

# Safer Recruitment and Selection Policy and Procedures

**Last Updated: January 2026**

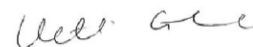
## Purpose and Scope

Kids has a clear commitment to safeguarding all service users in line with national legislation and guidance and local safeguarding partnership procedures. This includes ensuring we have fair, consistent and non-discriminatory Safer Recruitment processes. Kids' commitment to Safer Recruitment is outlined in our Safeguarding Statement below:

'Kids is committed to safeguarding and promoting the wellbeing of all those who encounter our services. Our colleagues are trained to recognise and respond to safeguarding concerns. We work closely with families and other agencies to take all reasonable steps to minimise the risk of harm to children, young people and adults.

To fulfil our commitment to those we work with we observe safer recruitment and selection procedures and nurture a safeguarding culture which is open and transparent, where all concerns concerning our people can be identified and spoken about openly and are dealt with promptly and appropriately. By identifying concerning, problematic or inappropriate behaviour early we aim to minimise the risk of abuse'.

Kids is a Disability Confident Employer. Disability Confident is creating a movement of change, encouraging employers to think differently about disability and take action to improve how they recruit, retain and develop disabled people. Being Disability Confident is a unique opportunity to lead the way at Kids.



**Katie Ghose, Chief Executive**  
**January 2026**

- This policy provides clear guidance to ensure that all colleagues at Kids are clear about their individual and organisational roles and responsibilities concerning Safer Recruitment
- This policy aims to ensure we recruit the most suitable individual for posts within Kids through fair, safe and transparent means, and not to discriminate against any candidate for any discriminatory reason or any prohibited grounds.
  - This policy document applies to all colleagues.
- Colleagues should use resources on Kids Safeguarding Intranet Page to support with safeguarding practice procedures outlined within this policy.
- This policy should be read in conjunction with the referenced legislation and national guidance.

## Definitions

**Agency worker/ Independent contractors:** Individuals who are recruited via a third party such as an agency or otherwise self-employed, who are undertaking direct work with children or young people on behalf of the charity.

**Colleagues:** Includes employees, sessional workers, volunteers, students and Trustees.

**Colleague Suitability Declaration:** Kids ensure that all colleagues whose roles require an Enhanced DBS complete Colleague Suitability Declarations at onboarding stage and within managerial one-to-one/supervisions/work reviews and appraisals.

Any positive disclosures are recorded using the Kids Positive Disclosure Risk Assessment (Appendix 2) and shared with the Chief Operating Officer to make decision on action to take.

**Disclosure and Barring Service (DBS):** Disclosure and Barring Service (DBS) helps employers make Safer Recruitment decisions by processing and issuing DBS certificates. DBS maintains the Adults' and Children's Barred List and makes considered decisions as to whether an individual should be included on one or both lists and barred from engaging in regulated activity.

Kids standard is DBS certificates are renewed every 3 years. From January 2024 all new starters whose roles require a DBS will have their DBS Certificate number, certificate date and expiry date uploaded into People HR against their personal record. The Central Administration team will have national oversight of DBS renewal dates, and the Central Administration Team will identify colleagues whose DBS is due to expire in 3 months. The Central Administration Team will notify line managers when their team member's DBS is due for renewal. Once the updated DBS is received by the Central Administration Team, they will update People HR with the new details.

Kids recommend all colleagues register for the update service and claim the cost of this on expenses. Registering for the Update Service must be completed within two weeks of the initial DBS check.

**Hiring Manager:** A hiring Manager is a colleague who oversees the hiring process to fill available positions and selects the most suitable candidate. A hiring manager is often the candidate's future line manager. The term Hiring Manager should only be used during the recruitment process. Hiring Managers must have completed Kids Safer Recruitment Accreditation prior to any recruitment process.

**Regulated Activity:** Regulated activity is work that a barred person must not do. Regulated Activity' relating to children can be defined as follows:

- (i) Unsupervised activities in any setting – including teaching, training, instructing, caring for (see iii below), supervising, providing advice/guidance on well-being and driving a vehicle only for children.
- (ii) Work for a limited range of establishments with the opportunity for contact, e.g. schools, colleges, children's homes, children's centres, childcare premises (but not work by supervised volunteers).
- (iii) Relevant personal care or health care by or supervised by a professional, even if done only once.

Work/activities in (i) and (ii) above must be carried out 'regularly' to be included within a regulated activity. 'Regular' means carried out by the same person frequently (once a week or more often) or intensively (on 4 or more days in a 30day period) or overnight (if carried out even once, at any time between 2 am and 6 am and with an opportunity for face-to-face contact with children).

Day-to-day management or supervision regularly of a person providing the above regulated activity for children is also within the definition of a regulated activity for children.

**Safer Recruitment:** Safer Recruitment is the term used when recruiting to help discourage people with the potential to cause harm and to make sure that those recruited into an organisation are suitable

and appropriate. Safer Recruitment practices are designed to help deter, reject or identify people who might abuse children/adults at risk or who are otherwise unsuited to work with them.

**Warner Interview Questions:** Warner questions assess the suitability of a person for a specific role concerning safeguarding competencies. Competencies include candidates' motivation to work with children and young people, emotional awareness, ability to work within professional boundaries and ability to safeguard and promote the welfare of children and young people.

### **How Kids communicate and promote vacancies**

- Advertising vacancies through a range of channels, and using our Disability Confident badge to make sure potential applicants know we are an inclusive employer
- Getting advice and support from Jobcentre Plus, Work and Health Programme providers, (If you're in Scotland contact Fair Start Scotland) recruiters and/or your local disabled people's user led organisations (DPULOs)

### **Roles and Responsibilities**

#### **Chief Executive**

The Chief Executive is responsible for ensuring this policy is adhered to for Trustees as per Appendix 1.

#### **Chief Operating Officer**

The Chief Operating Officer is responsible for decisions when Safer Recruitment Risk Assessments are required. This includes Positive Disclosure Risk Assessments, DBS Exclusion Risk Assessments and/or an Overseas Applicant Risk Assessment (Appendix 2,3,4)

#### **The Careers Team and People Team**

Responsible for Safer Recruitment Processes as per Appendix 1.

The Careers Team and People Team oversee the process on Talos and are a point of reference for Hiring Managers and candidates.

The Careers Team and People Team are responsible for providing any guidance necessary to Hiring Managers and managing pre-employment screening including DBS and colleague suitability process for new starters.

The Head of People is responsible for ensuring that Kids is compliant with legal, statutory and regulatory safeguarding standards relating to Safer Recruitment.

#### **Head of Safeguarding**

The Head of Safeguarding is responsible for providing guidance and advice to all colleagues on Safer Recruitment principles.

