

Safer Recruitment Policy: September 2026

Chief Executive Officer: Karen Birch **Health & Safety / Compliance Lead:** Debbie Shaw
Review Date: 02/09/2027

1. Introduction

RESET AP Limited is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. As a 1-1 SEMH mentoring service working both on-site and in the community, we recognise that safer recruitment is essential to ensuring that only safe, suitable and appropriately vetted individuals work with our pupils.

This policy outlines RESET AP's safer recruitment procedures and reflects all current statutory guidance, including **Keeping Children Safe in Education (KCSIE 2026)** and updated DBS legislation.

2. Scope

This policy applies to all individuals involved in recruitment and covers:

- Permanent, temporary and casual employees
- 1-1 SEMH mentors
- Volunteers
- Contractors and agency workers
- Work experience placements
- External professionals working on behalf of RESET AP

3. Legal & Regulatory Framework

RESET AP adheres to the following legislation and statutory guidance:

- **Children Act 1989 & 2004**
- **Safeguarding Vulnerable Groups Act 2006**
- **Education Act 2002 (Section 175)**
- **Equality Act 2010**
- **Rehabilitation of Offenders Act 1974 (Exceptions Order 2023)**
- **Protection of Freedoms Act 2012**
- **Keeping Children Safe in Education (KCSIE 2026)**
- **Working Together to Safeguard Children (2023 update)**
- **Data Protection Act 2018 & UK GDPR**
- **DBS Code of Practice (2024–2026)**

RESET AP ensures compliance with all safer recruitment expectations for alternative provision and community-based mentoring.

4. Safer Recruitment Principles

RESET AP follows these core principles:

- Safeguarding is central to all recruitment decisions
- All staff working with children must hold an **Enhanced DBS with Barred List Check**
- Recruitment processes must deter, reject and identify unsuitable applicants
- All staff must demonstrate commitment to safeguarding and professional boundaries
- All checks must be completed **before** an individual begins unsupervised work

5. Recruitment Process

5.1 Job Advertisements & Recruitment Materials

All adverts will include:

- RESET AP's safeguarding commitment
- Requirement for **Enhanced DBS + Barred List Check**
- Requirement for references
- Statement that safeguarding concerns may be shared with relevant authorities

- Confirmation that online screening will be conducted (KCSIE 2026 requirement)

5.2 Application & Shortlisting

- Applicants must complete a full application form including **complete employment history** and explanations for gaps
- CVs may be accepted **only as supplementary information**, not as a replacement
- Shortlisting will include:
    - Review of safeguarding history
    - Online screening (public social media, digital footprint)
    - Consideration of unexplained gaps or concerning patterns

5.3 Interviews & Assessment

- At least one panel member must be **Safer Recruitment trained**
- Interviews will include:
    - Safeguarding-specific questions
    - Professional boundaries scenarios
    - SEMH-specific risk management questions
    - Lone-working and community-based safety questions
- Candidates must bring:
    - Proof of identity
    - Original qualification certificates
    - Right-to-work documentation

5.4 Pre-Employment Checks

Before appointment, RESET AP will complete:

- **Enhanced DBS with Children's Barred List Check**
- Overseas police checks (if applicable)
- Two references, including most recent employer
- Verification of employment history
- Qualification and professional registration checks
- Right-to-work verification
- Medical fitness declaration
- Confirmation of suitability for lone-working and community-based mentoring

No staff member may begin work until all checks are complete.

5.5 Additional Checks for Community-Based Mentoring

Because RESET AP staff work 1-1 with pupils in community settings, additional checks include:

- Confirmation of safe professional boundaries
- Lone-working risk assessment training
- Confirmation of ability to follow emergency procedures off-site
- Additional safeguarding interview questions

- Verification of driving licence and insurance (if transporting pupils)

6. Induction & Probation

All new staff must complete:

- Safeguarding induction
- KCSIE Part 1 and Annex A training
- Lone-working and community-based safety training
- Professional boundaries training
- Code of Conduct agreement
- Health & Safety induction

A probation period will apply, with regular supervision and performance reviews.

7. Ongoing Compliance & Monitoring

RESET AP requires staff to:

- Declare any new criminal convictions, cautions or investigations
- Report any safeguarding concerns immediately
- Renew DBS checks periodically or remain on the DBS Update Service
- Complete annual safeguarding refresher training
- Participate in supervision and performance monitoring

8. Agency Staff & Contractors

RESET AP will only use agencies that:

- Follow safer recruitment standards
- Provide verified Enhanced DBS checks
- Supply safeguarding-trained staff
- Provide written confirmation of all vetting checks

RESET AP will verify all documentation before placement.

9. Volunteers

Volunteers must:

- Complete an Enhanced DBS check
- Undergo safeguarding induction
- Work under supervision
- Never work alone with pupils

10. Confidentiality & Data Protection

All recruitment records, including DBS certificates, references and identity documents, will be:

- Stored securely
- Accessed only by authorised staff
- Processed in accordance with UK GDPR and the Data Protection Act 2018
- Retained only for the legally required period

11. Allegations & Suitability Concerns

Any concerns arising during recruitment will be:

- Investigated
- Documented
- Considered in line with safeguarding procedures
- Shared with relevant authorities if necessary

RESET AP will not appoint any individual who poses a risk to children.

12. Policy Review

This policy will be reviewed annually by the CEO, **Karen Birch**, or sooner if:

- Legislation changes
- KCSIE updates
- New safeguarding risks are identified
- RESET AP expands provision

Approved by:

Karen Birch Chief Executive Officer RESET AP Limited **Date:** 02/09/2026