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Safeguarding children and safer recruitment

At Activate we take our responsibilities for recruitment of staff very seriously and make sure we implement a thorough Safer Recruitment process. We are committed to safeguarding and promoting the welfare of children in our care; our Safer Recruitment process is compliant with all guidance set out in the statutory guidance Keeping Children Safe in Education.

Activate offers written confirmation that, in accordance with the Keeping Children Safe in Education guidance, we undertook the following during recruitment of all our staff:

- Carried out all relevant checks (listed below) on all individuals employed by Activate who will work with, or provide services, to children at your venue under the contract
- Keep and maintain records of all checks
- Provide your HR department with a report of such checks if requested

Relevant checks

- Verification of identity against an official document containing a photograph of the individual, such as a passport or photo card driving licence
- Verification of address against a utility bill from within the last three months
- Receipt of satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS)
- Two satisfactory written references and confirmation that there are no concerns about the individual working with children
- Confirmation that each individual we place at the venue has provided proof of qualifications that are a legal requirement for the post they will be undertaking
- Verification of their right to work in the United Kingdom
- A check of their full employment history with any significant gaps questioned where required and gaps explained.
- Where the person to be employed has lived outside the United Kingdom, confirmation that an appropriate check has been carried out where obtaining a disclosure from the DBS is not sufficient to establish their suitability to work with children