

B P I F
TRAINING

SAFER RECRUITMENT POLICY

B P I F TRAINING LIMITED

Version 1.0 | Effective July 2026

Policy owner	HR & Finance Manager
Approved by	Managing Director
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1 POLICY STATEMENT

BPIF Training is committed to safeguarding and promoting the welfare of all learners, including children, young people and adults at risk.

Safeguarding begins with recruitment. Robust recruitment practices are essential in preventing unsuitable individuals from gaining access to learners.

This policy sets out the principles and procedures that BPIF Training follows to ensure that all employees, associates, agency staff, contractors, volunteers and others working on behalf of the organisation are recruited safely, fairly and in accordance with safeguarding legislation and best practice.

We are committed to creating a culture of vigilance where safeguarding is everyone's responsibility.

2 PURPOSE

The purpose of this policy is to:

- ◆ Protect learners from harm.
- ◆ Deter unsuitable applicants from applying for roles within BPIF Training.
- ◆ Ensure robust recruitment and selection procedures are followed.
- ◆ Promote safe working practices.
- ◆ Ensure compliance with safeguarding legislation and regulatory requirements.
- ◆ Support a positive safeguarding culture throughout the organisation.

3 SCOPE

This policy applies to:

- ◆ Employees
- ◆ Managers
- ◆ Directors
- ◆ Apprentices employed by BPIF Training
- ◆ Contractors
- ◆ Consultants
- ◆ Volunteers
- ◆ Associates

- ◆ Agency workers
- ◆ Any individual working on behalf of BPIF Training

The policy applies to all recruitment and selection activities, regardless of employment status or contract type.

4 OUR COMMITMENT TO SAFEGUARDING

BPIF Training is committed to:

- ◆ Safeguarding and promoting the welfare of learners.
- ◆ Recruiting individuals who share our values and commitment to safeguarding.
- ◆ Creating a safe learning environment.
- ◆ Identifying and managing safeguarding risks during recruitment.
- ◆ Taking all reasonable steps to prevent unsuitable people from working with learners.

Safer recruitment forms an essential part of our wider safeguarding arrangements and should be read alongside our Child Protection and Safeguarding Children and Vulnerable Adults Policy.

5 RECRUITMENT PRINCIPLES

BPIF Training will ensure that recruitment processes are:

- ◆ Fair and transparent.
- ◆ Consistent and objective.
- ◆ Based on merit and competence.
- ◆ Free from unlawful discrimination.
- ◆ Focused on safeguarding and learner welfare.

All appointments will be made following appropriate checks and verification processes.

6 RECRUITMENT PROCESS

Job advertisements

All recruitment materials will include a statement confirming BPIF Training's commitment to safeguarding and promoting the welfare of learners.

Where appropriate, vacancy advertisements will state that employment is subject to satisfactory pre-employment checks, including DBS clearance.

Job descriptions and person specifications

All roles will have clear and accurate:

- ◆ Job descriptions
- ◆ Person specifications
- ◆ Safeguarding responsibilities

Positions involving contact with learners will include specific safeguarding expectations and responsibilities.

Applications

Applicants will be required to:

- ◆ Complete an application form or submit a CV and supporting information.
- ◆ Provide a full employment history where appropriate.
- ◆ Explain any significant gaps in employment.
- ◆ Declare any unspent criminal convictions where relevant.
- ◆ Provide details of referees.

BPIF Training reserves the right to request further information where necessary.

Shortlisting

Shortlisting will be undertaken against the published criteria contained within the job description and person specification.

Any inconsistencies, unexplained gaps or concerns identified during the application process may be explored further during the recruitment process.

Interviews

Interviews will normally be conducted by at least two members of staff, at least one of whom will have completed safer recruitment training.

Interview processes may include:

- ◆ Competency-based questioning
- ◆ Safeguarding-related questions
- ◆ Values-based discussions
- ◆ Practical exercises or presentations where appropriate

Interview panels will assess candidates' suitability, experience, competence and commitment to safeguarding.

