

Safer Recruitment Policy – September 2025

Policy Title:	Safer Recruitment
Effective Date:	September 2024
Review Date:	September 2026 (reviewed annually)
Version:	2
Policy Lead:	Edward Thatcher
Authorised by:	Jane Haywood
Role:	Safeguarding Lead, Board of Trustees
Authorised:	September 2025

Ed Thatcher

CEO



September 2025

Dave Poulsom

Chair of Trustees



September 2025

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1 Policy Statement

Endeavour is committed to safeguarding and promoting the welfare of all children, young people, and vulnerable adults. We recognise that robust safer recruitment practices are essential to prevent individuals who may pose a risk from working with those in our care.

We aim to ensure that:

- All recruitment practices prioritise the safety and welfare of children, young people, and vulnerable adults.
 - Only individuals who are suitable and safe are employed or engaged in any capacity.
 - All staff and volunteers understand their safeguarding responsibilities from the outset of their engagement with Endeavour.
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2 Scope

This policy applies to:

- All permanent and temporary staff.
- Volunteers, trustees, contractors, and freelancers.
- Anyone engaged in work or delivery on behalf of Endeavour.

3 Legal Framework

This policy is underpinned by:

- *Keeping Children Safe in Education* statutory guidance
 - *Working Together to Safeguard Children* statutory guidance
 - Children Act 1989 and 2004
 - Education Act 2002
 - Safeguarding Vulnerable Groups Act 2006
 - Rehabilitation of Offenders Act 1974 (Exceptions Order 1975)
 - Equality Act 2010
 - Data Protection Act 2018 and UK GDPR
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4 Safer Recruitment

Endeavour will:

- Implement safer recruitment practices at all stages of recruitment and selection.
- Ensure that at least one member of every recruitment panel has completed Safer Recruitment training.
- Undertake appropriate vetting checks, including enhanced DBS checks with barred list checks for roles involving regulated activity.
- Conduct online checks for shortlisted candidates as part of due diligence.

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- Obtain written references that address the candidate's suitability to work with children, young people, and vulnerable adults.
 - Ensure all recruitment materials clearly state Endeavour's commitment to safeguarding.
 - Confirm identity and right to work in the UK for all successful candidates.
 - Maintain secure, central records of vetting checks in line with data protection legislation.
 - Provide a thorough induction, ensuring all staff read and understand Part One of the *Keeping Children Safe in Education* statutory guidance.
 - Operate a six-month probation period with ongoing supervision and performance review.
 - Ensure continuous review of safer recruitment practices to maintain compliance with legislative changes and best practice guidance.
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5 Training

- All staff involved in recruitment will complete Safer Recruitment training updated regularly.
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6 Monitoring and Review

This policy will be reviewed annually to ensure it remains effective, compliant with statutory guidance, and reflective of best safeguarding practice.

7 Key Contacts

Designated Safeguarding Lead (DSL): Edward Thatcher
Deputy Safeguarding Lead (DDSL): Hannah Shaw
Deputy Safeguarding Lead (DDSL): Will Hopkins
Safeguarding Trustee: Jane Haywood