



Safer Recruitment Policy

Introduction

PLL Group is committed to safeguarding and promoting the welfare of all children in our care. We recognise that safe recruitment practices are essential to protect children and maintain the highest standards of care in settings. This policy outlines the procedures that the PLL Group follows to ensure that all staff and volunteers are suitable to work with children.

This policy applies to all staff and volunteers who are involved in recruitment, as well as all potential employees and volunteers who work with children in PLL Group.

Responsibilities

The Designated Safeguarding Lead (DSL) Charlie Adams has overall responsibility for safer recruitment. All recruitment panels will include at least one person who has completed safer recruitment training.

Recruitment Procedure

1. Job Descriptions and Person Specifications

- Each role will have a clearly defined job description and person specification.
- Safeguarding responsibilities will be included in all job descriptions.

2. Advertising

- All advertisements will clearly state that PLL Group is committed to safeguarding children and that all successful applicants will be subject to vetting and DBS checks.

3. Application Forms

- All applicants must complete an application form. CVs alone will not be accepted.
- The form will request a comprehensive employment history, along with explanations for any gaps.

4. Shortlisting

- Shortlisting will be based on objective criteria and measured against the person specification.
- Any anomalies or gaps in employment history will be flagged for follow-up.

5. References

- Two references will be required, one of which must be from the most recent employer.
- Referees will be asked specific questions about the candidate's suitability to work with children.

6. Interviews

- All interviews will be conducted face-to-face (or via video call where necessary).
- Interviews will assess the candidate's experience, attitudes toward safeguarding, and suitability for working with children.

7. Pre-Employment Checks

The following checks will be carried out before the start date:

- Enhanced DBS check with barred list information
- Identity verification
- Right to work in the UK
- Qualifications and professional registration (if applicable)
- Health declaration to ensure fitness for the role
- Overseas criminal checks (if applicable)

8. Disqualification by Association

Where applicable, PLL Group will comply with the statutory guidance on disqualification checks under the Childcare Act 2006 and ensure that staff are not disqualified from working with children.

9. Induction and Probation

- All new staff and volunteers will undergo a structured induction including safeguarding policies and procedures.
- A probationary period (typically 3-6 months) will be in place, during which performance and suitability are closely monitored.

10. Ongoing Vigilance

- Safeguarding is an ongoing responsibility. Staff are required to report concerns about colleagues or practices to the Designated Safeguarding Lead, **Charlie Adams**.
- All staff will receive regular safeguarding training and updates.

11. Record Keeping

- All recruitment records, including interview notes, DBS details, and references, will be stored securely in line with data protection legislation.

This policy was adopted by: Charlie Adams	Date: 1st September 2025
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To be reviewed: 31st August 2027

Signed:

A handwritten signature in black ink, appearing to be 'A. John'.