



Safer Recruitment Policy

Introduction

Yellow Door is committed to safeguarding and promoting the welfare of children, young people, and adults at risk. Our recruitment process ensures that only suitable and qualified people are employed or engaged as volunteers, contractors, or agency employees.

Yellow Door uses safer recruitment practices to ensure that all people working with the adults and children who access our services are safe and qualified to do so. When recruiting paid employees, self-employed workers or volunteers we will follow the procedures set out below.

Job Descriptions

All job/ volunteering roles will be assessed by the Recruiting Manager and Senior Leader to ensure the safeguarding roles and responsibilities are clearly documented in the job description. This will determine the level of DBS required for the role.

Advertising the vacancy

We will advertise all vacancies fairly and transparently, and any job advertisements will include a statement about our Safeguarding commitments.

'As an organisation, we are committed to creating and fostering a culture that promotes safeguarding and the welfare of all children and adults at risk. Our safer recruitment practices support this by ensuring that there is a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about candidates to ensure that all persons appointed are suitable to work with our children and adults'

Initial enquiry

Candidates enquiring about a vacancy will be provided with:

1. A job description with a person specification which includes this statement: –

'This role involves regulated activity. To be considered, candidates must meet all eligibility, application, and qualification requirements as stipulated by the regulatory authority. Additionally, applicants are required to complete an [enhanced*] Disclosure and Barring Service (DBS) check in accordance with Safer Recruitment practices.'

(*Some roles may not be an enhanced DBS)

2. An application form (This is currently provided by Hireful our recruitment platform)
3. A copy of Yellow Door Safeguarding policies.

The application form includes:

- Instructions that the application form must be completed personally
- A signed declaration that all information is correct



- A section under the Rehabilitation of Offenders Act that asks if the applicant has been awaiting a verdict, convicted, or cautioned or received a court order or warning for any offence that may affect their suitability for working with vulnerable adults or children
- Right to work Declaration
- Declaration that they have not been a service user in the past two years
- Full Employment History with explanation for gaps
- A request for the contact details of two referees one of which must be the last employer; (if this is the candidate's first job, their course tutor is a suitable alternative)
- A reference request template example
- Details of the online checks that we make pre-interview

All applicants must submit an application form by the closing date. We will only accept CVs if they are accompanied by our standard application form completed as required.

Shortlisting

All candidates will be shortlisted by the two interviewers separately. Any gaps in the employment history must be highlighted and discussed with the candidate during the interview.

Interview procedure

We will notify all candidates selected for an interview by email. All candidates will be asked to bring to the following items to the interview, that will be photocopied at the interview and either saved on to BreatheHR if successful or destroyed if not successful:

1. Proof of identity, e.g. passport, driving licence or birth certificate
2. Proof of address, e.g. recent utility bill (not mobile phone) or bank statement
3. Proof of qualifications, i.e. the relevant certificates
4. Registration number of professional bodies – these will be checked by the recruiting manager and a copy of the webpage / certificate will be saved onto BreatheHR.
5. For non-British nationals, proof of the right to work in the UK (as required by the Asylum and Immigration Act)

All documents will be checked and photocopied at the interview. Photocopies will be signed and dated by the recruiting manager and stored securely. Certificates should be verified as far as possible and membership numbers of professional bodies should be checked online with the body by the recruiting manager and copy of the webpage provide for uploading to BreatheHR.

The successful applicant's documentation will be move to BreatheHR. Unsuccessful applications documents will be deleted/ destroyed once the post is filled. GDPR will be explained at interview.

- The interview will be conducted by at least two interviewers; one of which will have been trained in safer recruitment. One will also be qualified relevantly i.e. all therapeutic roles must be interviewed by a qualified therapist. All candidates will be asked the same set of questions. We will then ask additional questions about any other issues that arise



from their application form. For example, the interviewers will follow up on any gaps in the candidate's employment history rigorously and ensure that they are satisfied with the explanation given, undertaking additional checks if necessary.

