

Path Hill Outdoors

Safer Recruitment Policy

Status:	Updated Policy Date:	Scheduled Review:
Statutory	September 2025	September 2026

Path Hill Outdoors is committed to safeguarding and promoting the welfare of the young people who attend Path Hill and expects all employees and volunteers to share this commitment. Safeguarding of young people is central to every stage of the recruitment and selection process.

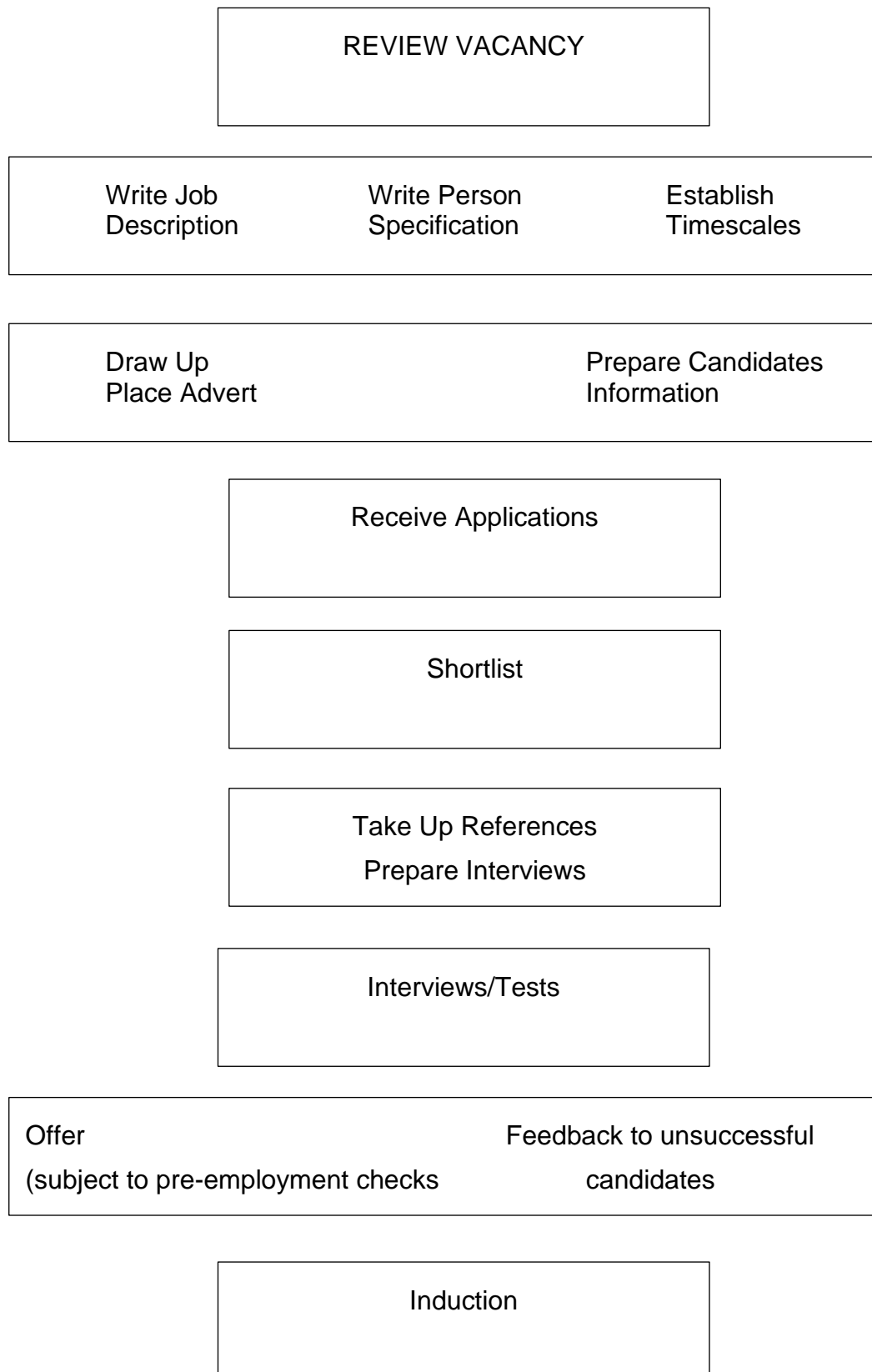
Employing the wrong person could be very costly for a small company like Path Hill Outdoors. As such, a great deal of importance is placed on our recruitment process.

Path Hill Outdoors is committed to ensuring that the recruitment and selection of all employees will be fair, open and transparent and will comply with all relevant legislation. A robust and clear recruitment process will give all applicants a fair opportunity to be considered for the post, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and beliefs, sex or sexual orientation. These are known as 'protected characteristics'. Applicants will not be excluded from being considered for a position based specifically on their need, background, culture, religion, gender or economic circumstances. (as pertaining to the Equality Act 2010).

Positions will be offered based on competency, qualification and enthusiasm for the position.

Personal information received is dealt with in the strictest confidence.

