



# Solar Squad Science

**Safer Recruitment Policy**

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**Signed: Kamron Ali (Director)**



# Safer Recruitment Policy



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# Safer Recruitment Policy



## 1. Statement of Commitment

Solar Squad Science is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, contractors, and associated personnel to share this commitment.

We recognise that safer recruitment is an essential part of safeguarding practice and that robust recruitment, vetting, and suitability procedures help to:

- Prevent unsuitable individuals from working with children
- Promote safe organisational culture
- Protect children from harm
- Maintain professional standards and public trust
- Ensure compliance with safeguarding expectations and legal requirements

Solar Squad Science adopts a safeguarding-first approach throughout all recruitment, selection, induction, and workforce management processes.

Safeguarding considerations will always take precedence during recruitment decisions.

## 2. Purpose of This Policy

The purpose of this policy is to:

- Ensure safe and consistent recruitment procedures
- Reduce the risk of harm to children
- Ensure appropriate vetting and suitability checks are undertaken
- Promote safeguarding awareness throughout recruitment
- Support lawful, fair, and transparent recruitment practices
- Ensure ongoing suitability of staff and volunteers

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## 3. Legislative and Regulatory Framework

This policy reflects relevant legislation and guidance including:

- The Children Act 1989 & 2004
- The Safeguarding Vulnerable Groups Act 2006
- The Rehabilitation of Offenders Act 1974
- The Equality Act 2010
- The Data Protection Act 2018 and UK GDPR
- Relevant safeguarding and welfare requirements
- Relevant safer recruitment principles outlined within Keeping Children Safe in Education

This policy should be read alongside:

- Safeguarding & Child Protection Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Equality, Diversity & Inclusion Policy
- Data Protection & GDPR Policy

## 4. Scope of This Policy

This policy applies to:

- Directors
- Employees
- Casual staff
- Workshop leaders
- Volunteers
- Students and trainees
- Contractors
- Agency staff where applicable
- Any individual working on behalf of Solar Squad Science

This policy applies to both paid and unpaid roles involving contact with children.

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## 5. Safeguarding Culture and Recruitment Principles

Solar Squad Science is committed to embedding safeguarding throughout the recruitment process.

We aim to ensure that:

- Safeguarding responsibilities are clearly communicated
- Unsuitable individuals are deterred from applying
- Selection processes assess suitability to work with children
- Recruitment decisions prioritise child welfare and safety
- Professional curiosity and appropriate challenge are maintained

Recruitment processes will promote:

- Transparency
- Consistency
- Professional accountability
- Equality of opportunity
- Safer working practice

## 6. Roles and Responsibilities

The Director is responsible for:

- Ensuring safer recruitment procedures are implemented
- Ensuring appropriate safeguarding oversight
- Ensuring required checks are completed before engagement
- Ensuring concerns regarding suitability are managed appropriately
- Maintaining recruitment records where required

Individuals involved in recruitment should:

- Understand safeguarding responsibilities
- Promote safer recruitment practice
- Identify safeguarding concerns or inconsistencies
- Maintain confidentiality and professionalism

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## 7. Advertising and Recruitment Materials

Recruitment materials and advertisements will:

- Reflect Solar Squad Science’s commitment to safeguarding
- Clearly communicate safeguarding expectations
- Outline responsibilities relating to child welfare
- State that appropriate vetting checks will be undertaken

Recruitment materials may include safeguarding statements such as: “Solar Squad Science is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be subject to appropriate safer recruitment and vetting procedures.”

## 8. Application and Selection Procedures

Applicants may be required to provide:

- A completed application form or CV
- Full employment and education history
- Explanation of gaps in employment where appropriate
- Relevant qualifications or certifications
- Details of relevant experience
- References

Selection processes may include:

- Interviews
- Safeguarding-related questioning
- Scenario-based discussions
- Review of professional conduct and suitability
- Assessment of values and attitudes towards safeguarding

Unexplained inconsistencies, concerns, or gaps may be explored further before appointment decisions are made.

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## 9. Interview and Assessment Process

Interviews should seek to assess:

- Suitability to work with children
- Professional conduct and judgement
- Communication skills
- Understanding of safeguarding responsibilities
- Ability to maintain professional boundaries
- Commitment to inclusion and equality

Appropriate safeguarding questions may be included as part of the interview process.

At least one individual involved in recruitment should understand safer recruitment principles.

## 10. Pre-Employment Checks

Appropriate checks will normally be completed before an individual begins working with children.

Checks may include:

- Identity verification
- Right to work checks
- Enhanced DBS checks where appropriate
- Barred list checks where legally permitted
- Reference checks
- Qualification verification where relevant
- Employment history review
- Suitability assessment

No individual should normally begin unsupervised work with children until required safeguarding checks have been satisfactorily completed.