The Head of Safeguarding has oversight of Kids Safeguarding Reporting and Case Management systems and uses this data to analyse and develop the organisation's resilience around managing safeguarding.

#### **Heads of Services**

Heads of Services are responsible for Safer Recruitment processes as per Appendix 1.

Heads of Services are responsible for ensuring that where required, DBS checks are renewed every 3 years.

Heads of Services are responsible for ensuring any person (including contractors) carrying out regular or

long periods of work on our premises and where regulated activities are delivered have a DBS before any work starts.

## **Service Managers**

Service Managers are responsible for Safer Recruitment processes as per Appendix 1.

Service Managers are responsible for ensuring that this policy is adhered to for the Safer Recruitment of any volunteers per Kids Volunteering policy.

Service Managers are responsible for conducting one-to-one/supervisions/work reviews/appraisals and completing Colleague Suitability Declarations for those colleagues whose roles require an Enhanced DBS.

Service Managers are responsible for uploading one-to-one/supervisions/work review/ appraisal documentation to People HR to evidence the completion of Colleague Suitability Declarations.

Service Managers are responsible for completing Positive Disclosure Risk Assessments (Appendix 2) for any positive disclosures from recruitment onwards.

## **Hiring Manager**

Hiring managers are responsible for the Safer Recruitment Process as per (Appendix 1)

Hiring Managers must complete Kids Safer Recruitment Accreditation prior to any recruitment process. Hiring Managers must ensure that anyone assisting them with the recruitment process understands the Safer Recruitment policy and procedures.

Hiring Managers are responsible for completing Positive Disclosure Risk Assessments (Appendix 2) for any positive disclosures made during the recruitment process.

## **All colleagues**

All colleagues involved in the Safer Recruitment process (Appendix 1) must ensure the process is inclusive and accessible.

All colleagues are expected to commit to the principles set out in the Kids Safeguarding Statement and are responsible for ensuring they know and adhere to the safeguarding procedures as outlined in this policy.

All colleagues must inform line managers immediately if any changes to their personal circumstances could affect their suitability to work with children and young people. This may include police investigation, cautions, convictions, safeguarding concerns raised in other employment or own children becoming subject to Child Protection Plans.

All colleagues whose role requires an Enhanced DBS must complete a Colleague Suitability Declaration at one-to-one/supervisions/work reviews and appraisals

All colleagues must operate a culture of vigilance and report any safeguarding concerns concerning colleagues as per the Kids Managing Allegations and Low-Level Concerns policy.

Failure to comply with this policy may lead to disciplinary action that could include summary dismissal or as grounds to terminate your contract.

## **References: (Legislation, regulations and national guidance)**

- Children and Families Act 2014
- Equality Act 2010
- Health and Social Care Act 2008 (Regulated Activities) Regulations 2014

- Keeping Children Safe in Education 2023
- Protection of Freedoms Act 2012
- Rehabilitation of Offenders Act 1974
- Safeguarding Vulnerable Groups Act 2006
- The Children's Home (England) Regulations 2015 (32: Fitness of workers)
- Working Together to Safeguard Children 2023

**Appendices:**

- Appendix 1 – Safer Recruitment Process
- Appendix 2 – Positive Disclosure Risk Assessment
- Appendix 3 – DBS Exclusion Risk Assessment
- Appendix 4 – Overseas Applicant Risk Assessment
- Appendix 5– Pre-interview Telephone Discussion Guidance
- Appendix 6–Safer Recruitment Interview Questions and Guidance
- Appendix 7– Kids Candidate Assessment and Scoring Grid
- Appendix 8 – Post Interview Checklist
- Appendix 9 – Sessional rapid rehire request
- Appendix 10 – Safe use of external service providers' guidance

## Kids Safer Recruitment Process – Appendix 1

Safer recruitment is the term used when recruiting to help discourage people with the potential to cause harm and ensure that those recruited into an organisation are suitable and appropriate. Safer Recruitment principles are designed to help deter, reject, or identify people who might abuse children/adults at risk or who are otherwise unsuited to work with them.

Below is guidance on each stage of an applicant's journey, including details of Safer Recruitment Principles to adhere to. Details of the colleagues responsible for parts of the process are also included.

Safer Recruitment Process	Colleagues Responsible
<p><b>Advert</b> When defining the role (through the job or role description and person specification) the following must be included:</p> <ul style="list-style-type: none"> <li>• <b>Inclusive Job Descriptions:</b> Use clear and inclusive language in job descriptions. Focus on the essential skills and qualifications, rather than how these skills are demonstrated.</li> <li>• <b>Essential skills</b> – every job description must have a section containing essential skills as the minimum criteria that someone needs to meet to gain an interview.</li> <li>• <b>Application Accessibility:</b> Ensure the application process is accessible. Offer alternative formats (e.g., large print, audio) and assistive technology support as needed.</li> <li>• Please include this wording on all adverts 'Please note that the vacancy may close before the deadline, if we receive a high volume of applications. Please apply promptly to avoid disappointment'</li> <li>• the skills, abilities, experience, attitude, and behaviours required for the post</li> <li>• the safeguarding requirements, i.e. to what extent will the role involve contact with children and will they be engaging in regulated activity, detail of safeguarding checks that will be undertaken i.e. Enhanced DBS, Childcare Disqualification Declaration</li> <li>• Kids safeguarding statement emphasising Kids commitment to safeguarding and promoting the welfare of children/adults at risk</li> <li>• Kids statement to inform applicants that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity.</li> </ul>	<p>Hiring Manager with support from the Careers team</p> <p>Careers Team</p>

<p>Application forms in an alternative format, i.e. large print can be requested from the Careers team.</p>	<p>Careers Team</p>
<p><b>Shortlisting</b></p> <p>Shortlisting the applications must be done in a fair and non-discriminatory process.</p> <p>If a high number of applications are received it is important that you contact the Careers team for guidance on this.</p> <p>Firstly, shortlist all applications that meet the essential skills as determined on the advert.</p> <p>If there are too many applications based on this criteria to interview – please contact the Careers team for guidance.</p> <p>As a Disability Confident Employer, we must interview anyone with a disability who meets the essential criteria unless the Careers team give further guidance. Anyone declaring a disability will be identified with a wheelchair symbol on Talos.</p>	<p>Hiring Manager viva Talos with support from the Careers Team.</p>

