



Safer Recruitment Policy

Organisation: Supreme Mentoring Services

Policy Owner: Taj Reid

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Review Date: August 2027

Review Cycle: Annually or following relevant changes in legislation or statutory guidance



1. Purpose

Supreme Mentoring Services is committed to safeguarding and promoting the welfare of children and young people. We recognise that robust safer recruitment practices are an essential part of creating safe environments and reducing the risk of unsuitable individuals gaining access to children.

This policy sets out the principles and procedures used by Supreme Mentoring Services when recruiting, selecting and engaging staff, mentors, workers, contractors and volunteers whose roles may involve contact with children and young people.

2. Scope

This policy applies to all individuals recruited or engaged by Supreme Mentoring Services to undertake work involving children and young people, whether on an employed, worker, self-employed, contracted or voluntary basis.

Where Supreme Mentoring Services personnel work within a school, alternative provision or other partner setting, they must also comply with the safeguarding and site-specific requirements of that organisation.



3. Legal and Statutory Framework

Our safer recruitment practices are informed by relevant legislation and statutory guidance, including:

- Keeping Children Safe in Education (KCSIE)
- Children Act 1989 and Children Act 2004
- Education Act 2002
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Equality Act 2010
- Rehabilitation of Offenders Act 1974 and applicable exceptions
- Data Protection Act 2018 and UK GDPR

4. Recruitment Principles

Supreme Mentoring Services will:

- place safeguarding at the centre of recruitment decisions;
- clearly communicate safeguarding responsibilities within relevant job descriptions and recruitment materials;
- assess candidates' suitability to work with children;
- verify identity and relevant qualifications where required;
- undertake appropriate pre-engagement checks;
- obtain and scrutinise references;
- undertake appropriate Disclosure and Barring Service (DBS) checks;
- investigate unexplained gaps or inconsistencies in employment history;
- maintain appropriate records of recruitment and vetting decisions; and
- ensure that safeguarding remains an ongoing responsibility following appointment.



5. Application and Shortlisting

Applicants will be expected to provide sufficient information regarding their employment history, relevant experience and suitability for the role.

Shortlisting decisions will consider the requirements of the role and any safeguarding implications.

Any unexplained gaps, inconsistencies or concerns identified during the recruitment process will be explored with the candidate before an appointment is confirmed.

6. Interviews and Assessment

Candidates undertaking roles involving children will normally participate in an interview or structured assessment.

The selection process will explore:

- motivation for working with children and young people;
- understanding of safeguarding responsibilities;
- professional boundaries;
- attitudes towards children and vulnerable young people;
- relevant experience and competence;
- responses to safeguarding or professional scenarios; and
- any concerns arising from the application or employment history.



7. Pre-Engagement Checks

Depending upon the role and legal requirements, Supreme Mentoring Services may undertake:

- identity verification;
- appropriate DBS checks;
- barred-list checks where legally permitted and required;
- right-to-work checks;
- qualification verification;
- professional registration checks where applicable;
- employment history checks;
- references;
- checks relating to overseas employment or residence where appropriate;
- and
- any other checks required by legislation, statutory guidance or the commissioning organisation.

No individual will be permitted to undertake regulated activity without the required safeguarding checks being completed, except where a lawful and formally risk-assessed arrangement expressly permits otherwise.



8. References

References should normally be obtained from appropriate professional sources and, wherever possible, from the candidate's most recent relevant employer.

References will be scrutinised for inconsistencies, safeguarding concerns or information that may call into question an individual's suitability to work with children.

Where concerns arise, further information will be sought before any appointment is confirmed.

9. DBS and Ongoing Suitability

Where a role is eligible, Supreme Mentoring Services will require the appropriate level of DBS check.

Staff are expected to disclose relevant changes in circumstances that may affect their suitability to undertake their role, subject to applicable law.

Supreme Mentoring Services may undertake renewed or additional checks where required by law, contractual arrangements, safeguarding concerns or organisational procedures.



10. Allegations or Concerns About Suitability

Any safeguarding allegation or concern relating to an applicant or existing member of personnel will be managed in accordance with Supreme Mentoring Services' Safeguarding and Child Protection Policy and relevant statutory procedures.

Where appropriate, Supreme Mentoring Services will liaise with the commissioning school or organisation, Local Authority Designated Officer (LADO), police, children's social care, DBS or other relevant agencies.

11. Induction and Ongoing Safeguarding

Safer recruitment does not end once an appointment has been made.

Personnel will receive appropriate induction and information regarding:

- safeguarding and child protection;
- professional boundaries and conduct;
- reporting concerns;
- whistleblowing;
- confidentiality and information handling; and
- relevant organisational policies and procedures.

Safeguarding expectations will continue to be reinforced through supervision, training and organisational oversight.



12. Record Keeping and Confidentiality

Recruitment and vetting information will be handled securely and confidentially in accordance with applicable data protection requirements.

Access will be restricted to individuals who have a legitimate reason to access the information.

13. Responsibility

The Policy Owner has overall responsibility for ensuring that safer recruitment procedures are implemented appropriately.

All individuals involved in recruitment have a responsibility to prioritise the welfare and safety of children throughout the recruitment process.



14. Review

This policy will be reviewed annually or sooner where there are changes to legislation, statutory safeguarding guidance, organisational practice or learning arising from a safeguarding incident.

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Next Review: August 2027