SAFER RECRUITMENT AND DBS POLICY 2025–2026

Organisation: Manchester Top Team Youth Project (MTTYP) – Alternative Provision

Reviewed: 1 September 2025 | **Next Review:** 1 September 2026

Designated Safeguarding Lead (DSL): Daryl-Anne Baguley – 07523 983890

Deputy Designated Safeguarding Lead (DDSL): George Smith – 07728 793456

1. Statement of Intent

MTTYP is committed to safeguarding and promoting the welfare of children and young people. We apply strict, multi-layered Safer Recruitment procedures to deter, identify, and reject individuals who are unsuitable to work with children, adhering strictly to *Keeping Children Safe in Education (KCSIE)* and statutory guidance.

2. Selection Panels & Application Process

- **Safer Recruitment Training:** At least one panel member in every formal interview process must hold a current, accredited Safer Recruitment qualification.
- **Standardised Applications:** All applicants must complete a standardized application form detailing employment history, qualifications, and a self-declaration of any criminal convictions or cautions. CVs alone are not accepted.
- **Shortlisting & Gaps in History:** Any gaps in employment, education, or frequent job changes must be fully explored and documented prior to or during the interview.

3. Mandatory Pre-Employment Screening

Before any staff member, sessional worker, contractor, or volunteer commences work at MTTYP, the following checks must be completed and recorded on the **Single Central Record (SCR)**:

3.1 Online & Social Media Checks (Mandatory Shortlist Screening)

In line with KCSIE requirements, MTTYP conducts online search checks for all shortlisted candidates prior to interview.

- **Scope:** Searches encompass publicly available online media, professional networks, and search engine results.
- **Purpose:** To identify any public-facing issues, incidents, or conduct concerns that may affect suitability to work with young people.
- **Procedure:** Searches are conducted objectively using standard search criteria. Any flags or concerns identified are documented and explored with the candidate during the interview process before a final hiring decision is made.

3.2 Enhanced DBS & Barred List Checks (Regulated Activity Protocol)

- **Regulated Activity:** All staff, mentors, and sessional workers engaging in regular contact, supervision, or 1:1 work with students are in regulated activity.

- **Barred List Check:** A separate, direct **DBS Barred List check** must be completed and cleared **before** the individual commences any duties.
- **DBS Certificate:** An Enhanced DBS certificate with Children's Barred List check is obtained prior to start. If a DBS certificate is delayed, a candidate may only start if a risk assessment is signed off by the DSL, a Barred List check has cleared, and strict 1:1 supervision is enforced at all times.
- **Re-verification Cycle:** Enhanced DBS checks and Update Service statuses are re-verified on a **3-year cycle** or immediately if a safeguarding concern arises.

3.3 References & Verification

- A minimum of **two professional references** must be obtained, including the candidate's most recent employer.
- References are verified directly by management via phone or official institutional email prior to the interview process.
- Open or "To whom it may concern" references are not accepted.

3.4 Identity, Right to Work & Qualification Checks

- **Identity Verification:** Official photo ID (passport or photo driving license) and proof of address.
- **Right to Work in the UK:** Verified documentary proof in line with Home Office regulations.
- **Qualifications & Section 128 Checks:** Verification of original academic/coaching certificates. Section 128 management prohibition checks and Teaching Regulation Agency (TRA) prohibition checks are completed where applicable.

4. Single Central Record (SCR) Upkeep & Auditing

The **Single Central Record (SCR)** is the definitive live audit document tracking all pre-employment checks across the organisation.

- **Responsibility:** The DSL and Executive Directors hold operational responsibility for maintaining the live SCR.
- **Covered Individuals:** The SCR records details for all full-time staff, sessional mentors, volunteers, trustees/directors, and regular contractors.
- **Data Recorded:** Date of identity check, DBS certificate number and issue date, Barred List check date, online check completion date, reference checks, qualifications, right to work verification, and Section 128 checks.
- **Termly Internal Audits:** The DDSL (George Smith) or an appointed external safeguarding auditor conducts a formal **termly audit** of the SCR. Audit findings, sign-offs, and corrective actions are documented and reported to the Board.

5. Induction & Probationary Monitoring

- All newly appointed staff complete a mandatory safeguarding induction prior to starting student sessions, covering the Safeguarding Policy, Staff Code of Conduct, Low-Level Concerns, Whistleblowing, and CME procedures.
- All appointments are subject to a **6-month probationary period**, during which conduct, professional boundaries, and adherence to safeguarding protocols are continually evaluated.