




### Safer Recruitment Policy

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<b>Signed:</b>	
<b>Date:</b>	10/04/2026



## 1. Introduction

Sun Play Therapy is committed to safeguarding and promoting the welfare, safety, and dignity of all children, young people, and vulnerable adults who engage with our services. We believe that creating a safe and nurturing environment begins with the recruitment of suitable, qualified, and trustworthy individuals.

Our recruitment practices are designed to ensure that all staff, volunteers, and contractors are thoroughly vetted, and that safeguarding is embedded at every stage of the recruitment process. We maintain high standards of professional conduct, transparency, and fairness when selecting individuals to work with children and young people.

This policy is underpinned by statutory guidance including:

- **Keeping Children Safe in Education (KCSIE, 2025)**
- **The Children Act 1989 and 2004**
- **Working Together to Safeguard Children (2018)**
- **The Education Act 2002**
- **The Equality Act 2010**
- **The UK General Data Protection Regulation (UK GDPR)**

It also aligns with best practice recommendations from the NSPCC and Safer Recruitment Consortium.

Our aim is to:

- Deter unsuitable applicants through a clearly defined and rigorous recruitment process.
- Identify and reject individuals who may pose a risk to children or vulnerable individuals.
- Ensure a consistent and fair process that promotes equality, diversity, and inclusion.
- Promote a culture of vigilance and safeguarding awareness among all staff.

Everyone involved in recruitment at Sun Play Therapy has a responsibility to uphold safeguarding principles and to ensure that no appointment is made that may compromise the safety of children or young people. Safeguarding is not a checkbox exercise—it is a continuous duty that starts with recruitment and extends throughout each person's engagement with the organisation.

## 2. Purpose

The purpose of this Safer Recruitment Policy is to ensure that Sun Play Therapy adopts a proactive and robust approach to recruiting individuals who are suitable to work with children, young people, and vulnerable adults.



This policy sets out clear procedures and responsibilities to:

- **Deter** unsuitable individuals from applying for roles involving access to children or vulnerable adults.
- **Identify** any risks or concerns through rigorous vetting and assessment.
- **Prevent** those who pose a risk from working within the organisation or delivering services on its behalf.

By following safer recruitment practices, we aim to:

- Promote the safety and wellbeing of every learner and participant involved in our programmes.
- Ensure that our recruitment decisions are informed, fair, and legally compliant.
- Embed safeguarding at every stage of the recruitment lifecycle—from advertising and application to induction and ongoing supervision.
- Fulfil our duty of care to the children and families we serve, as well as to our staff and partner organisations.

This policy applies to:

- All permanent and temporary staff
- Freelance practitioners and therapeutic contractors
- Volunteers, interns, and placement students
- Trustees and directors with access to sensitive data or safeguarding responsibilities

By implementing this policy, Sun Play Therapy reinforces its commitment to creating a culture of vigilance, transparency, and accountability where safeguarding is everyone's responsibility.

### 3. Scope

This Safer Recruitment Policy applies to all individuals engaged by Sun Play Therapy in any capacity where their role involves direct or indirect contact with children, young people, or vulnerable adults.

This includes, but is not limited to:

- Permanent and temporary staff members
- Freelance therapeutic practitioners and educational facilitators
- Volunteers and interns
- Administrative staff with access to personal or safeguarding-related information
- Trustees, directors, and any individuals involved in governance who may have access to confidential child-related data

It covers all stages of the recruitment and engagement process, including:



- Job advertising and candidate attraction
- Application and selection procedures
- Pre-employment vetting and Disclosure and Barring Service (DBS) checks
- References and identity verification
- Induction, probation, and ongoing supervision

Whether a role is full-time, part-time, sessional, or casual, if it involves *regulated activity* as defined in the Safeguarding Vulnerable Groups Act 2006 or access to *sensitive data* relating to children, this policy applies.

All individuals engaged by Sun Play Therapy Therapy Education are expected to uphold the highest standards of safeguarding and to adhere to this policy in conjunction with our Safeguarding and Child Protection Policy, Code of Conduct, and Confidentiality Procedures.

#### 4. Key Principles

Sun Play Therapy Therapy Education is committed to promoting a culture of safety and vigilance throughout the recruitment and selection process. The following key principles guide our approach to safer recruitment:

- **Consistency and Rigour**  
All recruitment activities will follow a clear, structured, and consistent process to ensure fairness, transparency, and accountability.
- **Child-Centred Practice**  
The safety and wellbeing of children and young people is at the heart of every decision made during the recruitment process. This includes risk assessment of roles, safeguarding-specific interview questions, and proactive vetting.
- **Prevention of Harm**  
Robust checks and due diligence will be undertaken to deter, identify, and reject individuals who may pose a risk to children, ensuring that only those with appropriate values, experience, and qualifications are appointed.
- **Legal and Regulatory Compliance**  
All recruitment procedures will comply with statutory guidance and legislation, including:
  - *Keeping Children Safe in Education (KCSIE)2025*
  - *The Children Act 1989 and 2004*
  - *The Education Act 2002*
  - *The Equality Act 2010*
  - *The Safeguarding Vulnerable Groups Act 2006*
- **Promoting Equal Opportunities**  
Sun Play Therapy is committed to ensuring that no candidate is treated unfairly based on protected characteristics. Recruitment decisions are made on the basis of merit, safeguarding considerations, and the ability to meet the essential criteria. This commitment aligns with our organisational stance on equity and inclusion, as



outlined in our **Equality, Diversity and Inclusion Policy**, which applies to all recruitment, selection, and employment practices.

