

FLEXI RECRUITMENT

Safer Recruitment Policy

Our commitment to safe, thorough, and compliant recruitment practice

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This document is the property of Flexi Recruitment. Review date: annually or following significant legislative change. Contact info@flexirecruitment.co.uk with queries.

1. Policy Statement

Flexi Recruitment is committed to safeguarding and promoting the welfare of vulnerable adults, children, and all service users. We follow safer recruitment principles for every hire and every placement, without exception.

This policy applies to all employees, temporary workers, contractors, and volunteers placed or engaged by Flexi Recruitment.

2. Advertising & Shortlisting

- All job adverts will include a statement that the role is subject to an enhanced DBS check.
- Person specifications will be based solely on the requirements of the role.
- Application forms will request a full employment history with explanation of any gaps.
- Shortlisting will be carried out against objective criteria only.
- At least two people will be involved in shortlisting decisions for regulated roles.

3. Interview Process

- All candidates for regulated activity roles will be interviewed face-to-face or via video.
- Interviews will include at least one safeguarding-related question.
- Interview notes and scoring will be recorded on the standard Interview Assessment Form.
- Panels for regulated roles will include at least two interviewers.
- Candidates must provide original identity documents at interview.

4. Pre-Employment Checks

Check	Requirement	Timing
Identity	Photo ID (passport or driving licence)	Before placement
Right to Work	Original documents or share code check	Before first day
DBS	Enhanced + Barred List for regulated activity	Before or risk-assessed start
References	Minimum 2 — one from last employer	Before placement confirmed
Qualifications	Original certificates verified	Before placement
Occupational Health	Self-declaration; OH referral if required	Pre-placement

5. DBS Check Requirements

- Enhanced DBS with barred list check is required for all roles involving regulated activity with children or vulnerable adults.
- Workers are strongly encouraged to join the DBS Update Service (£13/year) to allow real-time status checks.
- No worker will be placed in regulated activity without a satisfactory DBS check or formal risk assessment.
- DBS certificates will be reviewed — not retained. The worker retains their certificate.
- Any cautions or convictions declared will be assessed individually using the Rehabilitation of Offenders Act 1974.

6. References

- Two professional references are required for all candidates.
- At least one reference must be from the most recent employer.
- References covering regulated activity must cover the last 3 years.
- Written references are verified by telephone where possible.
- Open references ('To Whom It May Concern') are not accepted.
- References are requested before placement is confirmed.

7. Induction & Probation

- All placed workers receive an induction covering health and safety, safeguarding, and site-specific requirements.
- Permanent hires complete a formal probationary period of 3 months.
- Probation reviews are held at 4 and 12 weeks.
- Any concerns arising during probation are documented and addressed promptly.

8. Record Keeping

All recruitment records are retained securely in accordance with our GDPR Policy. Pre-employment check records are retained for the duration of engagement plus 6 years. Unsuccessful application records are held for 6 months.