<p><b>Interview</b></p> <p><b>Pre-Interview</b></p> <ul style="list-style-type: none"> <li>• A short telephone discussion is advised to confirm that the candidate is aware of the mandatory requirements of the role, for example, working pattern, salary and location/travel requirements. Please use Pre interview Telephone Guidance as per Appendix 5</li> <li>• Candidates must be informed of the interview venue, date and time of the interview as well as any other component of the selection process, for example, a group discussion or presentation</li> <li>• Consider any reasonable adjustments to ensure accessibility for all applicants</li> <li>• Candidates must bring 3 forms of ID to prove their Right To Work and for the DBS check</li> <li>• Candidates must provide evidence of any relevant training qualifications.</li> <li>• Interview questions must be planned using Safer Recruitment Interview Question and Guidance (Appendix 6 ) The Hiring Manager must ensure questions are appropriate to the post and are not of a discriminatory nature.</li> <li>• Kids Candidate Assessment and Scoring Grid</li> <li>• must be used in conjunction with appendix 6.</li> <li>• The interview panel should agree on which questions they will each ask</li> <li>• Interview questions must be consistent from one interview to another for the same role.</li> </ul> <p><b>During Interview</b></p> <ul style="list-style-type: none"> <li>• Interviews are to be conducted by a panel of at least two people</li> <li>• At least one member of the interviewing panel (Hiring Manager) has responsibility for Safer Recruitment principles and must have Kids Safer Recruitment Accreditation.</li> <li>• Hiring Managers are responsible for conducting an interview which does not disadvantage a candidate on any prohibited grounds</li> <li>• Ask the candidate to provide evidence of any relevant training qualifications</li> </ul>	<p>Hiring Manager with guidance from Careers</p> <p>Talos will generate candidate invitation to interview</p> <p>Hiring Manager</p> <p>Hiring Manager</p> <p>Hiring Manager</p> <p>Hiring Manager</p>
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<ul style="list-style-type: none"> <li>Hiring Managers must ensure that all Mandatory Background questions are asked in the final stage of the interview.</li> <li>Applicants whose roles require an Enhanced DBS are asked if they perceive any issues obtaining the DBS</li> </ul>	<p>Hiring Manager with support from Careers Team</p>
<p><b>Post Interview</b></p> <ul style="list-style-type: none"> <li>Complete the Post Interview Checklist (Appendix 8) to ensure all Safer Recruitment principles are met</li> <li>Upload Post Interview Checklist to Talos</li> <li>Upload the completed Kids Candidate Assessment and Scoring Grid (Appendix 7) for all candidates to Talos</li> </ul>	<p>Hiring Manager with support from Careers team</p>
<p>The hiring manager completes the offer details form on Talos, which notifies the Careers team that the candidate has been successful in the interview.</p>	<p>Hiring Manager with support from Careers</p>
<p>The successful candidate will receive an email from the Careers team outlining that the offer is conditional upon Kids Safer Recruitment checks (see below), including; satisfactory references, enhanced DBS checks, right-to-work verification, and overseas checks (if applicable), all of which must be completed and satisfactory within 3 months from the date of the offer. The email will also confirm the salary offered, the probationary period, and the length of the contract (if applicable).</p>	<p>Careers Team</p>
<p>Simultaneously, the Careers team generates a reference request email through Talos (see the Employment History and References section for more detail). Once the candidate provides the necessary information, the Careers team checks the references provided against the candidate's CV to ensure they meet Kids reference checking criteria and contacts the referees.</p>	<p>Careers Team and People Operations Manager</p>
<p>Once all documentation is received, all Safer Recruitment checks are satisfied, and the Careers Team has completed the Safer Recruitment checklist, they will pass it to the People Operations Manager to conduct a thorough review and sign off on all the Safer Recruitment documentation and checks (as detailed below).</p>	<p>Head of People</p>
<p>Once all Safer Recruitment checks are completed and satisfactory, the Careers team sends the contract to the candidate for signature. The Head of People will complete spot checks on all Safer Recruitment.</p>	<p>Hiring Manager</p>
<p>Hiring managers are responsible for rejecting all other candidates.</p>	

<p><b>Pre-appointment vetting checks</b></p> <p>This section provides the legal requirements that need to be applied when appointing individuals to work with children and young people. It covers the importance of ensuring the correct pre-appointment checks are carried out. These checks will help identify whether a person may be unsuitable to work with children and adults at risk.</p> <p>Kids must:</p> <ul style="list-style-type: none"> <li>• verify a candidate’s identity, best practice is checking the name on their birth certificate, where this is available. Further identification checking guidelines can be found here <a href="#">ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021 - GOV.UK (www.gov.uk)</a></li> <li>• Obtain DBS check as required for role (see DBS detail below).</li> <li>• The applicant must show the original paper DBS certificate to the hiring manager/ Kids before they take up post, or as soon as practicable afterwards.</li> <li>• Kids must check DBS details. DBS guidance on how to check a DBS certificate can be found <a href="#">DBS checks: guidance for employers - GOV.UK (www.gov.uk)</a></li> <li>• If using the DBS update service for DBS obtain the original physical certificate</li> </ul>	<p>Careers and People Team &amp; Hiring Managers</p> <p>Hiring Manager</p> <p>Careers</p> <p>Hiring Manager who gives information to Careers to check</p> <p>Careers</p>
<ul style="list-style-type: none"> <li>• If there is any disclosure information on a DBS certificate Careers to make Head of People aware, and a Positive Disclosure Risk Assessment must be completed (Appendix 2).</li> <li>• All Positive Disclosures should be recorded on Kids safeguarding recording system Confide and decisions to appoint or not to appoint somebody because of their disclosure(s) should be clearly documented.</li> <li>• Verify the candidate’s mental and physical fitness to carry out their work responsibilities through the colleague suitability declaration.</li> <li>• Verify the person’s right to work in the UK, including EU nationals. Verification can include a passport, a UK birth certificate, or an overseas share code check.</li> </ul> <ul style="list-style-type: none"> <li>• Complete overseas criminal reference checks for candidates who have lived overseas for 3 months or more in the last 5 years or prior to 5 years ago spent the majority of their adult life living overseas <a href="#">Criminal records checks for overseas applicants - GOV.UK (www.gov.uk)</a></li> </ul>	<p>Careers</p> <p>Head of People</p> <p>Hiring Manager</p> <p>Careers</p> <p>Careers</p>

