

Safer Recruitment Policy

Fusion Staffing Ltd | POL028 | Issue 2 | 2026 revision

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Status: Approved

Review due: 1st September 2027, or sooner following changes in law, guidance or practice.

1 Purpose

Fusion Staffing Ltd will recruit and place workers through safe, fair and transparent processes. We will assess suitability, prevent unsuitable people working with children or adults at risk, protect candidates and clients, and record the evidence supporting recruitment and clearance decisions.

2 Scope

This policy covers sourcing, advertising, screening, interviewing, checks, onboarding, temporary supply, permanent introductions and ongoing placement monitoring. It applies to employees involved in recruitment, contractors acting for Fusion and all registered candidates. The education safeguarding requirements described here apply to placements in England; before work elsewhere in the UK, confirm the relevant national safeguarding, vetting and employment requirements.

Apply this policy alongside POL029 Safeguarding Policy, the Allegations Policy, staff code of conduct, privacy notice, retention schedule and the client setting's safeguarding procedures.

3 Key Principles

- **Fairness:** use objective role criteria, avoid unlawful discrimination and provide reasonable adjustments throughout recruitment.
- **Transparency:** explain the role, pay arrangements, required checks and conditions of clearance. Do not misrepresent a candidate's clearance or experience.
- **Confidentiality:** collect only necessary information, use a documented lawful basis and limit access and sharing.
- **Safety:** safeguarding takes priority over commercial pressure. A DBS result is one part of suitability assessment and does not replace references, interviews or supervision.

4 Safer Recruitment Process

4.1 Job Advertisements

Obtain accurate information from the hirer before advertising or introducing a candidate: duties, location, hours, duration, pay, required qualifications or authorisations and relevant health and safety risks. Adverts must describe essential criteria, equal opportunities, safeguarding expectations and the checks appropriate to the role. Do not advertise a vacancy without the hirer's authority or charge candidates a fee for finding work.

4.2 Candidate Sourcing

Use lawful, ethical channels and explain how candidate information will be used. Record the candidate's willingness to be introduced to the role and obtain permission before routine disclosure of their information to a hirer or contact with their current employer. Verify suitability consistently for referrals, returning workers and subcontracted supply.

4.3 Application Screening

For education roles, obtain a completed application with full employment and education history, explanations for gaps, relevant qualifications and suitable referees; a CV alone is insufficient. Assess against objective criteria, explore discrepancies and do not assume suitability from previous placement or personal recommendation.

For shortlisted education candidates, consider a proportionate search of publicly available online information and tell candidates in advance. Verify relevance and identity, record only necessary findings and give the candidate an opportunity to explain concerns. Do not access private accounts, seek passwords or use protected characteristics in selection.

4.4 Interviews and Assessments

Use structured interviews to assess skills, motivation, professional boundaries and safeguarding judgement. Explore employment gaps, changes of role and inconsistencies. Recruiters making education suitability decisions must receive safer recruitment training; record evidence and reasons for the decision. Offer reasonable adjustments. Ask health or disability questions only as permitted by the Equality Act 2010; assess fitness for role responsibilities at the appropriate stage, with adjustments considered.

4.5 Background Checks

Document the role requirements and complete the appropriate checks before supply. Record the evidence, date, person checking, result and any decision or follow-up needed. For permanent introductions, confirm checks and responsibilities with the hirer and meet Fusion's own duties before introduction; do not describe outstanding checks as complete.

- **Identity and right to work:** verify identity and use a Home Office permitted right-to-work route for the individual. Record work restrictions and expiry dates and schedule follow-up checks. A candidate's share code or screenshot alone is insufficient; complete the employer check and identity comparison. Use the Employer Checking Service where required.
- **Qualifications and history:** verify essential qualifications, professional registration and required authorisations with reliable sources. Resolve gaps and discrepancies. Undertake relevant additional overseas criminal record and professional checks for people who have lived or worked abroad; a UK DBS does not cover overseas history.
- **References:** for roles working with vulnerable people, obtain two written references from people unrelated to the candidate who agree to their disclosure to the hirer. Verify authenticity directly through independently checked contact details, use the latest employer wherever possible and check relevant work with children. Resolve inconsistent or incomplete information. Offer the required references and qualification or authorisation copies to the hirer.

