of the process.



The following principles are encompassed in this policy:

- All applicants will receive fair treatment and a high-quality service
- The job description and person specification are essential tools and will be used throughout the process
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Selection will be carried out by a panel with at least two members of staff
- Appointment will be based on a minimum of a completed application form, short listing and interview, and receipt of right to work documentation and suitable references
- Monitoring and Evaluation are essential for assessing the effectiveness of the process
- Internal opportunities will be advertised with requests for internal expression of interests, and all vacancies are made available to internal applicants who will also receive feedback on their application from the Hiring Manager.
- All external opportunities will be advertised for a minimum of 7 calendar days
- The Equality Act (2010) makes it a requirement to make reasonable adjustments to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment

The provisions of this policy should be read in conjunction with Family Care Group's policies on Equality & Diversity, Safeguarding, the Recruitment of Ex-Offenders and along with the use of Disclosure of information, Verification of Identity, Rights to Work and Disclosure and Barring Service checks, and any additional Pre-Employment Checks and verification requirement.

Applicants for positions will be asked to provide relevant information, documents and forms linked to the application of processes of candidate assessment in line with our General Privacy notice.

Scope

This policy applies to all jobs within Family Care Group, regardless of hours, role or employment status. This includes permanent, and fixed term – employees, contractors and self-employed individuals as well as agency and supply staff.

Agency and supply staff will not be recruited through Family Care Group recruitment process, however, we will ensure that we will obtain the appropriate evidence / assurance that the agency supply the staff has adhered to safer recruitment practices.

This policy is in place to promote good practice and to ensure that the recruitment and selection methods used by Family Care Group are fair, consistent and in line with relevant legislation. This Safer Recruitment Policy applies to all employees of Family Care Group who are responsible for and involved in the recruitment and selection of all staff.

The document contains the process for Family Care staff to follow in order to comply with legal duties, to ensure the recruitment process is transparent and fair and to ensure that the welfare of children and young people in the Group's care are protected. Everyone within the Family Care Group community has a responsibility to adhere to it.



Policy Objectives

Family Care Group will ensure that the recruitment and selection of staff is carried out in a professional, timely and effective manner and the Human Resources department will monitor the recruitment process.

All candidates will be assessed in a fair, consistent and robust manner, free from discrimination. Family Care Group supports the principle of open competition, and will seek to appoint the best person for the job, based on individual merit. Candidates will be assessed in the same way, against the requirements of the role, including internal candidates, or others personally known to the interview panel. A predefined job description and person specification is prepared for each job, based upon objectively justifiable criteria in terms of the skills, knowledge and abilities required to do the job. Assessment of each applicant for short-listing and at interview will be undertaken objectively against the pre-defined criteria in the person specification and must be recorded.

All job applicants are required to complete application form alongside their CV. Family Care Group will not employ anyone of compulsory school age, other than those who are entering into an approved Apprenticeship.

All offers of employment are conditional upon the Family Care's recruitment, Pre-employment and vetting checks, as outlined in the offer letter.

Roles and Responsibilities

It is the responsibility of Human Resources and the Responsible Individual to:

- Ensure Family Care Group has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with current guidance and legal requirements.
- Monitor the Family Care Group's compliance with them. It is the responsibility of all staff involved in recruitment to:
- Ensure that Family Care Group operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work within the group
- To monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure

Statutory Responsibility

Family Care will avoid unlawful discrimination in all aspects of employment including recruitment and opportunities for selection and promotion.

Family Care Group is committed to promoting a culture of Diversity and Inclusivity for all our employees and potential employees. We welcome applications from people of all backgrounds. In recognition of our commitment, we would particularly encourage applications from groups who are currently under-represented, including those from the Black, Asian and Minority Ethnic (BAME) communities.

The Recruitment and Selection Policy complies with the Groups' Safeguarding, Child Protection and Prevent Policy, which requires that appropriate action is taken to prevent unsuitable people working with children, young people and adults at risk.

As an organisation using the Disclosure and Barring Service (DBS), the Group complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Group is permitted to ask questions about whether an applicant has any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974, and/or whether they have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.