<ul style="list-style-type: none"> <li>• Take copies of any relevant training qualifications.</li> </ul>	Hiring Manager and store on People HR
<p><b>Employment history and references</b></p> <p>The purpose of seeking references is to obtain information to support appointment decisions.</p> <p>When seeking references Kids should:</p> <ul style="list-style-type: none"> <li>• Not accept open references.</li> <li>• Contact referees directly – Kids must not rely on applicants to obtain their own references</li> <li>• For employees: Conduct comprehensive reference checks covering the full past five years. If none of these references involve working with children and young people, an additional reference must be obtained (if they have worked with children and young people previously).</li> <li>• Any gaps in employment must be explained in writing and approved by the People Operations Manager.</li> <li>• For sessional colleagues: Obtain two references, including one from the most recent employer and one from any role involving work with children and young people.</li> <li>• Always verify information directly with the referee</li> <li>• Ensure electronic references come from legitimate and verifiable sources. Document the verification.</li> <li>• Follow up references for all with a verbal reference verification check</li> <li>• Compare the information provided on the CV with the details in the reference, and address any discrepancies directly with the candidate and the referee when carrying out the verbal verification.</li> <li>• In cases where verbal verification is not required, if not satisfied with the candidates' explanation, contact the referee to clarify details.</li> <li>• Determine the reason for the candidate's departure from their current or most recent position.</li> <li>• Request from employers (documented verbal conversation is acceptable) reasons for leaving any position where they worked with children or young people and adults</li> <li>• Ensure that any concerns are highlighted to the Head of People and thoroughly addressed and resolved to determine if the appointment can be confirmed.</li> <li>• Any candidate who does not meet the pre-employment safer recruitment screening requirements must be reviewed and approved by the Head of People.</li> </ul>	Careers and People Team  Careers and People Team

<p><b>Qualifications</b> Evidence must be seen of all relevant qualifications and copies must be stored on People HR.</p> <p><b>DBS Guidance</b> Consider which type of check is required The Government DBS Eligibility Tool can be used to determine what type of check a role could be eligible for, along with the DBS eligibility Guidance.</p> <p>Kids will ensure that an Enhanced DBS with Barred List check is carried out for all colleagues who work directly with children and young people and/or are directly involved in regulated activities</p> <p>Enhanced DBS check – this provides the same information about convictions, cautions, reprimands and warnings held on the Police National Computer (PNC) as a Standard DBS check, plus additional information held by the police such as interviews and allegations. Additional information will only be disclosed where a chief police officer reasonably believes it to be relevant and considers that it ought to be disclosed.</p> <p>Enhanced DBS check with children’s barred list information – where people are working or seeking to work in regulated activity relating to children, this allows an additional check, to be made, about whether the person appears on the children’s barred list, along with a check of the Police National Computer records plus additional information held by the police as above. Barred list information must not be requested on any person who is not engaging in or seeking to engage in regulated activity.</p> <p>For colleagues whose roles do not meet the criteria of regulated activity nor have regular contact with children and young people but require confidence that the candidate is suitable with our families or in an environment with children and young people a Basic DBS will be appropriate (e.g. mediators)</p> <p>Kids recommend all colleagues register for the renewal service and claim the cost of this on expenses. Registering for the Update Service must be completed within two weeks of the initial DBS check.</p>	<p>Careers and People team</p> <p>Careers and People Team</p>
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<p><b>Trustees</b></p> <p>As Trustees are taking up a governance position with an Ofsted-registered organisation that provides childcare, they need to be registered by Ofsted and, as part of this process, complete an enhanced DBS check with barred list. This check is required even though the role as Trustee involves limited direct contact with children.</p> <p><b>External Service Providers and Contractors</b></p> <p>An external service provider relates to a person or organisation, providing services directly to children, young people and families for example art therapy, yoga teacher. They can be from an agency or freelance/self-employed individuals.</p> <p>Kids require all external service providers to have a relevant up-to date DBS check in place prior to carrying out any activities on our behalf. This will be the responsibility of the Service Manager and Head of Service . Please see Safe Use of External Service Providers Guidance and complete checklist for all ESP working with children and young people. Appendix 10</p> <p>Any contractors employed to carry out regular or long periods of work on our premises (e.g. plumbers, maintenance, building) and where regulated activities are delivered will be required to apply for a DBS check prior to any work starting. Contractors must not be left alone with children or adults at risk.</p> <p>Storage and handling of disclosure information Kids will comply fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information – for colleagues and Trustees. We will also comply fully with our obligations under GDPR and the Data Protection Act 2018. For details please see <a href="http://www.gov.uk">Handling of DBS certificate information - GOV.UK (www.gov.uk)</a></p> <p>All colleagues whose roles require a DBS will have their DBS Certificate, number, date confirmed clear and expiry date uploaded into People HR against their personal record.</p> <p>Kids recommend colleagues register for the renewal service and claim the cost of this on expenses. Registering for the Update Service must be completed within two weeks of the DBS check.</p>	<p>Executive Leadership Team</p> <p>Heads of service</p> <p>Careers and People team</p>
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If an applicant/colleague is waiting for a DBS/renewal the Chief Operating Officer can sign off an Exception by following the DBS Exclusion Risk Assessments (Appendix Risk Assessments must be kept on file until the DBS check is completed satisfactorily and reviewed regularly.

**Online Searches**

In the event of any discrepancies or concerns arising when Safer Recruitment checks are being completed, we may conduct online searches of publicly available information. These checks will be carried out in a fair, proportionate, and non-discriminatory manner.

<p><b>Post Appointment</b></p> <ul style="list-style-type: none"> <li>• Kids must ensure all new colleagues undergo a probation period of at least 6 months which includes a thorough induction in safeguarding procedures as well as all other relevant policies and procedures.</li> <li>• All colleagues must complete safeguarding training as outlined in Kids Safeguarding Training Matrix as part of their induction.</li> <li>• All colleagues whose roles require an enhanced DBS will be required to regularly complete a Colleague Suitability Declaration at one-to-one/work reviews/supervisions/ appraisals.</li> <li>• Service Managers are responsible for uploading one to-one/work reviews/supervisions/appraisals to People HR to evidence reviews and declarations. If there is any disclosure information with the Colleague's Suitability Declaration, a Positive Disclosure Risk Assessment must be completed (Appendix 2).</li> <li>• Kids standard is DBS certificates are renewed every 3 years. From January 2024 all new starters whose roles require a DBS will have their DBS Certificate number, certificate date and expiry date uploaded into People HR against their personal record. People HR will have national oversight of DBS renewal dates and the Central Admin Team will identify colleagues whose DBS is due to expire in 3 months. The Central Admin Team will notify Heads of Service when their team member's DBS is due for renewal. Once the updated DBS is received the Heads of Service must ensure that the reference number, start date and expiry date are sent to the Central Admin Team for storing on People HR</li> </ul> <p><b>Re hiring of Sessional colleagues</b></p> <ul style="list-style-type: none"> <li>• If a sessional colleague has not worked for more than four months, then their suitability needs to be confirmed before they can work again. If the time period is between 4 months and 9 months, then a "Sessional colleague Rapid re-hire request" needs to be completed and sent to the People Team (appendix 8)</li> <li>• The People team will check the form is completed correctly including that the DBS is up to date, all training is up to date and their right to work is still valid. Only upon meeting all criteria within the " Sessional Colleague Rapid re-hire can the sessional colleague undertake more work, therefore line managers cannot offer work until the People Team has confirmed this has been completed.</li> <li>• If a sessional colleague has not worked for more than 9 months, the full recruitment process needs to be followed again</li> <li>• If a sessional colleague wishes to become an employee, then the full recruitment process needs to be completed for an employee role.</li> </ul>	<p>Service Managers</p> <p>All Colleagues</p> <p>All colleagues with enhanced DBS</p> <p>Service Managers</p> <p>People Team/heads of Service</p>
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### **Kids Positive Disclosure Risk Assessment (Appendix 2)**

