



Organisation: Unmask Your Potential Ltd
Policy owner: Helen Kent
Designated Safeguarding Lead: Helen Kent
Deputy Designated Safeguarding Lead: N/A
Online Safety Lead: Helen Kent
Version: 1.0
Date approved: 01/09/2025
Review date: 31/08/2026

9. Recruitment, Selection and Safer Recruitment Policy

9.1 Purpose

Unmask Your Potential Ltd is committed to recruiting, selecting, employing, engaging and training staff, associates, agency staff, contractors and volunteers safely, fairly and professionally. We recognise that safer recruitment is an essential part of safeguarding children, young people and adults at risk.

This policy explains how Unmask Your Potential Ltd ensures that people working on behalf of the organisation are suitable, appropriately checked, inducted, trained and supported to deliver services safely and effectively.

This policy applies to all directors, employees, associates, contractors, agency staff, sessional workers, volunteers and anyone acting on behalf of Unmask Your Potential Ltd.

9.2 Policy statement

Unmask Your Potential Ltd will apply safer recruitment principles to all roles involving contact with children, young people or adults at risk. Recruitment and selection decisions will be fair, transparent, non-discriminatory and based on the skills, experience, values, qualifications and suitability required for the role.

No person will begin unsupervised work with children or young people until appropriate safer recruitment checks have been completed, reviewed and recorded.

9.3 Roles and responsibilities

The Director has overall responsibility for recruitment, selection, safer recruitment checks and ensuring that staff and volunteers are appropriately trained.

The Designated Safeguarding Lead will advise on safeguarding suitability, safer recruitment requirements and any safeguarding concerns arising during recruitment or employment.

All staff involved in recruitment must follow this policy and must raise any concerns about suitability, conduct, gaps in information or safeguarding risk.

9.4 Recruitment process

Recruitment processes will be proportionate to the role and level of contact with children, young people or adults at risk. The process may include:

- A clear role description and person specification
- A safeguarding statement in recruitment information
- A written application or expression of interest
- Review of skills, experience, qualifications and suitability
- Interview or professional discussion
- Safeguarding-related questions at interview
- Verification of identity
- Right to work checks where applicable
- Qualification and professional registration checks where relevant
- Employment history review, including exploration of gaps where applicable
- References
- DBS checks appropriate to the role
- Barred list checks where the role is eligible and involves regulated activity
- Overseas checks where applicable
- Confirmation of training, induction and supervision arrangements

9.5 Advertising and role information

Where roles are advertised, Unmask Your Potential Ltd will make clear that the organisation is committed to safeguarding and promoting the welfare of children and young people. Recruitment information will state that safer recruitment checks, including DBS checks where appropriate, will be required.

Role descriptions for posts involving contact with children or young people will include safeguarding responsibilities and expectations around professional boundaries, safe conduct and reporting concerns.

9.6 Selection and interview

Selection will be based on the applicant's ability to meet the requirements of the role. Interviews or professional discussions will explore:

- Relevant experience and qualifications
- Motivation for working with children and young people
- Understanding of safeguarding responsibilities
- Professional boundaries
- Ability to work inclusively and respectfully
- Understanding of confidentiality and information sharing
- Ability to manage risk and report concerns
- Suitability to work with children, young people or adults at risk

Any concerns arising during the recruitment process will be recorded and considered before an appointment or engagement decision is made.

9.7 Pre-appointment checks

Before a person begins unsupervised work with children or young people, Unmask Your Potential Ltd will complete and record appropriate safer recruitment checks. These may include:

- Proof of identity
- Right to work in the UK, where applicable
- Enhanced DBS check appropriate to the role
- Children's barred list check where the role is eligible and involves regulated activity
- Adult barred list check where applicable
- References, normally two where appropriate
- Verification of qualifications where relevant
- Professional registration or membership check where relevant
- Prohibition from teaching check where applicable to the role
- Section 128 direction check where applicable
- Overseas police checks or certificates of good conduct where relevant
- Medical fitness or self-declaration where relevant to safe delivery
- Signed declaration relating to criminal convictions, cautions, disqualification or suitability where appropriate

Where staff are subscribed to the DBS Update Service, the organisation may check DBS status with the individual's consent and confirm that the certificate is appropriate for the workforce and level of check required.

9.8 Agency staff, contractors and associates

Where Unmask Your Potential Ltd uses agency staff, contractors, consultants or associates, the organisation will obtain written confirmation that appropriate safer recruitment checks have been completed before the individual begins work with children or young people.

