



Safer Recruitment Policy

Pocket Money Adventures CIC

Version 1.0

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Approved by: Board of Directors (Pocket Money Adventures CIC)

This Safer Recruitment Policy sets out how Pocket Money Adventures CIC recruits and manages staff, contractors and volunteers to help ensure children are protected from harm. It reflects good practice aligned to UK safeguarding expectations (including Keeping Children Safe in Education, as updated from time to time) and is designed for use alongside our Safeguarding & Child Protection Policy.

Safer Recruitment Commitment

We take all reasonable steps to deter, identify and reject people who may pose a risk to children, and we require appropriate vetting, checks, and safeguarding understanding for anyone who may work with or around children through PMA activities.

1. Purpose and scope

This policy applies to all recruitment and engagement of employees, sessional workers, contractors, trustees, and volunteers who may represent PMA or deliver/assist with activities in schools or community settings. It covers:

- roles that involve direct contact with children and young people;
- roles that may have indirect contact (for example, admin or logistics staff visiting schools); and
- any third parties engaged by PMA who may interact with children as part of PMA delivery.

This policy operates alongside PMA's Safeguarding & Child Protection Policy, Code of Conduct, and any site-specific safeguarding requirements set by the host school/trust.

2. Principles and legal framework

PMA recruits in a way that prioritises child safety, fairness, and compliance. We will:

- promote safeguarding in all recruitment materials and throughout selection;
- assess suitability through a robust selection process, including scrutiny of employment history and motivation;
- obtain appropriate pre-appointment checks before any unsupervised access to children;
- keep clear records of decisions and checks; and
- apply safer recruitment consistently and without unlawful discrimination.

This policy is informed by relevant UK guidance and law, including (as updated from time to time):

- Keeping Children Safe in Education (Department for Education);
- Working Together to Safeguard Children;
- UK GDPR and the Data Protection Act 2018;
- Safeguarding Vulnerable Groups Act 2006;

- Rehabilitation of Offenders Act 1974 and associated Exceptions Orders;
- Equality Act 2010; and
- Immigration, Asylum and Nationality Act 2006 (right to work checks).

3. Roles and responsibilities

3.1 Board/Trustees

- Approve this policy and ensure adequate resources for implementation.
- Ensure safeguarding governance and oversight are effective.

3.2 Designated Safeguarding Lead (DSL) / Safeguarding Lead

PMA will appoint a named Safeguarding Lead (or DSL-equivalent) responsible for advising on recruitment risk, ensuring safeguarding training, and supporting decisions where concerns arise.

3.3 Recruiting managers

- Ensure job descriptions and adverts include safeguarding statements.
- Ensure pre-appointment checks are completed before start dates.
- Ensure appropriate supervision arrangements are in place where checks are pending (only where legally permitted).

3.4 All staff and volunteers

- Uphold PMA's safeguarding standards and report any concerns immediately.
- Complete required training and comply with codes of conduct.

4. Safer recruitment process

4.1 Planning and role design

- A role profile will be created (job description and person specification), including safeguarding responsibilities.
- We will determine whether the role is eligible for an enhanced DBS check and whether a barred list check is permitted/required.
- We will identify the level of supervision and any site access requirements.

4.2 Advertising

All adverts and recruitment packs will include a clear safeguarding statement, for example:

PMA is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undergo appropriate vetting, including DBS checks where applicable, and to complete safeguarding training.

4.3 Applications and shortlisting

- We use structured application forms and do not accept CVs alone for roles involving work with children.
- We request full employment history, explanations for gaps, and details of relevant training/qualifications.
- Shortlisting is documented against the person specification.

4.4 Interviews and assessment

At least one interviewer will be trained in safer recruitment. Interviews will explore:

- motivation to work with children and alignment with PMA values;
- attitudes to safeguarding and professional boundaries;
- ability to follow policies and respond to concerns;
- behaviour-based examples relevant to the role; and
- any anomalies, gaps, or concerns identified in the application.

Where appropriate, we may include practical tasks, scenario questions, or observed delivery sessions.

4.5 Conditional offer and pre-appointment checks

All offers are conditional on satisfactory completion of pre-appointment checks. No individual may have unsupervised contact with children until all required checks have been completed and recorded.

5. Pre-appointment checks

Checks will be proportionate to the role, the setting, and the level of access to children. They may include:

5.1 Identity, right to work, and qualifications

- Verify identity using original documents (and keep an appropriate record).
- Complete right to work checks in line with Home Office guidance.
- Verify relevant qualifications/professional status where required for the role.