This form must be used to record any positive disclosures: criminal cautions/convictions/reprimands made during the recruitment process and thereafter. The form is also to be used to inform decision-making on any other disclosures that may affect a colleague's suitability to work with children and young people. This includes police investigations and safeguarding concerns raised in other employment or own children becoming subject to Child Protection Plans.

The assessment should be completed by the Hiring/Service Manager and shared with the Chief Operating Officer who will use this assessment to make an informed and balanced decision on any action to be taken.

Any disclosures that raise safeguarding concerns will be referred to the LADO (Local Authority Designated Officer) for review and oversight. All completed risk assessments must be recorded on Kids internal safeguarding reporting and case management system (Confide).

Name of applicant/colleague:	DOB:	Address:
Role applied for/Job Role:	Hiring Manager/Service Manager:	

	Possible Responses	Answer	Comments (Please provide full details to assess risks thoroughly).
Would the DBS bar the candidate/colleague for the disclosure? If the answer is yes, then the appointment is automatically unlawful. Do not continue the assessment.	Yes* refer to Head of People /Head of Safeguarding  Head of Safeguarding to refer to LADO / Police immediately.  No		
Are you satisfied with the candidate/colleague's explanation of the circumstances of the disclosure?  Note down the candidate/colleague's explanation of the circumstances.	Yes  Unsur  e No		

<p>How serious do you consider the disclosure to be?</p>	<p>Major Moderate Minor</p>		
<p>Did the disclosure occur recently?</p> <p>For example, minor offences that occurred a long time ago may be less relevant than very recent ones.</p> <p>Note that a failure to disclose an offence at application without a satisfactory reason will be a breach of contract and render any employment/offer void.</p>	<p>Within the last; 12 months 1-3 years 3-9 years 10 years Older</p>		
<p>Does the disclosure show a pattern of behaviour, or was the concern/ offence a one-off?</p> <p>Repeated offences may indicate that the individual has not been able to change his/her offending behaviour and may be more likely to re-offend.</p>	<p>One-off Repeat – Frequent Repeat - infrequent</p>		

<p>Have the circumstances that led the applicant to behave in such a manner changed for the better? Look at all the circumstances, including the employment pattern and the candidate/colleague's own explanation.</p>	<p>Yes To some extent</p>		
<p>Are there any concerns about the applicant/colleague's motivation for working with children/young people?</p>	<p>Yes No</p>		
<p>Does the role allow the opportunity to reoffend? Consider the nature of the post in relation to the disclosed offence(s).</p>			
<p>What management supervision will the colleague receive? Will supervision reduce the risk? How much responsibility does the post carry?</p>			
<p>For applicants only: If there are any gaps in employment identified were these gaps any cause for concern?</p>	<p>Yes No</p>		
<p>For applicants only: Were both employer references satisfactory and was at least one reference verified by telephone?</p>	<p>Yes No</p>		

Further comments/overall summary (Hiring Manager/Service Manager)

Decision: (Chief Operating Officer)

Rationale: (Chief Operating Officer)

### Kids DBS Exclusion Risk Assessment Form – Appendix 3

Name of colleague:		Assessment date:	
Job title:		Review date:	
Line manager:		Team/Region:	

If a new colleague is waiting for a DBS check or a colleague in post is waiting for a DBS renewal, the Chief Operating Officer can take an exclusion decision only when all of the following conditions are met:

Criteria	Signed/Date:
Colleague Suitability Declaration has been made and there are no causes for concern	
DBS/renewal has been applied for and this is evidenced by using the DBS Tracking System – see link: <a href="#">Sign In - Online Criminal Records Check   Online Disclosures</a>	
Colleague has satisfactory written and verbal reference checks	
Colleague will be supervised by Kids colleagues with up-to-date enhanced DBS.	
Colleague will not provide any personal and/or intimate care or be left in sole charge of a child or young person?	
Colleague will not be given access to any sensitive information	

Further comments and Final Decision:	
Colleague signature:	
Line Manager signature:	
Chief Operating Officer signature:	

This assessment is only valid for 7 days.

New starter DBS check: The People Team continuously follow up with the DBS Tracking System

Renewal: At 7 days the Heads of Service and Central Admin Team must follow up with [DBS Tracking System](#)

If the DBS application is confirmed to be at Stage 4, this assessment risk can be renewed, if less than Stage 4 refer to the People Team.

A record of this assessment must be kept on People HR, including when the DBS check is completed satisfactorily.

## Overseas Risk Assessment Tool (for applicants where no overseas criminal record check is available) –Appendix 4

This risk assessment must be completed when considering whether to offer an applicant a role within Kids if a criminal record check cannot be acquired for the period of time that they have been overseas. This could be because the country in question does not carry out or issue such checks or the length of time it is taking to receive the check is unreasonable.

Kids currently require an overseas criminal record check in the following circumstance:

1. Someone has lived overseas for 3 months or more in the last 5 years
2. Prior to 5 years ago an adult spend the majority of their adult life living overseas

Name of applicant:
Role applied for:
Is this role in a Regulated Activity? Yes / No (delete as appropriate)
Proposed start Date;

### Have all the following checks been satisfactorily completed?

- Identity check
- Verification of current address
- UK DBS check
- Right to Work in the UK
- Confirmation of qualifications
- Two references which manager has verbally verified and one being last employer
- Post Interview Checklist (Appendix 8). The checklist must evidence all Safer Recruitment principles are met.
- Evidence from the applicant that they have applied for an overseas criminal record check

### Decision

High Risk – If you cannot tick all of the above boxes then the person should not be offered a role in a regulated activity. Consider if there is an alternative position to offer the applicant.

Low Risk – If all the above boxes are complete, all Safer Recruitment principles are met and the applicant has made every effort to seek an overseas check then in agreement with Director of Services and Innovation the person can be offered the role.

