

SAFE RECRUITMENT POLICY

1. Policy Statement

UDOIT! is committed to safeguarding children (anyone under 18) and adults at risk. We comply with National Safer Recruitment Procedures, the DBS Code of Practice, the Safeguarding Vulnerable Groups Act 2006, the Protection of Freedoms Act 2012, and all relevant UK legislation including the Rehabilitation of Offenders Act 1974 and UK GDPR.

Our aim is to deter, identify and prevent people who may pose a risk to children or adults at risk from entering our workforce or volunteer network. All individuals involved in recruitment and selection are responsible for familiarising themselves with this policy and applying it consistently.

This policy applies equally to all staff regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity status, race, religion or belief, sex, or sexual orientation.

2. Recruitment Process

2.1 Role Review and DBS Eligibility

Where a role involves working with children or adults at risk, UDOIT! will assess whether the role meets the legal criteria for:

- **Enhanced DBS with Barred List check** (Regulated Activity), or
- **Enhanced DBS check** (non-regulated activity involving contact).

All adverts and job descriptions will clearly state the level of DBS check required.

2.2 Application Process

All applicants must complete our standard application process, which provides essential information including:

- full employment history (paid or voluntary),
- explanation of any gaps,
- qualifications and professional memberships,
- relevant experience.

Applicants will be asked to confidentially self-disclose any unspent criminal offences or child protection investigations.

Where an Enhanced DBS check is required, applicants will also be asked to disclose any spent convictions or cautions that are *not protected* under DBS filtering rules.

Applicants must not disclose protected cautions or convictions, in line with DBS filtering guidance.

2.3 Verification and Assessment

Where information raises a safeguarding concern, details will be shared with the UDOIT! Safeguarding Team.

UDOIT! will take reasonable steps to confirm suitability, including:

- verifying qualifications and professional memberships,
- assessing skills and experience,
- exploring attitudes and values through interview questions designed for roles involving children,
- seeking references.

2.4 References

Applicants must provide contact details for referees.

References are normally sought after a conditional offer, but UDOIT! may request consent to contact referees earlier where necessary.

Where possible, at least one reference should be:

- from the most recent employer, and
- from any organisation where the applicant worked with children or adults at risk.

All conditional offers are subject to satisfactory references.

2.5 Induction and Probation

All new staff receive an induction including safeguarding policies and procedures.

All roles include a probationary period to assess conduct, performance, behaviour and attendance.

3. DBS Checks

3.1 Regulated Activity

Individuals working in Regulated Activity with children or adults at risk must complete:

- **Enhanced DBS check, and Barred List check**
- before starting work, and at least every **3 years** thereafter.

3.2 Non-Regulated Activity

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Individuals working with children or adults at risk in roles not defined as Regulated Activity must complete an Enhanced DBS check before starting work and at least every 3 years thereafter.

UDOIT! will regularly review roles to determine whether they meet the legal definition of Regulated Activity.

3.3 Overseas Criminal Record Checks

Where applicants have lived outside the UK, UDOIT! will request appropriate overseas police certificates, recognising that DBS cannot access overseas records.

3.4 Conditional Offers

All conditional offers are subject to:

- a satisfactory DBS check completed through UDOIT!,
- overseas criminal record checks (where relevant),
- confirmation of identity and right to work.

If checks are unsatisfactory, incomplete, or the applicant does not cooperate, UDOIT! may withdraw the conditional offer.

3.5 Supervised Start (Exceptional Circumstances)

If an Enhanced DBS check (non-regulated activity) is delayed significantly and this causes operational difficulty, the CEO may authorise a supervised start.

This cannot be applied to Regulated Activity roles.

3.6 Change of Duties

Staff moving into Regulated Activity must complete a new Enhanced DBS and Barred List check before undertaking those duties.

3.7 Agency Workers and Contractors

All agency workers and contractors must comply with UDOIT!'s DBS requirements.

If checks are missing or adverse information emerges, UDOIT! will require immediate withdrawal of the worker and review contractual arrangements.

4. DBS Checks Revealing Content

A DBS certificate may disclose:

- unspent convictions,
- spent convictions/cautions not protected by filtering,
- relevant police information.

UDOIT! receives only a notification that the certificate contains content; we do not receive details.

Applicants must provide the original DBS certificate for review.

Failure to provide the certificate may result in withdrawal of the conditional offer and steps to prevent the individual from working with children or adults at risk.

5. Fair Recruitment of Ex-Offenders

UDOIT! is committed to fair and proportionate recruitment.

A criminal record does not automatically bar an individual from employment.

Decisions will consider:

- the nature, seriousness and relevance of the offence,
- the time elapsed,
- patterns of behaviour,
- the applicant's explanation,
- safeguarding risk.

UDOIT! complies with the DBS Code of Practice and ensures applicants are treated fairly and consistently.

6. Data Protection and Secure Handling

UDOIT! processes criminal conviction data in accordance with:

- **UK GDPR,**
- **Data Protection Act 2018,**
- **DBS Code of Practice.**

Our lawful bases are:

- **legal obligation,** and
- **safeguarding/public interest.**

We ensure:

- secure handling and storage of DBS information,
- restricted access to authorised staff only,
- retention only for the minimum period necessary,
- safe disposal of DBS data.

7. Duty to Refer

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Where UDOIT! removes an individual from Regulated Activity (or would have done so had they not resigned) because they pose a safeguarding risk, we will make a legal referral to the DBS.

8. Policy Review

This policy will be reviewed annually or sooner if legislation or statutory guidance changes.