

creative ✦ active ✦ lives

SAFER RECRUITMENT POLICY

Version No. 7

Dated: 2nd June 2026

Review Date:2nd June 2027

Introduction

Creative Active Lives CIC is committed to safeguarding and promoting the welfare of children and vulnerable adults by implementing robust recruitment practices that deter, identify, or reject individuals who may pose a risk of harm.

Creative Active Lives CIC is committed a safer recruitment process for:

- Our staff
- Our volunteers
- Our voluntary workers
- Our Self Employed Subcontractors

Commitment to Safeguarding

Creative Active Lives CIC is committed to safeguarding and promoting the welfare of children, young people, and adults at risk. Safeguarding is embedded throughout all recruitment, selection, induction, supervision, and employment processes.

All recruitment advertisements, role descriptions, application packs, and recruitment materials include a safeguarding statement outlining the organisation's commitment to safeguarding and promoting welfare. This acts both as a clear statement of expectations and as a deterrent to individuals seeking to gain access to children, young people, or adults at risk for inappropriate purposes.

All successful applicants are expected to share this commitment and will be required to comply with safeguarding policies, professional boundaries guidance, codes of conduct, whistleblowing procedures, and safer working practices at all times.

Policy Statement

When recruiting employed staff, voluntary workers and volunteers to service our projects, we carry out the following checks. All employed staff, volunteers and voluntary workers:

- Are required to complete the CREATIVE ACTIVE LIVES CIC Application Form, which includes a self-disclosure declaration of any criminal offenses, cautions or pending cases.
- Must attend a face-to-face interview either online or in person. At least one member of the recruitment panel will have completed accredited Safer Recruitment Training and will assess safeguarding suitability, employment history, professional conduct, motivation for working with children or adults at risk, and any concerns arising during the recruitment process.
- Are required to provide 2 referees including their current or most recent employer. References will be verified by contacting referees directly, and at least one reference must be from the

applicant's most recent employer. All references will include specific questions about the applicant's suitability to work with children or vulnerable adults

- Are required to undertake induction and training, including induction in Safeguarding Policy and Procedures, prior to starting work or volunteering.
- Enhanced Disclosure & Barring check carried out by Creative Active Lives CIC before commencement of activity if the individual will be working or present with vulnerable adults or children and young people.
- Produce valid photo ID and Right to Work in the UK (if you are a **volunteer** rather than a **voluntary worker**, you do not have to verify Right to Work in the UK).
- For individuals working with children and vulnerable adults, a minimum of L1 Safeguarding Training and/or NSPCC Online Tutor Safeguarding Training is required, renewed annually.
- Applicants will be required to provide a full employment history. Any gaps in employment must be satisfactorily explained during the recruitment process.
- *Volunteers in roles that do not require a DBS check will be supervised at all times and not be left alone with children or vulnerable adults.*

All Self Employed Contractors & Agency Workers:

- Must provide an enhanced DBS check where required by law, once every two years thereafter.
- Must provide a Health & Safety Risk Assessment for any activities being provided
- Must provide an up to date certificate of Public Liability Insurance for their business.
- Must be familiar with the Creative Active Lives Safeguarding and Child Protection Policies and Procedures in Place.

Staff Induction and Professional Boundaries

All staff, volunteers, trustees, contractors, agency workers, and self-employed subcontractors receive an induction appropriate to their role before undertaking unsupervised duties.

Induction includes safeguarding procedures, professional boundaries, online safety, behaviour management, whistleblowing procedures, reporting concerns, codes of conduct, and safer working practices.

Creative Active Lives CIC provides a Staff and Volunteer Handbook which sets out expected standards of behaviour, communication, professional boundaries, safeguarding practice, and approaches to working with children, young people, and adults at risk.

Staff and volunteers are required to read and understand the handbook, safeguarding policies, code of conduct, and reporting procedures as part of their induction.

Understanding of professional boundaries and safeguarding responsibilities is reinforced through supervision, team meetings, safeguarding training updates, observation of practice, reflective discussions, and annual policy reviews.

Ongoing supervision of staff, voluntary workers, and volunteers is given on a regular basis by Project Leaders and Board Members.

.With regard to the re-checking of existing staff and volunteers:

- DBS Checks will be renewed upon expiry
- Concerns are expressed by a Project Leader that may suggest further checks are necessary.
- Activity in relation to a service user that contravenes guidelines on adult protection or child protection.

The DBS re-check would be carried out in conjunction with any other sanctions that would be deemed necessary (e.g. suspension from duty), and in full consultation with the staff member or volunteer.

Induction, Professional Boundaries and Ongoing Monitoring

All staff, volunteers, trustees, contractors, agency workers, and self-employed subcontractors receive an induction appropriate to their role before commencing unsupervised duties.

Induction includes:

- Safeguarding and child protection procedures
- Adult safeguarding procedures
- Professional boundaries and safer working practices
- Staff code of conduct
- Online safety and acceptable use of technology
- Whistleblowing procedures
- Reporting and escalation procedures
- Equality, diversity and inclusion responsibilities
- Use of the organisation's safeguarding concern reporting form

Understanding of safeguarding responsibilities and professional boundaries is reinforced through supervision, safeguarding training, team meetings, observation of practice, incident reviews, reflective discussions, and annual policy reviews.

Concerns regarding professional conduct, safeguarding practice, or suitability to work with children, young people, or adults at risk are managed in accordance with the organisation's safeguarding, disciplinary, whistleblowing, and allegations management procedures.

Policy Review

This policy will be reviewed annually, or sooner where there are changes to legislation, statutory guidance, safeguarding requirements, recruitment practices, or organisational structure.

Last reviewed: 2nd June 2026

Next review date: 2nd June 2027

Approved by: Rachel Conlisk
Director
Creative Active Lives CIC