### Final decision and Rationale

#### Signatures:

Hiring Manager:

Director of Service and Innovation:

Date:

## Pre-interview Telephone Question Guidance – Appendix 5

A short telephone discussion is advised to confirm candidate is aware of the mandatory requirements of the role. For example, working pattern, salary and location/travel requirements.

Hi (Candidate)

This is just a quick call to say thank you for your application for the position of (Role applied for)

Just wondering, where did you see the role? Have you heard of Kids before? Let me give you some background about Kids and our values/the role....

Now I have shared more about us, do you feel like we are the kind of organisation you would like to be part of?

### Additional Questions to Consider (If relevant to the role)

- Let me remind you of the hours, are you sure these are suitable?
- Would it be easy enough for you to travel to Birmingham or London?
  - What is most important to you in a role or work environment?
  - What are you hoping for in your next role?
  - Are you happy with the salary?

### Signatures

Hiring Manager:

Date:

Chief Operating Officer:

Date:

- What Are the Traits of Your Ideal Manager or Boss? What does a good workday look like to you? What does a bad day look like?
- Do You Have Any Other Questions for Us?

Thank you for your time. We will let you know in a couple of days if you have been selected for interview.

<p>Standard Questions: It is best practice to open the interview with Standard Questions:</p>	
<p>1. Please tell us about yourself:</p>	<p>Ask this question to gain more insight into the candidate's personality traits and how they would fit into the company culture. Answers to this question can also reveal how confident the candidate is.</p>
<p>2. Please share your previous employment history. What have you enjoyed about previous roles and what not so much?</p>	<p>We want to get a general sense of how the candidate views their career and qualifications and whether they are organised and prepared for the conversation. Please take note of any gaps in employment and document them. You must ask the candidate to validate those gaps within the final Background Checks</p> <p>The second part of the question is to assess personality and attitude. The answer should determine what aspects of work the candidate enjoys, what motivates them and what frustrates them at work.</p>
<p>3. Please tell us what has attracted you to this position.</p>	<p>We want to assess their suitability, whether they are interested in what we do and do they know our values and what Kids do.</p>
<p>4. What qualities will you bring to this role? What do you consider to be your biggest strengths and what areas do you feel you need to develop?</p>	<p>We want to assess their awareness of their professional abilities. We want an insight into their work ethic and style. The second part of the question is about self-awareness, knowledge and understanding of self and professional role. The candidate needs to show passion, realistic knowledge of their strengths and weaknesses and give good, detailed examples when asked with sound reasons.</p>

<p>2. Please share your previous employment history. What have you enjoyed about previous roles and what not so much?</p>	<p>We want to get a general sense of how the candidate views their career and qualifications and whether they are organised and prepared for the conversation. Please take note of any gaps in employment and document them. You must ask the candidate to validate those gaps within the final Background Checks</p> <p>The second part of the question is to assess personality and attitude. The answer should determine what aspects of work the candidate enjoys, what motivates them and what frustrates them at work.</p>
<p>3. Please tell us what has attracted you to this position.</p>	<p>We want to assess their suitability, whether they are interested in what we do and do they know our values and what Kids do.</p>
<p>4. What qualities will you bring to this role? What do you consider to be your biggest strengths and what areas do you feel you need to develop?</p>	<p>We want to assess their awareness of their professional abilities. We want an insight into their work ethic and style. The second part of the question is about self-awareness, knowledge and understanding of self and professional role. The candidate needs to show passion, realistic knowledge of their strengths and weaknesses and give good, detailed examples when asked with sound reasons.</p>

## Kids Safer Recruitment Interview Questions (Appendix 6)

Before all interviews, the interview panel must meet and agree on questions to ask candidates. An assessment grid (Appendix 7) must be prepared and panel members agree on which questions they will present to each candidate. Interviews must be consistent for all candidates.

The ideal number of questions to ask is 8-10. It is best practice to open the interview with Standard Questions. The interview must include a minimum of 1 Value-Based question, 2 Warner Questions and 1 Safeguarding Scenario Question.

Mandatory Background Checks (below) must not be considered within the question count or graded.

**The Hiring Manager must upload all completed assessment grids to Talos.**

Value-Based Questions: Must choose at least 1 value-based question	
5. Describe a time when you took an existing process and used your creativity to make it better.	Here we are testing the candidate's ability to think innovatively, improvise and problem- solve – Does this candidate have the Kids value to think creatively?
6. One of Kids values is to 'speak up'. We want to amplify the voices of our children and young people and achieve positive change. Can you tell me about a time when you made a positive change?	Here we are testing if the candidate can demonstrate the ability to initiate, facilitate and apply positive change. This may be about children/young people or other areas of work.
7. Tell me about a time you worked well as part of a team.	We are looking to see if the candidate has one of the most important Values at Kids – Can this candidate work together with a team?
<p>Warner Questions (At least 2 of these questions must be asked).</p> <p>Warner questions aim to explore the candidate's motivation to work with children and young people or in an organisation that supports children and young people. When asking the Warner based questions it is important to consider whether you have heard or observed a positive or negative response.</p>	
8. Can you tell us about a time when you or someone you know has been discriminated against and how did it make you feel?	This allows the applicant to show their understanding of equal opportunities and anti-discriminatory issues
9. Can you tell us about a situation where you have responded in a way you are not proud of?	This enables the candidates to reflect on and analyse their actions.

<p>10. What experiences either in your child or adult life led you to want to work with children/young people and their families?</p>	<p>This enables the applicant to reflect on and analyse their actions</p>
<p>11. How would you deal with someone asking you to do something you totally disagree with? Describe a situation where this has happened.</p> <p>Supplementary question – How did you deal with it, and, on reflection, what did you learn from it?</p>	<p>This question is often asked in interviews to assess a candidate's interpersonal skills, conflict resolution abilities, and ethical standards.</p>
<p>Safeguarding Scenario Questions (At least 1 safeguarding scenario question appropriate to the setting and role you are interviewing for):</p>	
<p>12. What does safeguarding mean to you?</p>	<p>What is the candidate's awareness of safeguarding? Consider whether they have previously worked with children. Are they showing sensitivity or a lack of it? Are they showing the importance of safeguarding or a dismissive approach? We want to assess body language here. Are there signs of anxiety, discomfort or hesitancy in answering the questions?</p>
<p>13. A colleague has advised you that one of the children seems withdrawn and has several marks on their body that appear to be bruises. The colleague is concerned about what to do –how would you manage this situation?</p>	<p>We want to see the applicant's reaction to dealing with these sensitive issues. We need to gain an understanding of how the candidate will deal with a difficult situation relating to a child's/ young adult's wellbeing and whether they have the right attitude to do so.</p>
<p>14. You take a child home after a short break and the parent appears to be under the influence of alcohol or drugs, what would you do?</p>	<p>Does the applicant demonstrate the ability to think under pressure and an understanding of safety/policy and procedures?</p>
<p>15. A child tells you that the last time they were at Kids, another colleague touched them inappropriately; what would you do?</p>	<p>Does the applicant demonstrate an understanding of the importance of escalating safeguarding concerns about colleagues?</p>
<p>Mandatory Background Checks – Answers not to be graded</p>	

