

**Purpose**

Adapt Recruit is committed to safeguarding and promoting the welfare of Children and expect all of our supply staff to share this commitment.

The purpose of this policy is to ensure all staff are aware of our commitments to safeguarding as a recruitment business and to explain the definition of children in the context of our engagement with our customers and candidates.

Definition of a child

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

When will Adapt Recruit will engage with children in our daily operation?

Adapt Recruit operates in the Education, Public, Health and Social Care sectors therefore we interact indirectly with children via the placement of our temporary and permanent candidates delivering services into these settings.

Adapt Recruit is committed to safeguarding of children and to that end the biggest contribution we can make to this is the candidate vetting and safeguarding checks that we perform in our daily operation, please find below a checklist that Adapt Recruit undergoes with all supply staff prior to them being made available to work:

- **Face to face interview**
- **Criminal Record Checks**
- **Photographic proof of identification**
- **Enhanced DBS Check with Children's Barred List Checks**
- **Referencing - minimum of three years covering any gaps in employment**
- **Teacher reference number (if applicable) and monthly check on NCTL teacher prohibited list.**
- **Proof of Qualification and Professional Registration checks**
- **Proof of Eligibility to work in the UK**
- **Disqualification under the Childcare Act 2006**
- **2 additional proofs of address, one dated within the last 3 months.**
- **Proof of national Insurance number**
- **List 99 (re-checked annually)**
- **Up to date CV with any employment gaps verified**
- **Completed health and medical questionnaire**
- **Other competency checks to ensure children are protected by employing competent workers for example English language competency checks**
- **Employment and Work History Checks**

Overseas Trained Teachers (in addition to the above documents)

- **Overseas police checks**
- **UK Naric Certificate (This must show the degree is comparable to a UK teaching degree)**
- **Have a valid VISA to work in the UK or hold a EU passport**

We ask all of our supply staff to take their original DBS and photo ID on the first day of each assignment. If you require any other documents to be provided by the staff member, please let us know at the point of booking.

Identifying Safeguarding Concerns

Every Adapt Recruit employee has a responsibility to act on any safeguarding concerns either raised directly to that employee by a temporary worker/ work seeker/ by an end employer or other external agency.

The most common examples of safeguarding issues or concerns within our operation will be identified within the recruitment process; these could be misinformation within the application form, CV or work history, misinformation in relation to references/DBS/criminal records checks.

Another form could be information provided to Adapt Recruit by temporary workers or work seekers and a specific request to raise a safeguarding concern with us.

The Management of Safeguarding Concerns

Adapt Recruit has an internal escalation process that should be followed should any Adapt Recruit employee have any safeguarding concerns.

These should be raised to the following authorised individuals:

Raymond Jarvis – Director – 01277 287725, 07710086261, rjarvis@adaptrecruit.com

Or

David Robson – Business Manager – 01277 287723 drobson@adaptrecruit.com

The nominated escalated individual will assess the concern and evaluate the response, which may include contact with the following relevant authorities:

- End employer, the Adapt Recruit customer, we may escalate to the hiring manager or the appointed safeguarding individual of that organization and begin a parallel response.
- Nursing Midwifery Council – If the allegation is specifically around practice of a nursing professional and/or conduct.
- Local Authority children's safeguarding team
- Disclosure and Barring Service
- Local Police

Quality Management and Internal Auditing

Adapt Recruit operates a Quality Assurance Statement that requires regular internal auditing of our safeguarding checks and the regular internal auditing of files. We continually update our supply staff files, ensuring references and checks are updated as appropriate. Supply staff are actively encouraged by us to continue their professional development and any updates are added to their personal files. We ask our clients for any feedback on each assignment. This ensures we are placing the right staff with the right employers.

Safeguarding is every employee's responsibility and all of our staff will be briefed with this policy at induction stage and with any updates to the policy.