- Candidates will also be asked reasons for relocation/ career change if relevant
- All interviews will include a question regarding safeguarding which is role level appropriate and will test competency and skill in this area.
- Candidates will be asked mandatory standard questions including if they would like to share any disclosures and if they feel the process has been fair and transparent.
- All candidates being interviewed will undergo an online check. Any concerns must be raised initially with the Senior Leader of the service and advice sought from our HR Consultant. Depending on the seriousness of the concern, for example if the concern may prevent us from employing the candidate, this must be escalated to the CEO.

Appointing a new member of employees / Vetting

When we have selected the successful candidate, we will:

- Send the candidate a written conditional offer, which will clearly state that it is subject to the receipt of suitable references and full receipt of a satisfactory enhanced DBS certificate.
- Contact both referees for a reference, including information about the candidate's character, where possible. Reference protocols and request forms can be found within our Management Toolkit. References should cover a five-year period including most recent/ currently employer. Internal candidates should have a reference from their current line manager. References must be checked by the recruiting manager and confirmed by email.
- Initiate an enhanced* DBS check for the candidate, or if the candidate is subscribed to the DBS Update Service, review their current DBS certificate and check their status online. All ID should be checked by either recruiting manager or Business Support manager and copies should be signed and dated by the person verifying.
- Ask the candidate to complete a health questionnaire.
- Notify any unsuccessful interviewees. If we become aware during the recruitment process that a candidate has tried to apply for role they are barred from contact the relevant safeguarding authorities (see Duty to Act Policy).
- Once all the checks are completed the Business Manager will email to get confirmation from the Recruiting Manager that they can issue an unconditional offer letter and contract. This confirmation email must be saved on BreatheHR. The signed contract will be uploaded to BreatheHR.

When a new member of employees starts work at Yellow Door we will give them:

- An employment contract to sign; a copy of their contract will be kept on file
- A copy of our organisation's Employee handbook, containing key policies and procedures. We will request a signature confirmation that they have read and understood these processes, rules and guidance.



- We will conduct a full induction and orientation programme with all new members of employees.

DBS checks

We will obtain enhanced DBS disclosures for all employees, students and volunteers who will work unsupervised with our service-users on a regular basis, or who have access to our service users' personal information. If candidates have subscribed to the DBS Update Service, we will carefully review their current DBS certificate and then check their status online. If there has been a change in their status since their last DBS certificate was issued, we will obtain a new DBS disclosure for them.

New employees, volunteers and students will only be allowed to work when we have had full sight of a satisfactory DBS certificate for them and two satisfactory references.

When we appoint a member of employees we will keep a record of the date and number of their DBS disclosure on our Central DBS Record. We will update the DBS checks for every 3 years.

Yellow Door Team

We value our employees and volunteers and believe that they are our greatest asset. Our aim is to support and develop employees and volunteers in their role so that they feel confident to undertake the responsibilities of their role and are able to contribute to the success of the organisation and support of our service users. This development begins at the induction stage.

Employee Induction

When new employees join they will receive a structured induction programme from their designated Manager. For Yellow Door Induction Procedure (See Yellow Door Induction Pack in Management Toolkit).

Employees moving roles within Yellow Door will be provided with a suitable induction to the new role, taking elements from the induction programme format as required.

The induction will include the following:

- Objective setting and performance management related to the role including managing any risks/ safeguarding concerns at this stage
- Safeguarding Training level 1 &2 (Plus Level 3 Advanced Training for Safeguarding Managers)
- H&S
- Data Protection
- Safer Recruitment Training for Managers
- Managing Challenging Behaviour
- Managing Disclosures
- Offsite & Lone Working
- Duty to Act

Mandatory In-person Yellow Door Safeguarding Training is provided annually to update and upskill Yellow Door employees and volunteers.