<p>(If relevant) The role requires working directly with children/young people/adults at risk and is therefore subject to a DBS check - Are you happy to have a DBS completed for this role? Do you anticipate any issues with the DBS application? Is there anything you would like to discuss with us now?</p>	<p>This allows the candidate an opportunity to disclose any discrepancies. If a candidate shares any detail that could impact DBS, a Positive Disclosure Risk Assessment must be completed</p>
<p>Are there any gaps in education and employment? What are the reasons for any gaps, can they be validated?</p>	<p>If the candidate is unable to explain each gap, they will not be able to move on to the next stage.</p>
<p>Are you able to provide references for the past five years? Two references for sessional colleagues.</p>	<p>If the candidate is unable to provide it, they will not be able to proceed to the next stage.</p>
<p>Can you explain the reasons for leaving each job role where you worked with children or young people? Please note we will verify this with your previous employers.</p>	<p>If the candidate is unable to explain each gap, they will not be able to move on to the next stage.</p>

## Kids Interview Assessment Grid (Appendix 7)\*

\* When choosing your questions, please review the *Kids' Safer Recruitment Interview Questions* for guidance on what to look for in candidates' responses to each question

## Kids Candidate Assessment and Scoring Grid

**Scoring Scale:**  
**1 – Unsatisfactory**  
**2 – Below Average**  
**3 – Average**  
**4 – Above Average**  
**5 – Exceptional**

<b>Name of interviewers:</b>	
<b>Name of candidate:</b>	
<b>Role applied for:</b>	
<b>Date:</b>	

<b>Scoring Criteria (please use this scoring scale to give your 'Assessment Score'):</b>				
<b>1 – Unsatisfactory</b> A response that did not answer the question.	<b>2 – Below Average</b> A response that had some of the elements that are being looked for.	<b>3 – Average</b> A response that contains the elements that are being looked for.	<b>4 – Above Average</b> A full response giving lots of detail and examples.	<b>5 – Exceptional</b> An exceptional response giving detail and examples demonstrating more than we are looking for.

### Standard Questions (ask a minimum of 2)

<b>Question</b>	<b>Answer/Comments</b>	<b>Assessment Score (out of 5)</b>
1. Please tell us about yourself:		
2. Please share your previous employment history. What have you enjoyed about previous roles and what not so much?		
3. Please tell us what has attracted you to this position.		
4. What qualities will you bring to this role? What do you consider to be your biggest strengths and what areas do you feel you need to		

develop?		
<b>Service Specific Questions (ask a minimum of 2)</b>		
<b>Question</b>	<b>Answer/Comments</b>	<b>Assessment Score (out of 5)</b>
5. ASK A SERVICE SPECIFIC QUESTION HERE		
6. ASK A SERVICE SPECIFIC QUESTION HERE		

<b>Value-Based Questions (ask a minimum of 1)</b>		
<b>Question</b>	<b>Answer/Comments</b>	<b>Assessment Score (Out of 5)</b>
7. Describe a time when you took an existing process and used your creativity to make it better.		
8. One of Kids' core values is 'speak up.' We aim to amplify the voices of children and young people to create positive change. Can you share an example of a time when you contributed to making a positive difference?"		
9. Tell me about a time you worked well as part of a team.		

<b>Warner Questions (ask a minimum of 2)</b>		
<b>Question</b>	<b>Answer/Comments</b>	<b>Assessment Score (Out of 5)</b>
10. Can you tell us about a time when you or someone you know has been discriminated against and how did it make you feel?		
11. Can you tell us about a situation where you have		

responded in a way you are not proud of?		
12. What experiences either in your child or adult life led you to want to work with children/young people and their families?		
13. How would you deal with someone asking you to do something you totally disagree with? Describe a situation where this has happened.  Supplementary question - how did you deal with it, and, on reflection, what did you learn from it?		

**Safeguarding Scenario Question (ask at least 1 question appropriate to the setting and the role)**

<b>Question</b>	<b>Answer/Comments</b>	<b>Assessment Score (Out of 5)</b>
14. What does safeguarding mean to you?		
15. A colleague has advised you that one of the children seems withdrawn and has several marks on their body that appear to be bruises. The colleague is concerned about what to do –how would you manage this situation?		
16. You take a child home after a short break and the parent appears to be under the influence of alcohol or drugs, what would you do?		
17. A child tells you last time they		

<p>were at Kids another colleague touched them inappropriately, what would you do?</p>		
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<b>Mandatory Background Checks (Answers not to be graded):</b>	
<b>Question</b>	<b>Answer/Comments</b>
<p>18. (If relevant) The role requires working directly with children/young people/adults at risk and is therefore subject to a DBS check - Are you happy to have a DBS completed for this role? Do you anticipate any issues with the DBS application? Is there anything you would like to discuss with us now?</p>	
<p>19. Are you able to provide references for the last five years (employees)?</p> <p>Are you able to provide two references (sessional)?</p>	
<p>20. Are there any gaps in education and employment? What are the reasons for any gaps, can they be validated?</p>	
<p>21. Can you explain the reasons for leaving each job role where you worked with children or young people? Please note that we will verify this with your previous employers.</p>	



## Kids Post Interview Checklist – Appendix 8

- Please tick when you have considered and completed each bullet point. Gaps/discrepancies must be explored.
- Any concerns identified, discuss with the Careers/People Team
- All completed checklists must be uploaded to Talos

Tick to confirm

Candidate Name .....

Hiring Manager .....

