SAFER RECRUITMENT & DISCLOSURE AND BARRING SERVICE (DBS) POLICY

Creative Makers CIC
Company Limited by Guarantee

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1. Statement of Commitment

Creative Makers CIC is fully committed to safeguarding and promoting the welfare of children. The organisation recognises that safer recruitment is a critical component of safeguarding and that rigorous vetting, supervision and oversight procedures are essential to prevent harm.

All directors, staff, freelancers, volunteers and contractors share responsibility for upholding safeguarding standards. The Board of Directors retains ultimate accountability for ensuring that recruitment processes are robust, legally compliant and consistently applied.

The welfare of children is paramount in all recruitment decisions.

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2. Legal and Regulatory Framework

This policy is informed by and operates in accordance with:

- The Children Act 1989 and 2004
- Working Together to Safeguard Children (statutory guidance)
- The Safeguarding Vulnerable Groups Act 2006
- The Rehabilitation of Offenders Act 1974
- Disclosure and Barring Service (DBS) statutory guidance

Creative Makers CIC recognises its responsibility to ensure that individuals engaged in regulated activity with children are appropriately vetted and, where required, barred list checked.

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3. Safer Recruitment Principles

The organisation adopts a preventative approach to safeguarding by embedding safer recruitment principles at every stage of engagement. This includes:

- Clearly defining safeguarding responsibilities within role descriptions
- Communicating safeguarding expectations during recruitment
- Ensuring candidates understand that safeguarding suitability is central to appointment
- Actively identifying and assessing potential risk indicators

The organisation recognises that safer recruitment is not solely about DBS checks; it is a holistic process involving culture, supervision, transparency and professional boundaries.

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4. Recruitment Process

All recruitment processes, whether for employed staff, freelancers or volunteers, include proportionate safeguarding checks.

Each role is subject to a safeguarding risk assessment to determine whether it constitutes regulated activity.

The recruitment process includes:

- A written application or CV
- Exploration of employment history and explanation of gaps
- Interview discussion including safeguarding-focused questions
- Assessment of professional boundaries and attitudes towards working with children
- Reference checking prior to appointment (where appropriate)

No appointment is confirmed without satisfactory safeguarding assurance.

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5. DBS Checks

All individuals engaged in regulated activity with children are required to hold an Enhanced DBS certificate with barred list check.

The organisation ensures that:

- DBS checks are completed prior to unsupervised contact with children
- Identification documentation is verified
- DBS information is reviewed by a Safeguarding Lead

- Risk assessments are conducted where necessary

Where an individual is subscribed to the DBS Update Service, status checks are completed and recorded.

DBS checks are renewed in line with organisational risk assessment, normally every three years.

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6. Positive Disclosures and Risk Assessment

Creative Makers CIC recognises that not all criminal records present safeguarding risk. Where a DBS certificate reveals content:

- The Designated Safeguarding Lead conducts a documented risk assessment
- Consideration is given to nature, context, seriousness, recency and relevance
- The individual may be asked to provide further information

Decisions are made proportionately, fairly and with safeguarding as the primary consideration. Certain offences will automatically preclude appointment where barred list restrictions apply.

All risk assessments are recorded and retained confidentially.

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7. Directors and Governance Oversight

Directors engaged in direct delivery or regulated activity are subject to Enhanced DBS checks.

The Board retains oversight of compliance through:

- Monitoring DBS status
- Maintaining a Single Central Record
- Reviewing safeguarding at quarterly board meetings

Safeguarding is a standing agenda item and is treated as a governance priority.

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8. Contractors and Third Parties

Where Creative Makers CIC engages contractors to deliver sessions:

- Evidence of Enhanced DBS must be provided
- Safeguarding training evidence must be supplied
- Contractors must agree to adhere to Creative Makers CIC safeguarding policies

No contractor is permitted to work unsupervised without appropriate clearance.

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9. Record Keeping and Confidentiality

The organisation maintains a secure Single Central Record documenting:

- Name
- Role
- DBS level and date
- Safeguarding training status

Sensitive information is handled in accordance with data protection legislation. Copies of DBS certificates are not retained longer than necessary for verification.

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10. Policy Review

This policy is reviewed annually by the Board and updated in response to legislative or operational changes.

Signed on behalf of the Board: R knee

Chair Rknee
Date: __03/07/2026_____

Review date 03/07/2027