Safer Recruitment Policy

Riverside Training Safer Recruitment Policy

Riverside Training is committed to recruiting safely and fairly to safeguard our learners and staff when recruiting for our organisation. This policy also demonstrates the steps we take to maintain our safeguarding principles during a colleague's time with the organisation. This policy covers staff who have regular unsupervised learner contact and those with no significant learner contact.

Where Riverside Training engages with temporary staff, consultants or Non-Executive Directors, a risk assessment will be undertaken on the role and the level of contact with learners will be determined to outline any safeguarding steps to be taken during their time with us. Depending on the outcome of the risk assessment this may or may not involve a DBS check and references.

Training for the Directors, Managers and recruitment staff

Riverside Training will provide recruiting managers with safer recruitment training. This will be refreshed at least every 3 years. As a minimum this will cover the following:

- Carrying out right to work checks
- Asking probing questions
- General safer recruitment practice

Advertising Roles

In line with the guidance within KCSIE, we have incorporated a safeguarding statement that will be included all our external vacancies. The statement is as follows:

At Riverside Training, we prioritise the safety and wellbeing of both our learners and staff. Our commitment to safeguarding is reflected in our robust recruitment practices, detailed in our Safer Recruitment Policy, which is available on our website. As part of our recruitment process, candidates should be aware that online searches may be conducted. Our team undergoes thorough DBS and media checks, along with comprehensive inductions including Safeguarding and Prevent training, which is also regularly updated. We ensure all staff are equipped to recognise and support learners in the workplace, adhering to our internal safeguarding and prevent policy.

This ensures potential candidates are aware of our safeguarding culture and are also aware of the checks that we carry out, including online searches as outlined in KCSIE.

Interview and selection process

The interview process will always involve panel-based activity, usually consisting of at least two people. Where possible we will carry out a face-to-face activity that will form a part of the decision-making process. However, it may be necessary that this is conducted remotely using a Teams video call. We will require all candidates to explain any gaps in their CV, explain the reasons for leaving their previous position, as well as undergoing suitability checks, we will also check their qualifications, experience, references and carry out a DBS where applicable. All interviews will contain at least one person who has undertaken safer recruitment training.

Interview notes will always be taken and submitted to the Directors and stored in compliance with the requirements as set out by the General Data Protection Regulation (GDPR). All first interviews will include a Right to Work check which involves line managers having sight of original ID documentation.

Job offers and referencing

All employed job offers are subject to the provision of two satisfactory references and if applicable a clear DBS check. If we have been unable to obtain these during the colleague's probationary period, a risk assessment will be undertaken, and this could result in the termination of employment with Riverside Training.

References are required to come from two reputable sources, ideally from two different former employers. It is expected that one reference will be provided from the most recent employer. All references will ask the referee to comment on the individual's ability to work safely and within a position of trust with our learners. However, we accept that many companies will only provide their job title and dates of employment.

Ideally, references should be received on the Riverside Training reference request form, however, due to the policies of other employers we understand that this will not always be possible. Pre-prepared references are not acceptable for any roles.

Where we are unable to secure two references from previous employers a character reference will be sought. Whilst we are awaiting references staff will be risk assessed by our Safeguarding Team. The details of this assessment and any required action will be discussed and agreed upon with the line manager of the new staff member. If references are deemed unsatisfactory this may result in termination of employment.

Disclosure and Barring Service checks (DBS)

A DBS check provides access to criminal records and other relevant information enabling organisations to make more informed decisions when recruiting new staff to work with children and the vulnerable. Riverside Training will ensure DBS checks are undertaken on those staff undertaking regulated activity and those who have regular unsupervised contact with learners. The level and eligibility of this check are defined by the DBS's own eligibility guidance.

Riverside Training will be clear throughout all recruitment practices about whether a DBS check will be required. We will ensure that all external job adverts and recruitment adverts contain a statement related to the need to provide a current DBS check, where this is relevant to the role. All job adverts will also specify a commitment to safeguarding.

Riverside Training will only accept a DBS check where this is provided specifically for the role which the individual is applying for or where it is registered with the update service and which is therefore considered portable. Checks that are registered with the update service will only be accepted where these are at the level required for the role.

For staff engaging in regulated activity, an enhanced DBS check including children's barred list information will be required. For staff not considered to be in regulated activity, an enhanced check may or may not be required depending on assessments from the safeguarding team.

The decision regarding the acceptability of a DBS check which was provided for the purposes of a role outside of Riverside Training lies with the Safeguarding team and organisations founder. This includes acceptance of those checks registered with the update service, i.e. those considered to be portable. Where a new staff member has lived outside the UK in the last five years additional overseas checks will be undertaken. Checks will be carried out at the commencement of employment with Riverside Training and at three-yearly intervals for all staff who are engaged in regulated activity.

Disclosures of criminal convictions

All candidates must provide details of unspent convictions as part of their application to work for Riverside Training. We ask all candidates to complete a self-disclosure form. Failure to disclose this at the recruitment stage will result in the withdrawal of the offer of employment.

Candidates applying to work in a position within Riverside Training which would require a DBS check are asked to provide details of both spent and unspent convictions in advance of their interview to safeguarding@riverside-training.co.uk. If criminal conviction information is received as a part of the provision of a DBS check that has previously not been disclosed, this may result in the withdrawal of the offer of employment. This will be decided on a case by case basis in line with a risk assessment process.

Obtaining and providing a check

- Riverside training will send a DBS application email and attach two documents (DBS Applicant Guide & DBS List of Acceptable Identification) these will be sent directly to the candidate
- The candidate will send back a reference number which is to be added to the DBS spreadsheet
- The candidate needs to send over 3 forms of identification from the list sent over, these need to be the same as the original documents seen during their interview or first time at the office
- Once documents have been checked to see if they are valid, we can start filling out the application form
- We use the documents and the reference number to fill out the appropriate information on the form, making sure to add the date at the bottom of the application
- Once completed, we save a copy of the application in their personnel folder
- We then send the application to DBSTeam@hoopleltd.co.uk;
- Once the candidate receives their DBS certificate, we make note of the certificate ID on the DBS spreadsheet and the date it was completed – each employee needs to have their DBS renewed after 3 years.

Monitoring & Review

This policy is reviewed annually

Current Review Date	July 2026
Next Review Date	July 2027

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