

Policy 4

Safer Recruitment Policy 2025/2026

As part of a safer recruitment DBS process

4.1 All staff and volunteers of Reach are required to hold an Enhanced Certificate issued by The Disclosure & Barring Service prior to working unsupervised with young people. DBS checks will be repeated every 3 years. Reach holds the right to make available all Reach staff and volunteers DBS numbers to the schools/LA that commissions its services. Staff will be asked to complete annual self-declaration.

4.2 It is the responsibility of the Director of Reach to ensure that every staff member has a valid DBS certificate. Until this has occurred the staff member will not have any unsupervised responsibility for any young people.

4.3 The Director of Reach will provide the forms and pay the cost for staff members and volunteers to have DBS checks carried out. This will be done via the Disclosure & Barring Service.

4.4 Any offences committed during employment time (in or out of working hours) with Reach must be brought to the Directors attention within 48hours or within 24hrs if the offence occurs during work hours. The Director will then use his discretion as to whether this impedes on current employment and holds the right to suspend staff with immediate effect whilst pending an investigation.

4.5 All volunteers who seek to work with young people should complete an application form before any involvement with young people is considered

4.5.1 A transient lifestyle, indicated by frequent changes of address and changes of name (other than change on marriage), will be investigated. Adults who have harmed young people tend to move around and use aliases

4.5.2 Criminal convictions range from the minor (e.g. parking offences) to the very serious (e.g. rape and murder) and for the purposes of applying to work with young people, convictions are never spent

4.6 The staff application form will ask for:

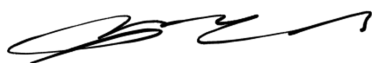
- Personal details (name, date of birth, addresses for the past three years, National Insurance Number and current occupation)
- Competencies and areas of interest
- The names of two independent referees (including the most recent employer and the ability to follow up with a telephone call to verify the source of the written reference)
- Any criminal convictions
- Gaps in employment
- Certificate of good conduct for any overseas work
- Right to work in the UK

4.7 Any previous convictions other than driving offences since the age of 18yrs may prohibit employment.

Any further questions regarding guidelines in this policy then please contact one of the leadership team.

To ensure the effectiveness of this document our 'Safer Recruitment' policy will be reviewed annually.

Signed:



Date: 02/09/2025

Dan Palmer

Founder / Director