This confirmation may include:

- Identity checks
- DBS level and date
- Barred list check where applicable
- Right to work checks
- References or suitability checks
- Qualification or professional registration checks where relevant
- Confirmation of safeguarding training

Unmask Your Potential Ltd may also require sight of relevant evidence, such as DBS certificate details, identity documents or training certificates, without retaining unnecessary copies.

9.9 Volunteers

Volunteers will be recruited and assessed according to the nature of their role and level of contact with children or young people. Volunteers will not be left unsupervised with children unless appropriate checks, induction and supervision arrangements are in place.

Volunteer checks may include identity verification, references, DBS checks where eligible, safeguarding induction and role-specific training.

9.10 Service users and suitability for provision

Unmask Your Potential Ltd does not employ service users. However, before accepting a young person into provision, the organisation will consider whether the service can safely and appropriately meet their needs.

Referral and suitability checks may include:

- Age and eligibility for the provision
- Education, attendance and engagement needs
- Safeguarding information
- SEND, neurodiversity or communication needs
- Health, medical or emotional wellbeing needs
- Behavioural risks or known triggers
- Risk of going missing, exploitation or harm
- Support already in place
- Commissioner expectations and outcomes
- Whether an individual risk assessment is required

Where the organisation believes it cannot safely meet a young person's needs, this will be discussed with the commissioner and alternative support may be recommended.

9.11 Induction

All staff, associates, contractors and volunteers will receive induction appropriate to their role before or at the start of their work. Induction may include:

- Safeguarding and child protection policy
- Keeping Children Safe in Education awareness appropriate to the role
- Reporting concerns and whistleblowing
- Professional boundaries and code of conduct
- Online safety
- Health and safety
- Lone working and risk assessment

- Equality, diversity and inclusion
- Data protection and confidentiality
- Allegations against staff and LADO procedures
- Children missing education and non-attendance procedures
- Role expectations and supervision arrangements

Staff and volunteers will be required to confirm that they have read, understood and agree to follow relevant policies.

9.12 Training

Unmask Your Potential Ltd will ensure staff, associates, contractors and volunteers receive training appropriate to their role and responsibilities. Training may include:

- Safeguarding and child protection
- Safer working practice
- Prevent and Channel awareness
- FGM awareness
- Online safety
- Equality, diversity and inclusion
- SEND and neurodiversity awareness
- Trauma-informed and relational practice
- Health and safety
- Risk assessment
- Data protection and confidentiality
- Programme-specific training, including Clarity4D Youth Profile work where applicable

Training records will be maintained and reviewed. Refresher training will be completed as required by the organisation, commissioner expectations or changes in guidance.

9.13 Supervision and ongoing suitability

Safer recruitment does not end at appointment. Unmask Your Potential Ltd will monitor ongoing suitability through supervision, feedback, training, incident review and safeguarding culture.

Staff, associates, contractors and volunteers must inform the Director immediately if there is any change in their circumstances that may affect their suitability to work with children, young people or adults at risk. This includes criminal investigations, convictions, cautions, safeguarding allegations, professional restrictions or conduct concerns.

9.14 Single Central Record and record keeping

Unmask Your Potential Ltd will maintain appropriate internal records of safer recruitment checks. These records will be stored securely and only accessed by authorised personnel.

Where a commissioner requests assurance, Unmask Your Potential Ltd will provide written confirmation that safer recruitment checks have been completed. A copy of the Single Central Record will not be shared unless legally required or formally agreed through an appropriate secure process.

9.15 Written confirmation of safer recruitment checks

The following statement may be provided to commissioners when required:

Written confirmation of safer recruitment checks

Unmask Your Potential Ltd confirms that safer recruitment checks have been completed for all staff, associates, contractors, agency staff and volunteers working on behalf of the organisation where their role involves contact with children, young people or adults at risk.

These checks are completed in line with the nature of the role and may include identity checks, right to work checks, references, qualification or professional registration checks, enhanced DBS checks, barred list checks where applicable, overseas checks where relevant, safeguarding induction and appropriate role-specific training.

Unmask Your Potential Ltd also confirms that no staff member, associate, contractor, agency worker or volunteer will begin unsupervised work with children or young people until appropriate safer recruitment checks have been completed, reviewed and recorded.

A Single Central Record or internal safer recruitment record is maintained securely by the organisation. In line with the request, a copy of the Single Central Record will not be provided.

9.16 Review

This policy will be reviewed annually or sooner if:

- Statutory guidance changes
- Suffolk safeguarding procedures change
- There is a safeguarding incident or serious concern
- Provision changes significantly
- Commissioning requirements change

Approved by: Helen Kent

Role: Director

Signature: 
Date: 01/09/2026