7 PRE-EMPLOYMENT CHECKS

No appointment will be confirmed until all required pre-employment checks have been completed satisfactorily.

These may include:

CHECK	WHAT THIS INVOLVES
Identity verification	Confirmation of identity using original documentation.
Right to work	Verification of an individual's legal right to work in the United Kingdom.
Qualifications	Verification of qualifications, professional memberships and certifications relevant to the role.
Employment history	Review of employment history and investigation of any unexplained gaps.
References	At least two satisfactory references will normally be obtained. Where possible, one reference should be from the applicant's current or most recent employer. References will be scrutinised carefully and any concerns followed up appropriately.

8 DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

BPIF Training carries out DBS checks where required by legislation and organisational risk assessments. Depending on the role, this may include:

- ◆ Enhanced DBS checks
- ◆ Enhanced DBS checks with children's barred list information

A DBS check alone will not determine suitability for appointment.

Any criminal record information disclosed will be considered fairly, proportionately and in accordance with safeguarding requirements, organisational risk and relevant legislation.

BPIF Training may undertake periodic re-checks where deemed necessary.

9 RISK ASSESSMENT

Where information arises during recruitment that may require further consideration, an individual risk assessment may be completed. This may take account of:

- ◆ Criminal record information
- ◆ Nature of the role
- ◆ Learner contact
- ◆ Frequency of supervision
- ◆ Safeguarding risks
- ◆ Rehabilitation evidence

Each case will be considered individually and fairly.

10 INDUCTION AND PROBATION

All new staff will complete an induction programme that includes:

- ◆ Safeguarding and child protection arrangements
- ◆ Prevent Duty responsibilities
- ◆ Health and safety requirements
- ◆ Data protection responsibilities
- ◆ Relevant organisational policies and procedures

New employees will normally be subject to a probationary period during which performance, conduct and suitability will be monitored.

11 STAFF TRAINING

BPIF Training will ensure that relevant staff receive appropriate training in:

- ◆ Safeguarding and child protection
- ◆ Prevent Duty
- ◆ Safer recruitment principles
- ◆ Professional boundaries
- ◆ Learner welfare

Training will be refreshed periodically in line with organisational requirements.

12 ONGOING MONITORING

Safeguarding responsibilities do not end once recruitment is complete.

BPIF Training will monitor ongoing suitability through:

- ◆ Supervision and management oversight
- ◆ Probation reviews
- ◆ Performance management processes
- ◆ Safeguarding training
- ◆ DBS checks where appropriate
- ◆ Disciplinary and safeguarding procedures

Any concerns regarding an individual's suitability to work with learners will be investigated promptly.

13 WHISTLEBLOWING

Staff are encouraged to raise concerns regarding safeguarding, recruitment practices or the conduct of colleagues.

Concerns can be reported through the BPIF Training Whistleblowing Policy and will be taken seriously and investigated appropriately.

No individual will suffer detrimental treatment for raising a genuine concern in good faith.

14 EQUALITY AND DIVERSITY

BPIF Training is committed to ensuring that recruitment decisions are made fairly and without discrimination.

Recruitment and selection processes will comply with:

- ◆ Equality Act 2010
- ◆ UK GDPR
- ◆ Data Protection Act 2018
- ◆ Relevant employment legislation

All applicants will be treated fairly and with respect throughout the recruitment process.

15 MONITORING AND REVIEW

This policy will be reviewed annually or where changes in legislation, safeguarding guidance or organisational requirements make this necessary.

Recruitment practices will be monitored regularly to ensure compliance and continuous improvement.

16 RELATED POLICIES

This policy should be read alongside:

- ◆ Child Protection and Safeguarding Children and Vulnerable Adults Policy
 - ◆ Staff Code of Conduct
 - ◆ Whistleblowing Policy
 - ◆ Equality, Diversity and Inclusion Policy
- ◆ Data Protection Statement
 - ◆ Privacy Notice
 - ◆ Disciplinary Policy

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SAFEGUARDING STARTS AT RECRUITMENT.

Every appointment is a safeguarding decision.