5.2 References

- Obtain at least two references, including the most recent employer where possible.
- Request specific safeguarding information (e.g., suitability to work with children, disciplinary history related to children).
- Verify references by direct contact and follow up on vague or concerning responses.

5.3 DBS and barred list checks

Where a role is eligible, PMA will obtain an Enhanced DBS check. Where the role involves regulated activity and the law permits, we will also conduct a children's barred list check. DBS information will be handled securely and in line with data protection requirements.

5.4 Overseas checks

Where an applicant has lived or worked abroad, we will consider additional checks (for example, a certificate of good conduct) and apply a documented risk assessment where equivalent checks are not available.

5.5 Disqualification and prohibition checks

If a role involves teaching or childcare-related regulated activity (or equivalent), we will consider additional checks where relevant/required (for example, prohibition from teaching checks). In school settings, PMA will also comply with any checks required by the host school/trust.

5.6 Fitness to undertake the role

Where appropriate, we may request confirmation that an individual is fit to undertake the role (for example, where physical delivery demands exist), without seeking unnecessary health data.

6. Volunteers, contractors, and agency staff

6.1 Volunteers

Volunteers will be recruited and vetted using a proportionate process. If a volunteer's role is eligible for an enhanced DBS check, one will be required before they undertake unsupervised work with children.

6.2 Contractors and partners

Where delivery is supported by contractors or partner organisations, contracts will require compliance with safeguarding and safer recruitment standards. PMA may request evidence of checks and training, and may refuse engagement where safeguarding assurance is insufficient.

6.3 Supervision and site requirements

PMA staff and partners working in schools will comply with site rules, including signing in/out, wearing identification, and following the school's safeguarding procedures. Schools retain day-to-day responsibility for pupils on site; PMA staff must follow school instructions and report concerns immediately.

7. Induction, training, and ongoing suitability

- All new starters will receive safeguarding induction before delivery begins, including how to recognise and report concerns.
- All staff, contractors, and volunteers will receive or confirm completion of safeguarding training appropriate to their role.
- PMA will operate a clear Code of Conduct and professional boundaries expectations for working with children.
- Ongoing suitability will be supported through supervision, performance management, and refresher training.

8. Record keeping and retention

8.1 Recruitment records

PMA will keep recruitment records sufficient to evidence safer recruitment decisions (for example, shortlisting notes and interview records). We will retain records for appropriate periods and dispose of them securely.

8.2 Single Central Record (SCR) / checks register

PMA will maintain a central register of staff/volunteers engaged in roles involving work with or around children, recording the checks undertaken, dates, and outcomes (without storing unnecessary DBS certificate data).

8.3 Data protection

All personal data will be processed in line with PMA's Privacy Policy and UK GDPR. Access to recruitment and vetting information is restricted to those who need it.

9. Concerns, allegations, and referrals

If concerns or allegations arise about an individual's conduct relating to children, PMA will follow its Safeguarding & Child Protection Policy, including:

- immediate safeguarding action to protect children;
- prompt internal escalation to the Safeguarding Lead and trustees as appropriate;
- liaison with the host school/trust and relevant authorities (e.g., Local Authority Designated Officer - LADO) where required;
- suspension or removal from duties pending outcome where necessary;
- referrals to the DBS and/or other bodies where legal thresholds are met.

10. Policy review and approval

This policy is reviewed annually, or sooner if there is a material change to guidance, law, or PMA operations. Any substantive changes are approved by the trustees.

Appendix A: Pre-appointment checks checklist

This checklist is a practical guide. The required checks depend on the role and setting.

Check	Notes	Completed (Y/N)
Identity verified	Original documents seen and recorded.	
Right to work check	Completed in line with Home Office guidance.	
Two references	Including most recent employer; safeguarding questions asked.	
Enhanced DBS	Role eligible; certificate number/date recorded (do not store full certificate).	
Barred list check (where eligible)	Only where role involves regulated activity and legally permitted.	
Qualifications verified	Where required for role.	
Overseas checks	Consider certificate of good conduct if lived/worked abroad.	
Safeguarding induction/training	Completed before delivery starts.	
Code of Conduct signed	Including professional boundaries.	

Appendix B: Notes on regulated activity and supervision

Whether a role is 'regulated activity' depends on the nature, frequency and supervision of the work. PMA will assess each role and document decisions, seeking specialist advice where needed. In all cases, PMA will ensure that appropriate supervision and safeguarding controls are in place.