The Group is required under the Immigration, Asylum and Nationality Act 2006 to verify that all new employees are legally entitled to work in the UK. All candidates attending an interview will be required to bring proof of their eligibility to work in the UK so that their entitlement can be checked before any offers of employment are made. The management of information obtained through the recruitment and selection process will be undertaken in accordance with the Group's Data Protection, Document Retention and Employee Data policies.

Online due-diligence searches

Family Care Group may undertake an online search-engine search of shortlisted candidates where this is justified by the safeguarding responsibilities, seniority, access or particular risks associated with the role.

Candidates will be informed in advance that an online search may be undertaken. Searches will be limited to publicly available information, conducted consistently and restricted to information relevant to the candidate's suitability for the role.

Wherever practicable, the person conducting the search will not be responsible for making the recruitment decision. Only potentially relevant information will be provided to the recruitment panel. Any concern will be verified as far as reasonably possible and discussed with the candidate before a decision is made. Information will not be treated as established fact solely because it appears online.

The Group will record that the search was completed, any relevant information identified, how it was considered and the resulting decision. Irrelevant personal information and information concerning protected characteristics will not be retained or used in decision-making.

Pre-recruitment process

Where a vacancy has arisen as a result of a leaver this role can be submitted to Human Resources for advertising once appropriate due diligence has been conducted by the Hiring Manager. This includes an assessment as to whether a like for like replacement is required and/or whether there is an opportunity to fulfil the role internally. Should the replacement role have fundamental differences to the position being vacated this will require authorisation from the Board.

All new or additional posts will also require the Board's authorisation prior to recruiting. It is the responsibility of the Hiring Manager to ensure that this has been obtained prior to contacting Human Resources.

Recruitment Process

1) Advertising Posts

All vacancies are normally advertised via our Internal Recruitment Officer, and applications received using Breathe HR system as a standard, vacancies are advertised on the following platforms, company website, Indeed, Facebook, and LinkedIn. For difficult to fill vacancies, additional advertising platforms may be considered, including the use of role specific platforms or sites supporting specific underrepresented groups along with approved external agencies in accordance with our policies and strategies.



2) Application Form

All applicants will complete an application form as part of the candidate application process. This includes details to:

- Fully identify the individual concerned.
- Details of their latest employer and current role.
- Confirmation that the individual has the right to work in the UK.

Additional information will also be collected including the applicant's CV, any Cover Letter provided and any responses to role specific selection criteria questions linked to the position.

3) Job description and Person Specification

Every vacancy advertised will include an accurate job description that includes:

- The Job Title
- Job Title of the post that the role reports to
- Purpose of the role
- Main duties and responsibilities
- The salary range
- The post holder's individual responsibility to safeguard and promote the wellbeing of children and young people in their care.
- The post holders' individual responsibilities in respect of Data Protection and information security.
- The person specification will highlight the knowledge, skills, experience and qualifications relevant to the role
- The person specification will also highlight any essential requirements relevant to the role.

The job description and person specification are essential features of the advertising and recruitment process, and this will be reviewed by the Responsible Individual/Service Heads and Board to ensure that they are up to date and verified by a member of the Human Resources.

4) Shortlisting

To support safer recruitment and to ensure fairness in the process, the recruitment panel should take adequate time to properly scrutinise the applications.

- For consistency it is recommended to assess each application against the criteria for the role, including any criteria specific to working with children using a checklist.
- Consider whether each application is fully completed– if not, it may be returned to the applicant or discarded from the process.



- Highlight any gaps (in employment etc.) to be explored further at interview should the candidate be long/shortlisted.
- Look for evidence provided against the criteria set out in the person specification and the job description to support their recruitment decision.
- Normally only shortlist those applications that meet all the essential criteria set out in the person specification. However, where information is not clear or partial in relation to any applications received, it may be decided by the panel to shortlist and explore the issues further at interview. A note should be added to the record to indicate where this decision has been taken.

If a greater than anticipated number of applicants meet all the essential criteria for the post, it may be decided to use any specified additional desirable criteria to select for the final shortlist.

