

Safer Recruitment Policy

1. Objective

The objective of this policy is to ensure that BMS Progress adopts safe, fair, and robust recruitment practices that prevent unsuitable individuals from working with children, young people, and vulnerable adults, while promoting equality, transparency, and safeguarding across all recruitment and employment activities.

2. Introduction

BMS Progress is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. We expect all employees, contractors, and associates to share this commitment.

Safeguarding is a fundamental responsibility of the organisation and is central to creating and maintaining safe learning and working environments. Safer recruitment is a key part of this responsibility and supports our wider safeguarding framework.

3. Definitions

Children and Young People: Individuals under the age of 18.

Vulnerable Adults: Individuals aged 18 or over who may be at risk due to care needs, disability, mental health issues, or other factors.

Regulated Activity: Work that involves close or unsupervised contact with children, young people, or vulnerable adults, as defined by safeguarding legislation.

DBS Check: Disclosure and Barring Service check used to assess suitability to work in regulated activity.

4. Compliance with Legislation

BMS Progress complies with all relevant legislation, statutory duties, and codes of practice, including but not limited to:

- Rehabilitation of Offenders Act (ROA)
- Equality Act
- Disclosure and Barring Service (DBS) Code of Practice
- Safeguarding Children and Vulnerable Adults legislation
- Protection of Freedoms Act
- Safeguarding Vulnerable Groups Act 2006 (as amended)

Recruitment and employment practices are reviewed to ensure ongoing compliance.

5. Responsibilities

5.1 BMS Progress Responsibilities

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BMS Progress is responsible for:

- Developing and maintaining recruitment practices that prevent the appointment of unsuitable individuals.
- Ensuring safeguarding is embedded throughout recruitment and employment processes.
- Applying recruitment procedures consistently, fairly, and without discrimination.
- Maintaining confidentiality of DBS and safeguarding-related information.
- Ensuring all pre-employment checks are completed satisfactorily before appointment.
- Monitoring recruitment procedures to ensure effectiveness and compliance.

5.2 Employee Responsibilities

Employees are expected to:

- Act in accordance with safeguarding principles.
- Disclose relevant criminal convictions and cautions as required.
- Comply with all safer recruitment and safeguarding policies.
- Maintain professional conduct at all times.

6. Procedure

6.1 General Principles

Employees are expected to:

- Act in accordance with safeguarding principles.
- Disclose relevant criminal convictions and cautions as required.
- Comply with all safer recruitment and safeguarding policies.
- Maintain professional conduct at all times.

6.2 Pre-Employment Checks

BMS Progress will ensure the following checks are completed:

- A minimum of two references will be requested for all new staff. If only one reference is obtained after three attempts, this may be accepted.
- Staff TUPE-transferred from BMS Performance Ltd with over three years' service will not be required to provide references, as suitability is evidenced by prior service and DBS checks.
- Verification of identity, including two forms of ID and one proof of address to confirm right to work in the UK.

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- An enhanced DBS check prior to commencement of employment and renewed every three years.
- DBS disclosures are reviewed on a case-by-case basis in a fair and non-discriminatory manner.
- Safeguarding training is provided every two years and refreshed as required.

6.3 DBS Checks

Enhanced DBS checks, including checks against the Children's and Adults' Barred Lists, are required for all roles involving regulated activity. No individual may begin work in such roles until a satisfactory DBS check has been received.

7. Concerns

Where a DBS certificate reveals criminal convictions or relevant information, this will be reviewed by the Directors and Head of Quality. A risk assessment will be conducted to determine suitability for the role.

BMS Progress reserves the right to withdraw an offer of employment at any stage if safeguarding concerns arise.

Abuse or misuse of recruitment procedures will be addressed through disciplinary processes.

8. Support

BMS Progress provides clear guidance, training, and support to ensure all staff understand their safeguarding responsibilities. Staff are supported through regular safeguarding training and access to relevant policies and procedures.

9. Policy Enforcement

This policy is mandatory and applies to all recruitment and employment activity. Compliance is monitored, and recruitment practices are reviewed regularly to ensure effectiveness and alignment with safeguarding requirements.

All employees are expected to understand and adhere to this policy as a condition of employment.

10. Consequences

Failure to comply with this policy may result in disciplinary action, up to and including dismissal. Where safeguarding concerns are substantiated, appropriate referrals to statutory agencies will be made in line with safeguarding procedures.

This policy has been approved by the Directors of BMS Progress and will be reviewed and updated as required.

Any questions should be directed to:

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