

Safer Recruitment Policy

Policy Statement

The Seeds of Change KMD Ltd (TSoC) is fully committed to safeguarding and promoting the welfare of children and young people. We recognise that the safe recruitment of staff and volunteers is essential to protect young people from harm and ensure that only those who share our values and commitment to safeguarding are employed.

We take a robust, transparent, and legally compliant approach to safer recruitment and will ensure all recruitment decisions prioritise the welfare of the young people we support.

Aims

This policy aims to:

- Ensure that safeguarding is embedded throughout every stage of recruitment.
- Recruit individuals whose values, attitudes, and behaviours align with TSoC's ethos of safety, care, and respect for young people.
- Deter, identify, and prevent unsuitable individuals from working with children or vulnerable young people.
- Conduct rigorous checks of applicants' employment history, professional background, and suitability to work with children.
- Ensure that all new staff and volunteers are made aware of The Seeds of Change's safeguarding policies and procedures from their first day of employment.

Scope

This policy applies to all recruitment and selection processes for employees, volunteers, and contractors at The Seeds of Change, from the advertising of posts to induction.

All individuals involved in recruitment must be familiar with and adhere to this policy.

At least one person on every recruitment panel will have completed accredited Safer Recruitment Training within the last three years.



Defining the Role

When defining and advertising a post, all job descriptions and person specifications will:

- Clearly outline how the role contributes to the safety and wellbeing of young people.
- Detail responsibilities relating to safeguarding and promoting welfare.
- Identify required qualifications, skills, and experience.
- Outline the behaviours, values, and attitudes expected of the successful candidate.

Safeguarding Statement for Advertisements

All recruitment materials will include the following statement:

“The Seeds of Change KMD Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We operate a rigorous safer recruitment process. The identity and suitability of the successful candidate will be verified through enhanced checks with the Disclosure and Barring Service (DBS).”

Applicant Information Pack

Every applicant will receive an information pack containing:

- Job description and person specification
- The Seeds of Change Safeguarding Statement
- Self-disclosure form
- Application form
- Reference pro-forma
- Information on the selection and vetting process

This ensures transparency and discourages unsuitable applicants from applying.

The pack will also make clear that references will be obtained prior to interview and that any discrepancies or anomalies will be explored.



Application Process

All applicants must complete the official Application Form in full. CVs may be submitted as supplementary information but cannot replace a completed form.

Applications will be reviewed by a minimum of two trained members of staff and assessed for:

- Gaps or inconsistencies in employment history
- Relevant safeguarding or disciplinary issues
- Suitability and motivation to work with children and young people
- Relevant professional experience, including equine or alternative education work

Shortlisting and References

Shortlisting

Applicants who meet the essential criteria will be shortlisted. At this stage:

- References will be requested with the applicant's consent.
- Self-disclosure forms will be reviewed by the recruitment lead.
- Any gaps in employment or concerns will be noted for discussion at interview.

References

Two references will be required, including:

1. The current or most recent employer (must be a senior individual with authority to comment on conduct and performance).
2. A second professional reference (not a relative or personal friend).

Where the applicant has previously worked with children or vulnerable groups, one reference must come from that employer, even if it is not the most recent.

References must include:

- Confirmation of role and dates of employment.
- Details of the referee's relationship with the candidate.
- Any known safeguarding concerns or disciplinary issues.
- A signed declaration confirming accuracy of information provided.



Interview Process

All shortlisted candidates will be interviewed by at least two panel members, both of whom will have current Safer Recruitment Training.

Preparation

Structured interview questions will be prepared, focusing on:

- Motivation for working with young people and equine-based learning.
- Understanding of safeguarding, professional boundaries, and duty of care.
- Ability to recognise and respond to concerns.
- Behavioural examples of resilience, teamwork, and integrity.
- Exploration of employment gaps or anomalies.

Questions arising from the self-disclosure form or references will also be discussed in a sensitive but transparent manner.

Interview outcomes will be recorded on an Individual Interview Record Form and stored confidentially.

Selection and Pre-Employment Checks

Selection will be based on the candidate's ability to meet the requirements of the role and their commitment to safeguarding.

All offers of employment or voluntary engagement are conditional on satisfactory completion of the following checks:

- Identity verification (original documentation required)
- Enhanced DBS check (including children's barred list)
- Verification of right to work in the UK
- Verification of professional qualifications (if applicable)
- Medical fitness to work
- Employment history and references
- Overseas criminal record checks, if the applicant has lived or worked abroad

No individual will commence work or unsupervised contact with young people until all mandatory checks have been completed and verified.



Induction and Training

All new staff, volunteers, and contractors will complete an induction programme on their first day, which includes:

- Safeguarding and Child Protection Policy
- Whistleblowing Policy
- Code of Conduct
- Recording and reporting of concerns
- Health, safety, and wellbeing procedures
- Introduction to equine-assisted learning ethos and values

New employees must sign to confirm they have read and understood all safeguarding and operational policies.

Ongoing Safeguarding Commitment

The Seeds of Change ensures that:

- All staff complete refresher safeguarding training annually.
- Recruitment procedures are regularly reviewed and updated in line with KCSIE 2025.
- Any concerns arising during employment are investigated following the Managing Allegations Procedure.
- DBS rechecks or updates are carried out in line with organisational policy and individual role requirements.

Monitoring and Review

This policy will be reviewed annually, or sooner if there are changes to legislation or statutory guidance.

Reviews will be undertaken by the Senior Leadership Team (SLT) and approved by the Head of Centre.



Linked Policies

- [Safeguarding and Child Protection Policy](#)
- [Whistleblowing Policy](#)
- [Code of Conduct](#)
- [Equality, Diversity and Inclusion Policy](#)
- [Data Protection Policy](#)



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