5) Invitation to interview

Candidates called to interview will receive:

- Written correspondence confirming details of the interview/assessment and any other selection techniques to be used, as well as asking candidates whether Family Care Group needs to make any reasonable adjustments to facilitate their attendance and participation in the interview and selection process.
- An opportunity for candidates to ask any questions prior to the interview.

6) The selection Process

Selection techniques will be determined by the nature and duties of the post, but all vacancies will require a minimum of an interview of short-listed candidates. All interview questions asked by Family Care Group will be recorded on an Interview question and template. Scoring will be carried out objectively, with the highest scoring candidate being offered the position in the first instance.

Interviews will always be face-to-face. This can include the use of technologies to facilitate this process when candidates are currently living and/or working abroad or at large distances away from the interview location within the UK and unable to travel (e.g. Teams, Google Hangouts, Zoom, Skype).

During the interview, the panel will ask candidates to:

- Explain satisfactorily any anomalies or discrepancies in the information available to the panel which has not been explained already on their application form.
- Declare any information that is likely to appear on the DBS disclosure, which has not been disclosed already on their application form.
- Demonstrate their ability to safeguard and protect the welfare of children and young people. This will include safeguarding questions asked by the interview panel where applicable to the role.
- All candidates will be subject to a range of standardised role specific interview questions and assessment tasks. In addition, Candidates may also be asked individual questions relating to gaps in their employment history, and/or relevant criminal history disclosed that require clarification.



7) Pre-employment checks

Appointable and successful candidates will receive a conditional offer of employment that is subject to the following conditions and checks:

- References: We need at least two references to cover employment, one referee being the current or most recent employer. In cases where this is a first job, we can accept references from Volunteer Managers, College/University Lecturers or School Headteachers.
- Full employment history from leaving full-time education with all gaps explained and accounted for
- Request Schedule 1 (Fostering) & Schedule 2 (Residential) checks where applicable for all previous social care jobs.
- Proof of Qualifications: Specifically, those relevant to the role
- Right to Work: We need to verify identity to ensure you have the Right to Work in the UK. To do this we need to see an original copy of either candidate's passport (and Visa if applicable); Or, a full birth certificate (issued within 1 month of birth) alongside Proof of National Insurance , P45 or P60.

Further details on accepted ID can be found here, <https://www.gov.uk/prove-right-to-work> .

- DBS: The level of DBS check required will be identified based on the nature of your role, however all staff are required to undergo a DBS check.
- DBS Update Service: An individual may subscribe to the DBS Update Service when applying for a new DBS check or within 30 calendar days of the certificate's issue date. Family Care Group may accept an existing DBS certificate where the individual is subscribed to the Update Service and the certificate is suitable for the role. Before undertaking a status check, Family Care Group will:
 - obtain the individual's consent;
 - inspect the original DBS certificate;
 - confirm that the certificate matches the individual's identity;
 - confirm that it relates to the correct workforce;
 - confirm that the level of check is appropriate for the role; and
 - where the role involves regulated activity, confirm that the certificate includes the appropriate children's barred-list information.

Where the certificate is not appropriate for the workforce, role or level of check required, or where the Update Service indicates that information has changed, a new DBS check will be obtained. A DBS certificate will never be accepted solely because it is registered with the Update Service.

Overseas checks ;

Where an applicant has lived or worked outside UK, Family Care Group will ensure that additional check are completed in line with the regulatory and statutory requirement applicable to the service they are employed for as main place of work. These include Children's Home Regulations 2015 (England), Fostering Services

Regulations 2011 (England), current Ofsted Guidance and current keeping Children Safe in Education.

Any additional checks will be conducted only where necessary and reasonably practical.

Where an overseas criminal check or certificate of good conduct cannot be obtained, Family care will record the attempts made to obtain the information, and seek appropriate alternatives, such as risk assessments.



- Online Checks ; For all shortlisted school candidates, the school will consider undertaking an online search-engine search as part of its due diligence in accordance with the current KCSIE. Candidates will be informed that such searches may be undertaken.
- Health; In general, the Equality Act 2010 prohibits the disclosure of health and health-related information prior to a job offer.
- As part of our commitment to safeguarding and promoting the welfare of children, the school may carry out social media checks on shortlisted candidates. These checks are limited to publicly available information and are used to assess a candidate's suitability for working with children, ensuring alignment with our professional and safeguarding standards. All checks will be conducted in a fair, proportionate, and non-discriminatory manner, in line with data protection and privacy regulations.