The employee is required to complete refresher training according to the Mandatory Training Schedule. Safeguarding training and competency are also documented on Yellow Door quarterly Objectives/ Continued Professional Development meetings.

New employees will be provided with a Mentor / buddies from their team who will support with day-day questions and help orientate them.

During probation line managers will develop a training needs assessment with the new starter to support development and provide safeguarding support.

All employees are subject to probationary review and regular supervision.

Volunteers

Volunteers will only be allowed to work with service users when we have had full sight of a satisfactory enhanced DBS certificate for them and two satisfactory references. We will also need verified copies of their qualifications/ registering bodies as per required checks.

Volunteer induction will include the following:

- Induction related to the role including managing any risks/ safeguarding concerns at this stage
- Safeguarding Training level 1 &2
- H&S
- Data Protection
- Managing Challenging Behaviour
- Managing Disclosures
- Duty to Act
- Other key documents related to their role

Volunteers must sign a Volunteering Agreement and adhere to all policies and procedures.

All volunteers are subject to Readiness to Practice review and regular supervision.

In terms of Corporate Volunteers, they won't be DBS checked but will not be left unsupervised at any times with service users.

The Volunteer Officer must explain the Corporate Volunteer Safer Working Agreement to the Manager from the company arranging the volunteers at the earliest stage to prevent the selection of inappropriate volunteers. This must be signed and return before the volunteers attend Yellow Door.

The Corporate Volunteer Safer Working Agreement must be explained again to all volunteers at their safety briefing before they start volunteering covering safeguarding, confidentiality and health & safety.



Self-employed Practitioners working with Service Users

Self-employed Practitioners will only be allowed to work with service users when we have had full sight of a satisfactory enhanced DBS certificate for them and two satisfactory references. We will also need verified copies of their qualifications/ registering bodies as per required checks.

Self-employed Practitioners Induction will include the following:

- Induction related to the role including managing any risks/ safeguarding concerns at this stage
- Safeguarding Training level 1 &2
- H&S
- Data Protection
- Managing Challenging Behaviour
- Managing Disclosures
- Duty to Act
- Other key documents related to their role

Self-employed Practitioners are required to sign a contract of Service Provision Agreement.

External Supervisors

Yellow Door will complete checks on the following:

- Confirmation of satisfactory references
- Confirmation of clear enhanced DBS
- Right to work in UK
- Identification
- Signed agreement

Documents must be verified by the Service Manager and saved on their file.
Supervisors will sign an External Supervisors Agreement.

Contractors

In order to maintain the security of the building, and safety of all who access Yellow Door premises, it is a requirement that for any contractors attending Yellow Door premises, or accessing data, we require confirmation of the following checks (and can be evidenced if requested):

Confirmation of satisfactory references

- Confirmation of clear enhanced DBS
- Right to work in UK
- Identification
- Signed Contractor Safer Working Agreement

Yellow Door will only allow contractors and/or agency employees on site where this has been confirmed, or evidenced as requested.



Yellow Door Employee Policies Safer Recruitment Policy

For some contractors DBS checks will not be in place. All contractors will be supervised in the building and all service users are chaperoned around the building and not ever left unsupervised. Where possible the work will be completed outside of working hours to further prevent safeguarding concerns.

An assigned Manager must explain the Contractor Safer Working Agreement to the director of the company at the earliest stage to prevent the selection of inappropriate workers. This must be signed and return before the contractors attend Yellow Door.

The Contractor Safer Working Agreement must be explained again to contractors before they start work covering safeguarding, confidentiality and health & safety.

Recruitment and safeguarding practices are reviewed annually to ensure compliance with legislation and best practice.

For office use only

Stage	Date	Employees member	Comments
Reviewed	Sept 2025	RE	
Edited	Sept 2025	CG & MM	
Approved by SLT	Sept 2025	NK & CG	
Signed off by Board	Nov 2025	LF	
Next Update Due	Nov 2027		