Safer Recruitment Process Flowchart



Pre-advert

Before Path Hill Outdoors decides to recruit, a recruitment panel will be convened – this will be the management team.

- The recruitment panel will have completed the on-line ‘Safer Recruitment’ from Virtual College or similar on-line provider.
- The recruitment panel will draw up a job description and job specification to identify exact requirements.
- Once this has been established, the recruitment panel will look at the possibility of re-training existing staff or looking at suitability for a student.
- If the job cannot be filled internally, it will be advertised either by word of mouth, on our website or we will advertise in jobcentres, local newspaper or nationally if applicable.

Advertising

The application form will be accompanied by a document showing the job description and the person specification. We will also specify that

- We are an equal opportunities employer
- We will require an enhanced DBS check and that the Children’s Barred List will be checked
- We require two professional references
- We will check on the successful applicants right to work in the UK

Shortlisting

When the deadline for applications is reached, the recruitment panel will process the application forms and make a shortlist.

- Contact will be made to the unsuccessful applicants.
- Short-listed applicants will be called for an interview. The interview panel will be made up of those involved in the recruitment panel.
- References will be obtained for all those shortlisted before interview
- Checks will be made in anomalies in the applications and gaps in employment noted.
- A rating system will be designed to rank candidates during the interviews
- Questions for the candidates will be decided

Interviewing

The interview panel will be made up of the recruitment panel. If appropriate the candidates called for interview may be asked to carry out an activity with students and/or members of staff observing/participating in the activities. In the interview the candidate will:

- Bring documentary evidence that they can work in the UK (passport, visas)
- Be asked specific questions about safeguarding and be given a safeguarding scenario to discuss
- Be asked about gaps in employment

Post Interview

The decision to appoint a candidate to post will be made once

- The interview panel have agreed on the candidate making use of the rating system
- The appointed candidate has demonstrated a good understanding of safeguarding issues
- The appointed candidate has shown evidence of their right to work in the UK
- The appointed candidate has signed a 'self-declaration' form requesting information on any past criminal record, barring from working with children, and relevant overseas information.
- Where relevant observations from student and staff are considered in making the final decision.

Notification

Once the successful applicant has been identified

- The successful applicant will be notified by phone and a conditional offer of employment made
- Checks carried out including the Prohibition from Teaching Check
- Qualifications are photocopied and verified.
- When references and checks have been verified the successful candidate will receive an appointment letter and a contract of employment
- Unsuccessful candidates will be informed by phone and all their records destroyed

Induction

On their first day, the new employee will undergo an induction programme to familiarise themselves with company policies which will include health and safety, equal opportunities and safeguarding young people. There will then follow several shadow days where the new employee will work alongside existing staff and their student.

DBS checks

The successful applicant will be required to produce the relevant up to date document including a check on the Children's Barred List (see Appendix- Disclosure and Barring Service Procedures)

Induction

The new employee will then embark on a training programme to show them how to carry out their job satisfactorily as outlined in the Induction Handbook

Employing Students

Students can be tremendously valuable as staff members as they can have a fuller understanding of what it's like to be on the other side. In order for the student to maximise the potential of their employment at Path Hill Outdoors the following should be considered.

- Suitability for an apprenticeship scheme
- Possibility of work experience – i.e. holiday activities
- Short-term mentoring schemes
- Supporting community initiatives on the Hardwick Estate and further

References

- Obtaining references for everyone seeking work at Path Hill Outdoors, including on a voluntary basis, is an essential part of a robust Safer Recruitment process.
- References should be obtained before the interview for all shortlisted candidates including internal ones.
- A request by an applicant to delay seeking references until it is known whether he or she is to be offered the post should only be agreed in exceptional circumstances.
- If an applicant has worked with children previously, whether on a paid or voluntary basis, at least one reference should be obtained from the person or organisation that employed the applicant to work with children, even if that is not the applicant's current or most recent employer. This may mean requesting an extra reference where the person is not currently employed with children.
- If a verbal reference is obtained it should be followed up in writing.
- Open references or testimonials should not be accepted as you cannot be certain that they come from the specified referee.
- References should be carefully scrutinised to check the referee has answered all the questions and followed up if there are any vague or ambiguous statements. What a reference doesn't say can be as important as what it does say.
- Any discrepancies between the information supplied by the candidate about him/herself and his/her experience and background and the contents of the reference should be followed up with the referee.

Any offer of employment should be conditional upon receipt of satisfactory references, which should be received before the start of employment.

Decisions about whether or not to employ someone whose vetting checks or references have raised concerns should be made on a case-by-case basis. A risk assessment will be undertaken to work out if the applicant is suitable to work with young people.

Principles of a risk assessment

- Treat past convictions with sensitivity
- Gather as much relevant information as possible
- Ensure the risk assessment discussion has a third-party presence
- Plan the questions and focus the discussion
- The decision is whether the applicant is suitable to work with children – NOT whether convictions were right or wrong.

