

Policy title:	Recruitment and Disclosure & Barring Service (DBS) Policy
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Summary:	<p>This policy sets out Insight Psychological Assessments Ltd’s approach to the recruitment, selection, and engagement of staff and contractors. It ensures that all recruitment processes safeguard children and young people and comply with Regulation 19 (Fit and Proper Persons Employed) of the Health and Social Care Act 2008.</p> <p>The policy also outlines procedures for obtaining, managing, and updating Disclosure and Barring Service (DBS) checks to maintain safe recruitment practices.</p>
Target audience:	All Insight Psychological Assessments Ltd ‘ <i>team members</i> ’, whether employed, contracted or part-time, paid or unpaid, volunteers, students, and contractors.
Authorised by:	Insight Psychological Assessments Ltd Director
Date issued:	1 st September 2025
Next review date:	31 st August 2026

3. Policy Statement

Insight Psychological Assessments Ltd is committed to ensuring that recruitment and selection practices are transparent, equitable, and designed to attract qualified, experienced, and values-driven professionals. The safety and wellbeing of children is paramount, and all recruitment decisions must support safe and effective service delivery.



4. Principles of Safe Recruitment

- All recruitment decisions are based on merit, competence, and suitability for the role.
- Equal opportunities are upheld in line with the Equality Act 2010.
- Recruitment materials, where used, include safeguarding statements to highlight Insight's commitment to child protection.
- Appropriate checks are undertaken for all individuals before they commence work, including DBS and professional registration verification.

5. Recruitment Procedure

Recruitment Approach

Insight Psychological Assessments Ltd does not currently recruit through public advertisements. New clinicians, associates, and administrative staff are engaged through professional recommendation, existing networks, or word-of-mouth referrals.

All appointments, regardless of how individuals are identified, are subject to the same safe recruitment checks, including verification of qualifications, references, professional registration, and enhanced DBS clearance.

Safe Recruitment Process:

- 1. Identification of Candidate:** Suitable individuals are identified through professional recommendation or networking.
- 2. Initial Discussion:** A preliminary discussion or interview is held with the Registered Manager to confirm suitability and alignment with service values.
- 3. Verification Checks:**
 - Enhanced DBS check with children's barred list search (where applicable).
 - Verification of professional registration (e.g., HCPC, BACP, BPS, UKCP).
 - Identity and right-to-work in the UK.
 - Verification of qualifications and training.
 - Two references, including one from the most recent employer or commissioning organisation.
- 4. Offer of Engagement:**
 - Conditional upon satisfactory completion of all checks.
 - Any discrepancies or concerns are reviewed by the Registered Manager before final confirmation.
- 5. Record Keeping:**
 - Recruitment documentation is securely stored on the company's encrypted systems.
 - A recruitment checklist is maintained for each employee or associate.



6. DBS Checks

- All staff and associates are required to hold an enhanced DBS certificate with children's barred list clearance before commencing work.
- DBS checks must be renewed every three years or maintained through the DBS Update Service.
- Any changes in DBS status must be reported immediately to the Registered Manager.
- Individuals must consent to periodic rechecks as required.

7. Agency and Contracted Staff

All contractors, associates, or agency professionals must provide written evidence of:

- Current enhanced DBS clearance;
- Valid professional registration; and
- Appropriate professional indemnity insurance.

No work may commence until all verification documents have been reviewed and recorded by the Registered Manager.

8. Induction

All new staff complete a structured induction, including: - Safeguarding children training;

- GDPR and confidentiality procedures;
- Clinical governance and complaints processes; and
- Health and safety arrangements.

Completion of induction must be signed off before the individual undertakes unsupervised work.

9. Record Retention

- Recruitment and vetting records are retained for a minimum of six years after employment ends.



- DBS certificates are not stored; only the reference number, issue date, and outcome are recorded in line with the DBS Code of Practice.

10. Responsibilities

Role	Key Responsibilities
Registered Manager	Ensures recruitment complies with legislation and CQC requirements.
Administrative Staff	Maintain recruitment records and verification evidence.
Clinical Staff / Associates	Provide accurate and up-to-date evidence of DBS, qualifications, and registration.

11. Policy Review

This policy will be reviewed annually or sooner if there are changes in CQC requirements, legislation, or best practice guidance.