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## 11. Disclosure and Barring Service (DBS) Checks

Solar Squad Science will undertake appropriate DBS checks in accordance with current legislation and safeguarding requirements.

Individuals working directly with children will normally require an enhanced DBS check with relevant barred list information where applicable

DBS certificates should:

- Be reviewed before appointment wherever possible
- Be assessed appropriately where disclosures are present
- Be handled confidentially

A criminal record does not automatically prevent appointment; however, safeguarding risk assessments will always prioritise child welfare and safety.

## 12. Overseas Checks and Additional Vetting

Where individuals have lived or worked overseas, additional checks may be sought where appropriate.

This may include:

- Certificates of good conduct
- Overseas police checks
- Professional references
- Verification of qualifications or employment

Additional safeguarding measures may also be considered where deemed necessary.

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## 13. Employment History and References

References should normally:

- Be obtained prior to appointment where possible
- Be from appropriate professional sources
- Confirm suitability to work with children where relevant
- Be reviewed for inconsistencies or safeguarding concerns

Employment history should be reviewed carefully to identify:

- Unexplained gaps
- Frequent short-term employment
- Inconsistencies
- Potential safeguarding concerns

Concerns identified during recruitment may be explored further before appointment decisions are made.

## 14. Disqualification and Suitability

Solar Squad Science reserves the right to decline or terminate engagement where an individual is considered unsuitable to work with children.

Suitability considerations may include:

- DBS information
- Safeguarding concerns
- Professional conduct concerns
- Failure to disclose relevant information
- Dishonesty during recruitment
- Behaviour inconsistent with safeguarding expectations

Child welfare and safeguarding considerations will always take priority.

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## 15. Contractors, Volunteers and External Providers

Appropriate safeguarding expectations apply equally to:

- Contractors
- Volunteers
- Agency staff
- External specialists or visitors

Where external organisations provide staff, Solar Squad Science may seek confirmation that appropriate safeguarding and vetting checks have been completed.

Individuals who have not undergone appropriate checks may be supervised or restricted from unsupervised contact with children.

## 16. Induction and Ongoing Monitoring

All staff and volunteers should receive appropriate induction and safeguarding guidance.

Induction may include:

- Safeguarding procedures
- Code of conduct expectations
- Health and safety guidance
- Behaviour management procedures
- Whistleblowing procedures
- Emergency procedures

Suitability is an ongoing responsibility.

Concerns regarding conduct, behaviour, safeguarding, or professional boundaries may be managed through supervision, safeguarding procedures, or disciplinary processes where appropriate.

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## 17. Staff Conduct and Professional Expectations

All staff are expected to:

- Maintain professional boundaries
- Act in the best interests of children
- Promote safeguarding culture
- Model professional and respectful behaviour
- Follow organisational policies and procedures
- Raise concerns appropriately

Failure to maintain appropriate professional standards may result in disciplinary or safeguarding action.

## 18. Allegations, Concerns and Low-Level Concerns

Solar Squad Science recognises the importance of responding appropriately to all safeguarding concerns relating to adults working with children.

This includes:

- Allegations of harm
- Unsafe professional conduct
- Boundary concerns
- Low-level concerns

Concerns may be managed through:

- Internal safeguarding procedures
- Referral to the Local Authority Designated Officer (LADO)
- Disciplinary procedures
- External agency involvement where appropriate

All concerns will be taken seriously and assessed proportionately.

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## 19. Recruitment Compliance and Record Keeping

Solar Squad Science will maintain appropriate recruitment and vetting records where required.

Records may include:

- DBS information
- Identity checks
- References
- Qualification verification
- Training records
- Safeguarding declarations

Records will be:

- Stored securely
- Handled confidentially
- Retained appropriately
- Managed in accordance with UK GDPR and data protection requirements

## 20. Data Protection and Confidentiality

Recruitment information and safeguarding records will be processed lawfully and confidentially.

Information will only be shared where:

- Necessary for safeguarding purposes
- Required by law or regulatory bodies
- Necessary to assess suitability

Sensitive information, including DBS data, will be handled securely and proportionately.

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## 21. Review of Policy

This policy will be reviewed annually or sooner where necessary to reflect:

- significant safeguarding incidents or complaints
- legislative or regulatory updates
- operational changes or lessons learned

Solar Squad Science is committed to maintaining robust safer recruitment and safeguarding practice.

## Contact Information

### General Enquiries

- Email: [hello@solarsquadscience.co.uk](mailto:hello@solarsquadscience.co.uk)

### Designated Safeguarding Lead (DSL)

- Email: [kamron@solarsquadscience.co.uk](mailto:kamron@solarsquadscience.co.uk)
- Phone: 07508237386

