Safer Recruitment Policy & Procedure

In2Care is committed to safeguarding and promoting the welfare of children and young people. We expect all employees, bank staff, students and volunteers to share this commitment.

We recognise the importance of employing suitable individuals who have the appropriate skills, experience and knowledge to work safely with children.

Our recruitment procedures are designed to ensure that all appointments are made fairly, consistently and in accordance with relevant safeguarding legislation.

1. Recruitment and Shortlisting

Vacancies are advertised internally and through recruitment platforms such as Indeed. All advertisements include a statement confirming In2Care's commitment to safeguarding children and that appointments are subject to satisfactory pre-employment checks.

Applicants are required to confirm their eligibility to work in the UK as part of the initial application process.

Applications and CVs are reviewed by management, taking into consideration relevant experience, qualifications, employment history and suitability for the role. Any unexplained gaps in employment or inconsistencies will be explored during recruitment.

Suitable candidates are shortlisted for an initial telephone conversation to discuss their experience, availability, understanding of safeguarding and suitability for the position.

Candidates who meet the requirements of the role will be invited to a formal interview.

2. Interview Procedure

Interviews are normally conducted in person at In2Care's Head Office or at one of our partner schools. Where necessary, an initial interview may take place remotely via video call.

All successful candidates will be met in person before their appointment is confirmed.

During the interview, management will discuss the candidate's previous experience, suitability for working with children, understanding of safeguarding and expectations of the role.

Candidates will be informed of In2Care's safeguarding responsibilities and the mandatory safeguarding and child protection training provided to employees.

Where appropriate, candidates may be invited to attend a practical interview or supervised session to assess their interaction with children and suitability for the role.

Recruitment decisions will be based on the candidate's experience, attitude, suitability and ability to meet the requirements of the position.

3. Pre Employment Checks

All offers of employment are conditional upon the satisfactory completion of the relevant pre-employment checks.

These include:

- Verification of identity and current address
- Verification of the right to work in the UK
- Two satisfactory references

- Verification of relevant qualifications where appropriate (i.e. full and relevant Level 3)
- An enhanced DBS check, including children's barred list information where the role is eligible
- A childcare disqualification declaration where applicable
- Additional overseas checks where appropriate

Candidates are required to provide the identification documents and address history necessary to complete their DBS application.

Any concerns or discrepancies identified during recruitment will be investigated before an appointment is confirmed.

4. References

In2Care requires two satisfactory references for all new employees, including bank staff, before employment commences.

At least one reference must be obtained from the candidate's current or most recent employer. Where the candidate is entering employment for the first time, a reference from a college tutor, university lecturer or other appropriate education professional will be accepted.

Employment and educational references must be received directly from an official company or institutional email address. Personal email addresses will only be accepted where the referee is providing an appropriate character reference.

References will be reviewed and verified by Head Office. Any discrepancies, concerns or safeguarding matters will be followed up and satisfactorily resolved before employment is confirmed.

5. Disclosure and Barring Service (DBS) Checks

All In2Care employees are required to hold a fully enhanced DBS certificate, including the children's barred list.

In2Care encourages all employees to subscribe to the DBS Update Service to allow ongoing status checks and avoid unnecessary repeat applications.

Applicants who are already registered with the DBS Update Service must provide their original DBS certificate, including the certificate number. Head Office will verify that the certificate is appropriate for the role, matches the applicant's identity and complete an online status check with their consent.

Employees using the DBS Update Service must maintain an active subscription throughout their employment and inform management immediately if their subscription expires or is cancelled. Where a subscription is no longer active, a new DBS application will be required, and work may not be given until process is complete.

Where an applicant is not registered with the Update Service, In2Care will arrange a new enhanced DBS check at the appropriate level.

All required DBS checks must be completed and reviewed before an employee commences work, in accordance with applicable statutory requirements.

As an additional company safeguarding measure, In2Care requires DBS checks to be renewed every three years unless an appropriate, active DBS Update Service subscription is maintained.

6. Volunteers

In2Care recognises the contribution volunteers can make to children's experiences and activities.

In2Care welcomes volunteers aged 16 and over, subject to appropriate suitability checks and safeguarding arrangements. Volunteers aged 16 – 17 will be supervised by an appropriate member of staff and will not be counted towards adult staffing ratios.

All volunteers will be assessed for suitability before commencing their duties. Appropriate checks will be determined by the nature of their role and frequency of attendance.

Following the changes to regulated activity legislation effective from September 2026, supervision alone does not remove a volunteer's role from regulated activity where the relevant legal conditions are met.

Volunteers undertaking regulated activity will be required to complete an enhanced DBS check with children's barred list information. This may be applied for under the volunteer application category, provided they meet the DBS eligibility criteria for volunteer status.

All volunteers will receive relevant safeguarding information and must follow In2Care's Safeguarding and Child Protection Policy and staff conduct expectations.

Volunteers must not undertake duties for which the required safeguarding checks have not been completed.

7. Appointment and Induction

Once all required recruitment checks have been completed satisfactorily, successful candidates will receive confirmation of their appointment and employment documentation.

All new employees will complete an induction appropriate to their role.

This includes:

- Safeguarding and child protection procedures
- Staff Code of Conduct and professional boundaries
- Reporting safeguarding concerns and allegations
- Whistleblowing procedures
- Health and safety and emergency procedures
- Children's medical needs and allergies
- Relevant In2Care policies and operational procedures

Mandatory training will be completed in accordance with statutory requirements and In2Care's training programme.

Policy Review

This policy will be reviewed annually or sooner where changes to legislation or safeguarding guidance require amendments.

Related Policies and Guidance

- Safeguarding and Child Protection Policy & Procedure
- Data Protection & Confidentiality Policy & Procedure
- EYFS Statutory Framework.
- Keeping Children Safe in Education
- DBS and Home Office guidance

This policy was adopted by: In2Sport	Date: 1st September 2026
To be reviewed: Autumn 2027	Signed: L M Glover