



Diverse Futures – Safer Recruitment Policy

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1. Purpose and Scope

Diverse Futures is committed to creating equitable, safe, inclusive pathways into employment for young adults aged 18–30 from diverse and low-income backgrounds. As a B-Corp certified training and talent organisation, we hold ourselves to high ethical and safeguarding standards in every aspect of our work. [diversefutures.com]

This Safer Recruitment Policy applies to:

- All employees
- Apprentices
- Volunteers
- Coaches, mentors, and external facilitators
- Contractors engaged in learner-facing or organisational roles

Its aim is to ensure all individuals recruited by Diverse Futures are suitable, safe, and aligned with our mission and values.



2. Principles of Safer Recruitment

This policy reflects widely recognised safer-recruitment standards, including (proportionate to role risk, not one-size-fits-all, regularly reviewed) and rigorous suitability checks for anyone working with young people.

Diverse Futures adopts the following principles:

Safety First: We take all reasonable steps to ensure individuals are safe and appropriate to work with young adults.

Enhanced Checks: All staff are required to have Enhanced DBS checks

Transparency: Recruitment decisions follow clear, fair, objective, and inclusive processes.

Equity and Inclusion: As a purpose-driven B-Corp, we strive to reduce bias and actively attract diverse talent pools in line with our mission to create equitable employment pathways.

Continuous Improvement: Recruitment processes are reviewed annually to ensure they remain effective and safe.

3. Recruitment and Selection Procedures

3.1 Role Definition & Risk Assessment

Before recruitment begins, each vacancy must include:

- A clear role description and responsibilities
- A safeguarding-aligned person specification

3.2 Job Advertising

All job adverts must:

- Use inclusive, unbiased language reflecting Diverse Futures' values
- State our commitment to safeguarding and safer recruitment
- Clarify that suitability checks will be required

3.3 Application Stage

Applicants must complete:

- A full application or CV outlining employment/education history
- A declaration of any gaps in employment
- A safeguarding self-declaration where relevant to role risk

3.4 Shortlisting

Shortlisting must be:

- Carried out by at least two trained team members
- Objective scoring based on the person specification
- Inclusive processes used to minimise bias, consistent with recommended fair-recruitment practices (structured, transparent, objective criteria)

3.5 Interviews

Interviews must:

- Be conducted by trained staff
- Include safeguarding-related questions for learner-facing roles
- Use consistent, structured questioning formats to reduce bias

4. Pre-Appointment Vetting Checks

Based on risk assessment and safer-recruitment standards, the following may apply:

- Identity verification
- Right-to-work checks
- References: At least two, including most recent employer
- DBS checks: Enhanced checks are required for all staff
- Qualification verification where required for delivery roles
- Employment history verification



No individual may start learner-facing duties until all mandatory checks are complete.

5. Onboarding and Training

All successful candidates must complete:

- Safeguarding induction training
- Code of Conduct and data-protection training
- Role-specific training for individuals working directly with young people

Recruiters and interviewers must complete safer-recruitment training

6. Ongoing Monitoring and Review

Safer recruitment is a continuing process, not a single event. Diverse Futures therefore commits to:

- Annual review of all recruitment policies and procedures
- Regular review of staff performance and conduct
- Re-checks (including DBS updates) every 3 years for all roles
- Ensuring concerns raised during employment are acted upon promptly

7. Safeguarding Culture

As an organisation dedicated to empowering diverse young talent and operating to high ethical B-Corp standards, Diverse Futures fosters a culture of:

- Transparency
- Accountability
- Respect
- Inclusion
- Zero tolerance for harm or discrimination

This culture underpins all recruitment activity and strengthens the safety of our learners, apprentices, employees, and partners.



8. Policy Review

This policy will be reviewed every 12 months or sooner if:

- Legislation changes
- Safeguarding guidance is updated
- Internal or external reviews identify areas of improvement