



**SOTERIA  
PEOPLE**  
PROTECT - ENVELOP - NURTURE



# **SOTERIA PEOPLE**

**POLICY  
DOCUMENT**

**Safer Recruitment  
Policy**

# Safer Recruitment Policy

## 1. Introduction

Soteria People Ltd is committed to the highest standards of safer recruitment to ensure that only suitable individuals are placed in roles within residential childcare settings. Our recruitment practices help protect children and young people from harm by preventing unsuitable candidates from being presented by Soteria People Ltd.

This policy follows UK safeguarding legislation and best practices, including:

- Children Act 1989 & 2004
- Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (KCSIE) (2023)
- Equality Act 2010
- Rehabilitation of Offenders Act 1974 (Exceptions Order 1975)
- General Data Protection Regulation (GDPR) 2018
- Disclosure and Barring Service (DBS) regulations

## 2. Purpose

The purpose of this policy is to:

Ensure the safety and welfare of children in residential care homes by appointing only suitable staff.

Outline Soteria People Ltd's strict recruitment procedures, ensuring compliance with Ofsted regulations and UK employment laws.

Establish a culture of vigilance, promoting safeguarding awareness among all staff and candidates.

## 3. Scope

This policy applies to:

All Soteria People Ltd employees involved in recruitment

All candidates placed in children's residential homes

Clients and third-party agencies engaging with our recruitment services

## 4. Safer Recruitment Procedures

### 4.1. Job Advertising & Candidate Awareness

Candidates are informed from the outset that roles involve working with vulnerable children and that safeguarding procedures are non-negotiable.

### 4.2. Pre-Employment Screening & Background Checks

Soteria People Ltd follows robust pre-employment screening in line with safer recruitment guidelines.

#### 4.2.1. Identity & Right to Work Verification

Candidates must provide original identification documents (e.g., passport, birth certificate, driving licence)

Right-to-work checks are completed in line with UK Home Office guidance

#### 4.2.2. Enhanced DBS Check

All candidates must undergo an Enhanced DBS Check with Children's Barred List clearance

DBS certificates must be registered on the Update Service where possible.

If a DBS check reveals criminal history, a risk assessment will be carried out to determine suitability.

#### 4.2.3. Employment History & Reference Checks

Candidates must provide a full employment history, accounting for any gaps in employment

At least two verified references must be obtained, including one from the most

recent employer

References must confirm suitability for working with children and must not be from family members

#### **4.2.4. Qualification & Training Verification**

Relevant qualifications (e.g., Level 3 Diploma in Residential Childcare, Health & Social Care) will be checked

Mandatory training (e.g., Safeguarding, First Aid, Physical Intervention) must be verified

#### **4.2.5. Face-to-Face Interviews**

Interviews will assess candidates' suitability, values, and safeguarding knowledge

Scenario-based safeguarding questions will be included to test responses to child protection concerns

#### **4.3. Candidate Suitability Assessment**

Each candidate's suitability for residential childcare roles is assessed based on:

Professional conduct and attitude towards safeguarding

Experience working with children and vulnerable groups

Ability to demonstrate understanding of child protection and safeguarding procedures

#### **4.4. Ongoing Monitoring & Compliance**

Regular compliance audits ensure that candidates continue to meet safer recruitment standards

Candidates placed in residential care settings must complete regular safeguarding training

Any concerns regarding a candidate's suitability will result in immediate removal from placement and, where necessary, referral to regulatory authorities

#### **5. Whistleblowing & Reporting Concerns**

Soteria People Ltd encourages all employees, candidates, and clients to report safeguarding concerns

Whistleblowing procedures allow confidential reporting of concerns related to

child safety

Concerns about candidate suitability must be reported to the Designated Safeguarding Lead (DSL) immediately

Where necessary, reports will be escalated to Ofsted, DBS, or the Local Authority Designated Officer (LADO)

#### **6. Legal Compliance & Policy Review**

Soteria People Ltd is committed to complying with Ofsted and safer recruitment guidelines

This policy will be reviewed annually to reflect updates in legislation and best practices

Any changes will be communicated to all staff, candidates, and clients

Approved by: Robert Taylor  
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# ***Leading the way in residential childcare recruitment***

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