There are certain exceptions, such as; -

1. In order to find out if any applicant needs reasonable adjustments for the recruitment process, such as in order to attend an interview
2. To find out if a person (whether they are a disabled person or not) can take part in an assessment as part of the recruitment process
3. For monitoring purposes to check the diversity of applicants
4. To ensure that an applicant who is a disabled person can benefit from any measures aimed at improving disabled people's employment rates
5. Because having a specific impairment is an occupational requirement for a particular job
6. To establish a person's ability to carry out a function that is absolutely fundamental to a job
7. To vet applicants for reasons of national security

Family Care Group will therefore, only seek, prior to the offer of a job, physical or mental health information which is related to one of the lawful purposes listed above. Family Care Group will however, on occasion, make job offers which are conditional. In such cases the offer will be explicit as to the condition imposed, which may be the receipt of satisfactory evidence that the individual is fit for work and is fully capable of carrying out the duties of the position, if necessary, with reasonable adjustments. Applicants in receipt of conditional job offers will be advised not to resign from any current employment that they may have until such conditions have been removed.

8) References



The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee and preferably from a senior person with appropriate authority, not just a colleague.

References will be requested at the conditional offer stage with candidates being required to list referee details via the application form. Open references will not be relied upon. References will only be accepted from legitimate email addresses. References will be scrutinised, and any concerns will be resolved satisfactorily before the appointment is confirmed. Where it is not possible to obtain two employment references, the recruitment team will seek to obtain one employment reference and may seek an additional personal reference.

All Referees will always ask specific questions about:

- The candidate's suitability for working with children and young people.
- Any issues, concerns or allegations, that relate to the safeguarding of children and young people.

References will be checked to ensure all specific questions have been answered satisfactorily and where required, the referee will be contacted to obtain clarification in order to ensure sufficient information is obtained. References will also be compared to information provided by the applicant in their application and during the interview and selection process. Any discrepancies will be discussed with the individual prior to appointments being confirmed.

Post Recruitment Process

1. Induction

All staff and volunteers who are new to Family Care Group will receive information on the relevant child protection policy and procedures, safeguarding policies, whistleblowing policy, data protection and guidance on safe working practices as part of their induction training.

All policies are available via the relevant departmental database.

All new staff will complete mandatory training in relation to:

- Child Protection / Safeguarding Young People.
- Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR)
- Equality and Diversity
- Additional training will also be carried out in respect of Family Care Group systems, Cezanne HR, Cezanne Recruitment, Charms, Clearcare and Behaviourwatch as well as a number of mandatory e-learning modules linked to health and safety and safe working.
- An additional induction and mentoring process will also be put in place for new staff to enable them to understand the broader requirements of the role.

All successful candidates will undergo a period of monitoring and (new staff) will:

- Meet regularly with their Line Manager.
- Attend any required virtual & in person training.



ADDITIONAL FOR EDUCATION ONLY:

KCSIE induction and staff awareness

All school staff, including staff who do not work directly with children, will read and confirm that they have understood Part One of the current Keeping Children Safe in Education. This will form part of induction and will be repeated whenever a revised version comes into force.

The proprietor and headteacher will determine whether particular employees must also read additional parts or annexes relevant to their roles. The school will provide appropriate support to help staff understand and apply the guidance.

Single Centralised Register of Members of Staff

In addition to the various staff records kept in School and on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with the Education (Independent School Standards) Regulations 2014 requirements.

The Single Centralised Register will contain details of the following:-

- The School Proprietor
- All employees who are employed to work at the School;
- All employees who are employed as supply staff to the School whether employed directly or through an agency;
- All others who have been chosen by the School to work in regular contact with children. This will cover people brought into the School to provide additional teaching or instruction for pupils, but who are not staff members e.g.: sports coaches, therapists, professionals, instructors or otherwise.