- **Ongoing Vigilance**  
Safer recruitment is not a one-time process. We ensure that safeguarding awareness is maintained throughout employment, through supervision, regular training, and ongoing monitoring.

## 5. Recruitment Procedure

At Sun Play Therapy Therapy, we implement a rigorous recruitment process that incorporates safeguarding measures at each stage. Our procedures are designed to ensure that every individual appointed to work with children and young people is thoroughly vetted and suitable for the role. The recruitment process includes the following steps:

- **Clear Communication of Safeguarding Commitment**  
All job descriptions, person specifications, and advertisements will include a statement of our commitment to safeguarding and promoting the welfare of children and young people.
- **Application Form**  
All applicants are required to complete a detailed application form, which includes:
  - Full employment and education history (including explanation of any gaps)
  - Details of relevant experience and qualifications
  - Names and contact details of at least two referees, one of whom must be the most recent employer
- **Shortlisting**  
Applicants will be shortlisted based on their suitability to the role, alignment with the organisation's values, and safeguarding awareness. Any anomalies, inconsistencies, or unexplained gaps in employment history will be noted for follow-up during interviews.
- **Interviews**  
A structured interview will be conducted by a minimum of two trained panel members. Interviews will:
  - Explore the candidate's motivation and suitability to work with children
  - Include safeguarding-related questions
  - Clarify any gaps or concerns in the application form or references
- **Reference Checks**  
Two references will be obtained prior to any offer of employment or engagement. These will include:
  - One from the most recent employer or placement



- A character or academic reference where relevant
- Verification that the referee is in a position to comment on the candidate's suitability to work with children
- **Verification of Identity and Right to Work**

All shortlisted candidates will be asked to bring:

  - Original photographic identification (e.g. passport or driving licence)
  - Proof of address
  - Right to Work documentation (e.g. visa or residency status)
- **Enhanced DBS Check**

All roles involving regulated activity will be subject to an Enhanced Disclosure and Barring Service (DBS) check. This includes a check of the barred list for children.

  - Existing DBS certificates from other organisations will only be accepted if registered on the Update Service and verified by Sun Play Therapy Therapy Education.
  - New DBS checks will be completed every two years or kept updated through the Update Service.
- **Additional Checks for Freelancers and Volunteers**

Freelancers and volunteers will:

  - Be required to provide the same identification documents as staff
  - Provide visa and work status documentation where applicable
  - Sign a safeguarding declaration stating their understanding and agreement to adhere to Sun Play Therapy Therapy Education's Safeguarding Policy and Code of Conduct
- **Conditional Offer**

Any offer of employment or engagement will be conditional on:

  - Satisfactory references
  - A clear Enhanced DBS check
  - Completion of all required safeguarding declarations and documents
- **Induction and Training**

All new staff, freelancers, and volunteers will undergo a safeguarding induction and be required to complete annual training and refreshers as part of their continuing professional development.

## 6. Ongoing Monitoring

**Sun Play Therapy** recognises that safer recruitment does not end at the point of appointment. Ongoing monitoring and vigilance are essential to ensure that all staff, freelancers, and volunteers continue to be suitable to work with children and young people. Our ongoing monitoring procedures include:

- **Annual Safeguarding Refreshers**

All staff and regular contractors are required to complete annual safeguarding training and updates to ensure continued awareness of current best practice, legal responsibilities, and organisational procedures. This includes training on **Prevent**



- Duty, Equality and Diversity**, and **Online Safety**, in line with our wider safeguarding and inclusion commitments.
- **Re-Signing of the Code of Behaviour**  
As part of their annual safeguarding review, all personnel must re-sign the organisation's Code of Behaviour, reaffirming their commitment to maintaining a safe and respectful environment.
  - **Addressing Concerns Post-Recruitment**  
Any safeguarding concerns or allegations that arise after an individual has been recruited will be addressed promptly and in accordance with the organisation's Safeguarding Policy and Complaints Procedure. Disciplinary action may be taken where necessary.
  
  - **DSL Oversight**  
The Designated Safeguarding Lead (DSL) is responsible for:
    - Monitoring the implementation of safer recruitment practices
    - Maintaining recruitment records and DBS update logs
    - Ensuring ongoing compliance with legal and organisational safeguarding obligations
    - Reviewing the effectiveness of the safer recruitment process

## 7. Review

This Safer Recruitment Policy will be reviewed annually, or earlier if there are changes in legislation, statutory guidance (such as *Keeping Children Safe in Education*)2025, or local authority requirements.