



Safe Recruitment Policy

Brighton Evolving Education Hub Ltd ("Beehub") | Version: September 2026
To be read alongside the Beehub Safeguarding Policy

1. Purpose

1.1 Beehub uses safe recruitment practices to ensure that everyone working with the children in our care is safe and qualified to do so. When recruiting paid staff or volunteers we follow the procedures set out in this policy.

2. Advertising a vacancy

2.1 We advertise all vacancies, and every advertisement includes a statement of our commitment to safeguarding children.

3. Initial enquiry and application

3.1 On enquiring about a vacancy, candidates are sent a job description, a person specification, an application form, and a copy of our Safeguarding Policy.

3.2 The application form includes a declaration that all information given is correct; a section under the Rehabilitation of Offenders Act asking whether the applicant is awaiting a verdict, or has been convicted or cautioned, or has received a court order or final warning, for any offence that may affect their suitability for working with children; and a request for the contact details of two referees, one of whom should be the applicant's most recent employer, or their course tutor if this is their first job.

3.3 All applicants must submit an application form by the closing date. We accept a CV only where it is accompanied by our standard application form, fully completed.

4. Interviews

4.1 Candidates selected for interview are notified in writing and asked to bring proof of identity, proof of address, proof of qualifications, and, where applicable, evidence of their right to work in the UK as set out in section 10.

4.2 Interviews are conducted by at least two interviewers. All candidates are asked the same set of questions, followed by additional questions arising from their application form. Interviewers follow up any gaps in a candidate's employment history rigorously, and undertake additional checks where necessary to be satisfied with the explanation given.

4.3 Candidates are also asked to spend an hour in a session with the children so that they can be observed interacting with staff and children. Candidates are supervised at all times during this session and are never left alone with children. Final selection is made once all candidates have been interviewed and observed.

5. Appointing a new member of staff

5.1 When we have selected the successful candidate, we:

- send a written offer that states clearly that it is subject to the receipt of suitable references, full sight of a satisfactory enhanced DBS certificate, and the candidate's written confirmation that they are not disqualified from working with children
- contact both referees, asking specifically whether they have any child protection concerns about the candidate
- initiate an enhanced DBS check, or, where the candidate subscribes to the DBS Update Service, review their current certificate and check their status online
- ask the candidate to complete a health questionnaire
- notify any unsuccessful candidates

5.2 We take copies of the new member of staff's qualification certificates and proof of identity and keep these on file.

6. Induction

6.1 When a new member of staff starts at Beehub we give them their terms and conditions of engagement and ask them to sign their contract, a copy of which is kept on file; and all of our policies, together with a policy confirmation form which they sign to confirm that they have read and understood them.

6.2 We carry out a full induction and orientation programme with every new member of staff, including safeguarding, fire safety and health and safety procedures.

7. Disqualification

- 7.1 Beehub cannot employ staff or volunteers who have been convicted of an offence, or made subject to an order, that disqualifies them from registration under section 75 of the Childcare Act 2006.
- 7.2 All new staff sign a declaration that they are not disqualified when they begin work, and all existing staff sign the declaration annually to confirm that their status has not changed. If a member of staff becomes disqualified during their engagement with us, we will end that engagement and notify Ofsted.

8. DBS checks

- 8.1 We obtain enhanced DBS disclosures for all staff, students and volunteers who work unsupervised with children on a regular basis, or who have access to children's information. Additional criminal records checks are made for anyone who has lived abroad.
- 8.2 Where a candidate subscribes to the DBS Update Service, we review their current certificate and check their status online. Where their status has changed since the certificate was issued, we obtain a new disclosure.
- 8.3 New staff are only allowed to work unsupervised with children once we have had full sight of a satisfactory DBS certificate. Where we allow a new member of staff to begin work pending completion of their check, we complete a written risk assessment first, and they have no unsupervised access to children until we have seen and reviewed their certificate.
- 8.4 We keep a record of the date and number of each DBS disclosure on our central DBS record. Staff who do not subscribe to the Update Service are asked to obtain a new disclosure every three years.

9. Disclosures showing recorded information

- 9.1 Where a DBS check returns information relating to harm to children or young people, violence, sexual assault, indecent images of children, terrorism offences, or anything else that might indicate the person is unsuitable to work with children, the Directors will first check the list of offences that automatically disqualify a person from working with children under the Childcare Act 2006.
- 9.2 The Directors may seek further advice from children's social care or the LADO if they are unsure whether a disclosed offence is disqualifying.
- 9.3 Where the offence disqualifies the candidate from working with children, the offer of employment is withdrawn.
- 9.4 Where an offence is not disqualifying but still gives cause for concern, for example an offence relating to theft or fraud, the Directors may seek further advice, for example from Nacro or Unlock, to inform their decision.
- 9.5 Where offences are more minor and children are unlikely to be at risk of harm, we decide case by case whether to confirm the appointment, subject to a risk assessment of the applicant's criminal record. This includes giving the applicant the opportunity to explain the offences and the circumstances at the time, and assessing their attitude to those offences and whether they would act differently now.
- 9.6 In every case we discuss any matter revealed on a DBS certificate with the applicant before withdrawing a conditional offer of employment.

10. Right to work in the UK

- 10.1 We carry out a right to work check on every new starter before their employment begins, and keep a dated copy of the evidence for the duration of the engagement and for two years afterwards.
- 10.2 For British and Irish citizens, we accept a valid passport, or an Irish passport card, or a birth certificate accompanied by an official document showing the person's National Insurance number. For other nationals, we carry out an online check using the share code provided by the candidate through the Home Office service.
- 10.3 A driving licence or a National Insurance number alone is not evidence of the right to work in the UK, and is not accepted as such.

11. Related policies

- 11.1 This policy should be read alongside our Safeguarding Policy, Data Protection Policy and Health and Safety Policy, all of which are published at beehub.uk.

12. Contacts

Front Door for Families	01273 290400
LADO	ladoenquiries@brighton-hove.gov.uk
Ofsted	0300 123 1231 (Beehub registration 2793276)
Nacro	www.nacro.org.uk
Unlock	www.unlock.org.uk

Reviewed and updated by Tom Smith (Director) and Ruth Lovegrove (General Manager and Designated Safeguarding Lead). Version: September 2026. Next review: September 2027.

Brighton Evolving Education Hub Ltd is a company limited by guarantee, registered in England and Wales, company number 14900560. Registered office: 85 Church Road, Hove BN3 2BB. Sessions take place at One Church, Florence Road, Brighton.