The relevant checks performed and recorded will be as follows: -

- An identity check
- A barred list check
- An enhanced DBS check is mandatory upon appointment and subsequently every three years. Non-compliance or failure to engage with this requirement will lead to formal consequences.
- An enhanced DBS check at the level appropriate to the role, including children's barred-list information where the individual will engage in regulated activity.

The DBS and Update Service requirements set out in section 7 apply to all school appointments. The school must additionally ensure that barred-list information is only obtained where the individual will engage in regulated activity and the school is legally entitled to request it.

A prohibition from teaching check (see below)

- a prohibition check must be made for anyone undertaking 'teaching work' (with or without Qualified Teacher Status)



- whilst not statutory, a prohibition from teaching check may be made for teaching assistants to ensure they are not a prohibited teacher
- Further checks on individuals who have lived or worked overseas should be undertaken in line with the most current guidance from the DfE and the UK Home Office
- A check of professional qualifications
- A check to establish the person's right to work in the United Kingdom; and
- In Independent Schools (including academies and free schools), a section 128 prohibition check for people in management positions.
- Overseas Checks should be undertaken for individuals who have been out of the UK according to the school or HR provider's policy. In many cases, checks will be completed for people who have lived/worked overseas for 3 months or more in the last 10 years. It is their responsibility to obtain a Certificate of Good Conduct.

The prohibition from teaching check is completed by accessing the Department for Education's Check a teacher's record Service
www.gov.uk/guidance/check-a-teachers-record

For UK citizens working overseas, International Child Protection Certificates (UK) can be obtained. For more information, go to <https://acro.police.uk/s/acro-services/icp-certificates>

Entries in the Single Central Register will be evidenced by the person making the checks, but there is no requirement for a signature. The SCR should record what was seen, when it was seen, and by whom.

From 1 September 2026, a person may be engaged in regulated activity with children where their paid or unpaid work involves teaching, training, instructing, caring for or supervising children; providing advice or guidance concerning children's physical, emotional or educational wellbeing; driving a vehicle solely for children; or working in a specified establishment with the opportunity for contact with children, where the relevant frequency or overnight conditions are met.

The previous exemption for activities undertaken under supervision no longer applies. A person may therefore be in regulated activity even where their work is supervised. Relevant personal care and healthcare activities are regulated activity regardless of how frequently they are undertaken.

The school will determine the regulated-activity status of every role before recruitment and will only request children barred-list information where the role is legally eligible.

The School's Head Teacher will be responsible for auditing the Single Centralised Register and reporting their findings to the Board of Directors/Proprietor/Proprietor.

Contractors and self-employed persons

The school will set out its safeguarding requirements in any contract with an external contractor or service provider.

The school will ensure that contractors and employees of contractors working at the school have been subject to the level of DBS check appropriate to their duties and opportunity for contact with children. A contractor undertaking regulated activity will require an enhanced DBS check including children's barred-list information. Where a contractor is not undertaking regulated activity but has the opportunity for regular contact with children, an enhanced DBS check without barred-list information will normally be required.

A contractor in respect of whom no appropriate checks have been obtained must not be permitted to work unsupervised or undertake regulated activity.

For a self-employed person working at the school, the school will either obtain the appropriate DBS check or inspect a certificate obtained by that person, ensuring that the check is at the level legally appropriate for the activities they will undertake.

The school will check the identity of all contractors when they arrive and ensure that the person presenting for work is the person in respect of whom the relevant checks were undertaken.



Relevant legislation and guidance

- Keeping children safe in education (DfE 2026)
- Safeguarding Vulnerable Groups Act 2006
- Education (Health Standards) (England) Regulations 2003
- Education Act 2002
- Working together to Safeguard Children 2018
- Care Standards Act 2000
- Safeguarding Children and Young People – Children's Home Regulations/Quality Standards 2015
- Children's Homes Regulations
- Safeguarding Children and Young People – The Fostering Services Regulations 2011
- Equality Act 2010
- Protection of Freedoms Act 2012
- DBS Code of Practice (amended 2016)
- Rehabilitation of Offenders Act 1974 (exceptions order 1975) (as amended 2013 & 2020)
- UK General Data Protection Regulation (UK GDPR) 2018