4.5 Background Checks continued

- **DBS eligibility:** determine the lawful check level and workforce for each role. For child regulated activity, obtain an enhanced DBS certificate including children's barred list information before appointment. For adult roles, establish eligibility and regulated activity separately. Never request an ineligible enhanced or barred list check or supply a barred person to prohibited work.
- **DBS Update Service:** obtain consent, verify identity, and inspect the original paper certificate in person before first relying on it; a copy or video view is insufficient. Confirm exact workforce, level and relevant barred list entitlement, and record the status check. If it cannot be relied on or information has changed, obtain a new DBS certificate and reassess suitability. Set and record a risk-based schedule for subsequent checks; stop status checks if consent or eligibility ends.
- **Teaching and other restrictions:** check prohibition, interim prohibition and relevant historic sanctions for teaching work. Check section 128 directions for applicable independent school or academy management roles, childcare disqualification where applicable, and any role-specific professional restrictions.

Assess disclosed information fairly against the role, safeguarding risk, relevance, seriousness and circumstances. Give the candidate an opportunity to explain, comply with DBS filtering and the recruitment of ex-offenders policy, and document the decision. A conviction does not automatically prohibit employment unless a legal bar or restriction applies. Do not place while suitability is unresolved.

4.6 Data Protection

Provide a recruitment privacy notice and comply with UK GDPR and the Data Protection Act 2018 as amended. Document the lawful basis for each purpose. Criminal offence data and special category data need their additional legal conditions and an appropriate policy document where required. Permission to submit a candidate to a client is separate from the UK GDPR lawful basis; consent is not a universal basis for recruitment processing.

Share only necessary information using secure systems and authorised recipients. Obtain permission for routine candidate disclosure under agency conduct requirements, while recognising lawful statutory and safeguarding disclosures. Keep access restricted, explain checks and retention, and apply the documented retention schedule. DBS certificate information should normally be retained for no longer than six months, unless a justified exceptional need is documented; retain permitted check and decision details rather than unnecessary certificate copies.

4.7 Onboarding and Placement

Before temporary work is sought, give new workers a Key Information Document and written terms of engagement, including pay method, deductions and holiday arrangements. Confirm each assignment in writing with the role, client, pay, hours, location, duration, required checks and health and safety information. Explain any umbrella arrangements and distinguish the assignment rate from the worker's gross pay. Monitor Agency Workers Regulations entitlements, including the qualifying period where applicable.

4.7 Onboarding and Placement continued

For school and college supply, send written confirmation of relevant checks and the enhanced DBS certificate obtained before work starts. If the DBS certificate discloses information, supply the required copy securely for the setting's assessment. The setting should verify that the arriving worker is the person checked and provide safeguarding induction, policies and DSL contacts, including for online delivery.

Fusion will not clear temporary supply until mandatory checks and suitability concerns are resolved. A designated authorised person must review the clearance record and confirm approval. Operational urgency is not a reason to bypass a legal check. Any permissible departure from normal process must be documented and authorised, and cannot override a legal bar, client requirement or unresolved safeguarding concern.

5 Safeguarding and Risk Management

Protect children, adults at risk and candidates throughout recruitment and placement. Workers in schools and colleges must read KCSIE 2026 Part One in full, understand the setting's reporting arrangements and receive safeguarding induction and regular updates. Recruiters must know how to report concerns, identify document fraud and respond to unsuitable conduct.

Notify the hirer and Fusion's safeguarding lead promptly when information indicates a supplied worker may be unsuitable, investigate appropriately in consultation with safeguarding authorities and update the hirer. Where information establishes unsuitability, end supply without delay. Do not transfer the worker to another setting to avoid dealing with the concern. For permanent introductions, follow the Conduct Regulations notification duties, including information received within three months of introduction; continue necessary safeguarding action regardless of that period.

Follow POL029 and the Allegations Policy for allegations or low-level concerns. Seek LADO advice promptly where an allegation concerning work with children may meet the harm threshold, and ensure referral within one working day where required. Make a DBS referral when statutory conditions are met and consider Teaching Regulation Agency referral for serious teacher misconduct. Ending an assignment or resignation does not remove these duties.

6 Compliance and Monitoring

Directors appoint a recruitment compliance owner, resource training and ensure the policy is implemented. Audit candidate files and clearance decisions regularly, covering references, checks, client notifications, time-limited permissions, Update Service eligibility, training and record security. Record findings, corrective action, ownership and completion. Review the policy at least annually and sooner after relevant changes, audit findings or incidents.

7 Reporting and Accountability

Staff, candidates and clients should report concerns about recruitment or safeguarding to the relevant manager and safeguarding lead. Where that person is implicated, use the deputy, an uninvolved director or the appropriate external authority. Call 999 for immediate danger. Do not delay protective action while seeking agency permission. Staff must be able to raise concerns in good faith without retaliation.

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