<ul style="list-style-type: none"> <li>• Is there a full history in chronological order since leaving secondary education or for the last 5 years if less? This should include periods of post-secondary education/training, part-time and voluntary work as well as full-time employment, with start dates, explanations for periods not in employment or education/training and reasons for leaving employment <i>Any gaps in the applicant's employment history should be explored with the applicant at the interview, reasons recorded and verified, if possible, through references.</i></li> </ul>	
<ul style="list-style-type: none"> <li>• Is there a history of repeated changes of employment without any clear career or salary progression or move from a permanent to a temporary post? <i>If there are any concerns or discrepancies arising from the information provided by the applicant these should be explored at the interview.</i></li> </ul>	
<ul style="list-style-type: none"> <li>• Are there any periods worked/lived abroad; does the applicant need an overseas criminal record check?</li> </ul>	
<ul style="list-style-type: none"> <li>• Do the referees provided include the following:             <ul style="list-style-type: none"> <li>- The applicant's current or most recent employer</li> <li>- A reference from any previous employer where the applicant worked with children in the past if they do not currently work with children.</li> <li>- Are the email addresses/postal addresses for relevant organisations and not personal/private email addresses e.g. Hotmail/Yahoo/Gmail</li> </ul> <i>If not, these need to be requested.</i>   <i>NB Referees should not be family members or friends.</i> </li> </ul>	
<ul style="list-style-type: none"> <li>• Does the applicant wish to declare anything considering the requirements for a DBS disclosure</li> </ul>	
<ul style="list-style-type: none"> <li>• Check and verify <b>original</b> documents have been seen and photocopies taken/provided, for upload to Talos, of the following;             <ul style="list-style-type: none"> <li>- Right-to-work documents</li> <li>- Certificates of qualifications ensuring the match details on the application</li> <li>- Registration to any professional bodies</li> <li>- ID documents to support DBS required</li> <li>- Documentation for overseas criminal record check</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Ask for any details of any disciplinary procedures the applicant has been subject to which relate to the safety and welfare of children or to the applicant's behaviour towards children, young people or Adults at Risk and the outcome. A history of repeated concerns or allegations over time should give cause for concern.</li> </ul>	
<ul style="list-style-type: none"> <li>• Are there at least 2 Warner questions included in the interview questions?</li> </ul>	
<ul style="list-style-type: none"> <li>• Is there at least 1 safeguarding scenario question included in the interview questions?</li> </ul>	

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• If there are any anomalies in the application, references or interview then these must be discussed with the applicant. Verbal verification with the referees will also be sought.</li></ul> |  |
|--|--|

**Appendix 9 Sessional Colleague Rapid Rehire Request**

Kids is committed to safeguarding and promoting the wellbeing of all those who come into contact with our services. To fulfil our commitment to those we work with we must observe safer recruitment and selection procedures and nurture a safeguarding culture that is open and transparent.

From 1st September 2024, Sessional Colleagues who have not worked on behalf of Kids for a period of 4 months will be **placed on hold** on Payroll. They **must not** undertake any further work until the People Operations Manager has received this completed form, reviewed, and approved the colleague to recommence working.

To ensure safe re-hire of Sessional Colleagues who have not worked on behalf of Kids for 4-9 months, Line Managers must complete the checklist below. All criteria must be met to reinstate a Sessional Colleague.

Any Sessional Colleague who has not worked on behalf of Kids for more than 8 months will be fully removed from Payroll and must go through the full Safer Recruitment process (TALOS).

<b>Hiring Manager:</b>	<b>Date of Submission:</b>
<b>Name of Sessional Colleague:</b>	<b>Date Last Worked with Kids (this refers to direct work with children and young people):</b>
<p><b>Line Manager to Complete Colleague Suitability Declaration with Sessional Colleague to ensure ongoing suitability to work with children and young people:</b></p> <p><b>Colleague Suitability Declaration:</b></p> <p>I understand my responsibility to safeguard children and young people and I can confirm that there have been no changes to my circumstances that affect my suitability to work with children/young people.</p>	<p><b>Declaration of Suitability:</b></p> <p>Yes or No</p>

<p><b>This includes confirming I have not:</b></p> <ul style="list-style-type: none"> <li>- been suspended or dismissed from any other employer</li> <li>- been cautioned, reprimanded, or found guilty of committing any offence,</li> <li>- been Barred or Disqualified for caring for children or</li> <li>- have not had own child/children made subject to a Child Protection Plan or removed from my care.</li> </ul>	
<p>Sessional Colleague is up to date with Kids Safeguarding Policy and Procedures including how to recognise and report safeguarding concerns in relation to service users and/or colleagues?</p>	<p>Yes or No</p>
<p>Evidence Mandatory Safeguarding training either Flick/External (3 Hrs per annum - includes Onboarding)</p>	<p>Yes or No</p> <p><b>Training Notes:</b></p>
<p>Sessional Colleague has a Kids DBS issued within 3 years or is on the DBS Update Service</p>	<p>Yes or No</p> <p><b>Date of DBS issue:</b></p>
<p><b>Hiring Manager Declaration:</b></p> <p>I confirm that the above information has been confirmed directly with the Sessional Colleague and is complete and accurate.</p>	<p>Yes or No</p>

## Appendix 10

### Safe Use of External Service Providers

Kids is committed to safeguarding and promoting the well-being of all those who come into contact with our services. To fulfil our commitment to those we work with, we must observe safer recruitment and selection procedures and nurture an open and transparent safeguarding culture.

This guidance is for the Safe Use of External Service Providers (ESP) and ensures that the provider meets our safeguarding standards and contributes positively to our mission. For the purpose of this guidance, an external service provider relates to a provider providing services directly to children, young people, and families, such as an art therapist or yoga teacher. A provider can be from an agency or a freelance/self-employed individual.

- An external provider must be supervised by Kids colleague at all times when in contact with children and young people.
- ESP are required to have a minimum of a Basic DBS. DBS must be issued within 3 years.
- If ESP is self-employed/freelance they must show the original DBS certificate to Kids.
- Where ESP is registered with DBS Update Service, Kids must gain consent to review DBS status online via [DBS Update Service Online Checker](#).  
The DBS certificate must have no information that would affect the individual's suitability for the role.
- If ESP is from a contractor agency Kids must request that the Agency provide written confirmation that all Safer Recruitment checks are complete and ESP has a valid DBS prior to coming into contact with our service users.
- Service/Hiring managers must consider whether role/activity ESP is hired for requires Public Liability Insurance, (for example could the service they are providing potentially cause any harm or damage) if so evidence of insurance must be seen.
- Service/Hiring managers must complete the ESP Checklist to confirm that all checks are completed prior to ESP contacting our service users. Evidence of the DBS Certificate Number and Issue Date must be submitted.
- All colleagues must maintain a culture of vigilance and have a responsibility to act if there is cause for concern about an individual or the behaviour of anyone towards an individual. By identifying concerning, problematic or inappropriate behaviour early, we aim to minimise the risk of abuse.
- This guidance should be read in conjunction with Chapter 8 of the finance manual "Procurement" [Kids Finance Manual May 2024.pdf](#), [Kids Safer Recruitment Policy and Procedure](#) and [Kids Managing Allegations and Low Level Concerns Policy and Procedure](#)