Supporting Documents

Path Hill Policies

- Safeguarding Children and Young People Policy and Procedures
- DBS Procedures
- Induction Handbook
- Data Protection and Confidentiality Policy
- Complaints Policy
- Whistle Blowing Policy
- Transporting Students – Guidelines

- Anti-Bullying Policy
- On-line Safety Policy
- Substance Misuse Policy
- Use of Physical Restraint Policy
- Behaviour Policy

The Government Website provides a wide range of guidance which is easily accessed from the search box. The following are particularly useful for Path Hill Outdoors;

- Keeping Children Safe in Education 2025
- Working together to safeguard children - July 2018
- Ofsted safeguarding Policy
- The Children Act 2004
- The Education Act 2011
- Education and Training (Welfare of Children) Act 2021
- Criminal Exploitation of Children and Vulnerable Adults
- Preventing youth violence and gang involvement
- Schools Transgenders Guidance

Reviewed by

A handwritten signature in black ink, appearing to read "Julia Warwick", written in a cursive style.

Julia Warwick- Director September 2025

Appendix- DISCLOSURE AND BARRING SERVICE PROCEDURES

Introduction

The Disclosure and Barring Service is an executive agency of the Home Office. The system implemented through the DBS has been designed so that relevant information about applicants, who may have an unsuitable background, can be made available to the recruiting organisations. This helps the organisation to make safer and more informed recruitment decisions.

The DBS offers two levels of disclosure, Standard and Enhanced. Path Hill Outdoors will undertake the Enhanced Disclosure for all posts. All new Enhanced DBS checks will now include a check of the Children's Barred List.

Path Hill Outdoors has a clear responsibility to ensure that it does not put the users of its services at risk by employing unsuitable candidates. As an employer we therefore have a duty when making appointments to carry out thorough DBS checks on candidates.

Failure to reveal information that it is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Following the recruitment process, if it is later found that an employee has misled Path Hill Outdoors regarding their DBS Application/Disclosure it may result in summary dismissal and the individual may also be subject to criminal proceedings. Path Hill Outdoors also has a legal obligation to inform the DBS of any member staff that is dismissed for anything that is criminal/safeguarding in nature.

Path Hill Outdoors is committed to equal opportunities and complies fully with the DBS Code of Practice.

All staff, contractors and volunteers working at Path Hill outdoors will be subject to an Enhanced DBS check with Barred List check. This Enhanced DBS with Barred List check will be renewed every three years

No member of staff, contractor or volunteer will be allowed to work with our students without a valid DBS check

Path Hill Outdoors will accept previously issued DBS checks from other organisations if identity details match those of the applicant. A Path Hill Outdoors DBS check will be carried out within one year of the applicant starting work with Path Hill Outdoors.

Where relevant, Path Hill will carry out a Prohibition from Teaching Check. Staff applying for senior management positions will be subject to a Section 128 Prohibition from Management Check.

Information regarding the outcome of DBS checks will be dealt with confidentially and sensitively.

Disclosure Application Procedure

- On selection of the applicant, the blank disclosure application form will be given to the applicant with the letter offering employment/volunteer role for completion.
- The recruitment panel will verify the applicant's proof of identification by checking the original documents as detailed by the DBS in the booklet "An applicant's guide to completing the Disclosure application form".
- The Disclosure application form signed by the applicant and countersigned by an established counter signatory will be sent to the DBS for processing.

Processing the Application

- The DBS will validate the identity of the applicant by checking the information included on the form.
- The DBS will access the government and police records to produce the disclosure document.

Receiving the Disclosure

- The DBS will send a copy of the Disclosure to the applicant and a copy to the Lead Signatory within the Registered Body.
- If there is cause for concern the Lead Signatory will contact the Director
- Until DBS clearance is received a new employee will not be able to work with students unsupervised.

Making the Recruitment Decision

Disclosures are an important tool in helping safer recruitment practices to ensure student safety. Although a criminal conviction does not prevent anyone from working for Path Hill Outdoors, some types of offences may indicate that an applicant is unsuitable to have access to students and should not be employed.

The Disclosure is just one element in the pre and post-employment checks. It should be considered in the light of all relevant circumstances including:

- the nature of the offence;
- the age of the applicant at the time of the offence;
- the applicant's subsequent record;
- whether the applicant has a pattern of offending behaviour or other relevant matters
- whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

After consideration of the Disclosure and other pre-employment checks, the job offer / volunteering post will either be confirmed or the candidate will be invited for further discussion before deciding whether or not to confirm the offer.

Where Path Hill Outdoors is not satisfied with the information issued on the disclosure document, the organisation can decline to make a job offer explaining to the candidate the reason for doing this.

Checking Periods of Employment Abroad

The DBS website will be checked for a candidate's status when coming from abroad. Candidates must have a certificate of Good Standing from their country's police department. The original, must be seen by the Directors, before the successful candidate commences employment. If the candidate does not have a Certificate of Good Standing, they are responsible for obtaining it together with any translation that is necessary and all costs involved in this.

References must be taken which cover the necessary employment and/or educational periods abroad. Referees will be asked to provide any information on previous convictions and the appropriate foreign embassy will also be contacted for any details on convictions in that country.

Undertaking these checks may extend the pre-recruitment-checking process.