



Grass Roots Forest School Safer Recruitment Policy

Introduction

Grass Roots Forest School is committed to safeguarding and promoting the welfare of children and young adults. This **Safer Recruitment Policy** outlines the procedures for recruiting staff and volunteers to ensure that individuals working with children are suitable, competent, and compliant with UK legislation and best safeguarding practices.

Legal Framework

This policy adheres to the following UK laws and guidance:

- **Children Act 1989 & 2004** – Establishes the duty of care for children's welfare.
- **Working Together to Safeguard Children (2023)** – Government guidance on safeguarding responsibilities.
- **Keeping Children Safe in Education (KCSIE) 2023** – Best practices for recruitment in educational settings.
- **The Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, as amended 2020)** – Regulates criminal record checks.
- **Safeguarding Vulnerable Groups Act 2006** – Establishes the Disclosure and Barring Service (DBS).
- **Equality Act 2010** – Prevents unlawful discrimination in recruitment.
- **Data Protection Act 2018 (GDPR)** – Governs handling of personal data.

Recruitment Process

Job Advertisements and Applications

- All vacancies clearly state the organisation's commitment to safeguarding.
- Application forms request details of employment history, qualifications, and disclosure of criminal convictions (where relevant).
- Self-disclosure and references will be required from applicants.

Pre-Employment Checks

The following checks must be conducted through the Due Diligence Checker service before an offer of employment is made: Due Diligence Checking Ltd (DDC) is a dedicated DBS (Umbrella Body) and pre-employment screening provider, registered with the Disclosure and Barring Service, Disclosure Scotland, Access Northern Ireland and the Professional Background Screening Association. For more information visit <https://www.ddc.uk.net/about-ddc/who-are-ddc/>

- **Enhanced DBS Checks** (including Barred List where applicable). Using the Due Diligence Checking service Grass Roots Forest School will apply for enhanced checks.



- **Identity Verification** – Passport, driving licence, or birth certificate will be carried out by Vicky Faulkner and other Directors which then will be passed on to the DDC for further checks.
- **Right to Work in the UK** – As required by immigration laws.
- **Qualifications and Experience Verification** – Checking certificates and professional references.
- **Two Professional References** – One must be from the most recent employer.
- **Online and Social Media Screening** – To assess suitability.

Interview Process

- Interviews must include at least one safeguarding-related question.
- Candidates must explain gaps in employment history.
- A structured interview panel must include at least one member trained in **Safer Recruitment**.

Induction and Training

- New staff and volunteers must have completed **safeguarding training** before working with children.
- Regular **CPD (Continuing Professional Development)** on safeguarding is mandatory.
- All staff must read and sign **Grass Roots Forest School Code of Conduct summary of GRFS SG and CP Policy and Procedures 2025**

Ongoing Supervision and Monitoring

- Regular performance reviews will include discussions about safeguarding termly alongside Directors.
- Whistleblowing procedures are in place and staff will sign posted to procedures on how to report concerns about colleagues. This will also be in Grass Roots Forest School Whistle Blowing policies and procedures plus the Staff Code of Conduct.
- Any allegations against staff members must be reported to the **Local Authority Designated Officer (LADO)**.

Volunteer and Student Placement Recruitment

- Volunteers must undergo **DBS checks** and provide references.
- A full induction, including safeguarding training, is required.
- Volunteers **must always** be supervised by trained staff.

Safer Working Practices

- A clear **Staff Code of Conduct** must be followed and is read and signed before starting work.



- Staff must maintain professional boundaries with children and young adults (see also Grass Roots Staff Code of Conduct).
- All one-to-one interactions must be risk assessed.

Policy Review

This policy will be reviewed **annually** or in response to legislative changes to ensure compliance with safeguarding best practices. Termly Safe Guarding reviews will be conducted with all staff and directors.

This policy ensures that all individuals working at **Grass Roots Forest School** meet the highest safeguarding standards to protect the welfare of children and young adults.

Reviewed, signed and dated	V. Faulkner Feb 2025
Review date	Feb 2026