



POLICY FOR SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

Contents

I. Safeguarding children and vulnerable adults.....	5
II. Responsibility for Safeguarding	5
III. DBS and PVG Disclosure Scotland Checks	6
IV. Code of Conduct.....	8
V. Code of Conduct when working with Children and Vulnerable Adults.....	8
VI. Reporting Concerns	9
VII. Confidentiality	10
VIII. Allegations against staff, volunteers and contractors	10
IX. Whistleblowing.....	10
X. Risk Assessments (Health and Safety)	10
XI. Photography and filming	10
XII. Electronic Safety (Use of Web –based Technologies)	11
XIII. What to do if an accident happens.....	12
XIV. What to do if a child is unattended or lost.....	12
XV. What to do if a child is abusive or violent to you.....	12
XVI. Relevant Useful Resources for Learning.....	13

AFBE-UK - Policy for Safeguarding Children and Vulnerable Adults (Child Protection Policy)

It is the policy of AFBE-UK to safeguard the welfare of all young people and vulnerable adults participating in our programmes by protecting them from neglect and from physical, sexual and emotional harm.

We will seek to keep young people and vulnerable adults safe by:

- ☐ Valuing them, listening to and respecting them.
- ☐ Adopting child protection practices through procedures and a code of conduct for staff and volunteers
- ☐ Developing and implementing an effective e-safety policy and related procedures
- ☐ Recruiting staff and volunteers safely, ensuring all necessary checks are completed.
- ☐ Sharing information about child protection and good practice with staff, sub-contractors and volunteers through induction and regular refresher training
- ☐ Sharing concerns with agencies who need to know, acknowledging that these will normally be Child Protection Leads in schools and colleges and in emergencies, the police
- ☐ Implementing a concerns and complaints reporting mechanism accessible by all stakeholders with clear lines of responsibility and timelines for responding.
- ☐ Reviewing and updating this policy annually

Signed



Nike Folayan
Director and Co-Founder

Dated:

Next review due: 17/07/2025

AFBE-UK - Policy for safeguarding children and vulnerable adults

This policy applies to all staff, Board members, volunteers and sessional workers, agency staff, students, pupils, contractors or anyone working on behalf of AFBE-UK.

Implementation of our Safeguarding and Child Protection Policy

We will implement our policy by:

- ☐ Appointing a designated lead board member for safeguarding.
- ☐ Appointing a designated member of the Executive board as the lead for implementation of this safeguarding policy (who will be the Schools Programmes Outreach Lead by default)
- ☐ Establishing written procedures highlighting safeguarding issues for all AFBE-UK programmes
- ☐ Publishing a Code of Conduct for all staff, contractors and volunteers
- ☐ Publishing a scheme matrix explaining the procedures for and level of Disclosure and Barring Service (DBS) checks required
- ☐ Establishing a mandatory safeguarding module to our induction training for new executive and advisory board members, employees, contractors and volunteers to be completed within 1 month of starting in the role and before any direct contact with young people or vulnerable adults. Proactive confirmation of satisfactory completion of the safeguarding module will be required.
- ☐ Implementing an annual programme of refresher training for all staff, contractors and volunteers with a 2 year refresher training session to be delivered to the full board.
- ☐ Maintaining a confidential recording process for all incidents, concerns and referrals and establish a process for review by the Board and programme leads This will include a flow chart showing lines of responsibility for recording and cascading, with templates for capturing information.
- ☐ Publicising a complaints procedure whereby adults and children can voice concerns about unacceptable and/or abusive behaviour towards children.
- ☐ Monitoring our recruitment processes to ensure references are always obtained and that all staff, contractors and volunteers are required to obtain a DBS check. Where there is no legal entitlement to obtain a DBS check, we will require a Disclosure Scotland check to be obtained.
- ☐ Preparing particular guidance for volunteers, including referencing against the matrix to determine the level of check required and ensuring a system is in place to communicate this to each volunteer during the induction process.
- ☐ Establishing a system to ensure that one to one support is available to any member of staff, contractor or volunteer against whom an allegation is made.

Safeguarding children and vulnerable adults

A child is anyone under the age of 18.

A vulnerable adult is anyone over the age of 18 who is or may be unable to protect him or herself

AFBE-UK - Policy for safeguarding children and vulnerable adults

against significant harm or exploitation

(Extract from “Safeguarding Children, Protecting children in your organisation”)

“Safeguarding is a relatively new term which is broader than ‘child protection’ as it also includes prevention. Safeguarding and promoting the welfare of children includes:

- ☐ Protecting children from maltreatment;
- ☐ Preventing impairment of children’s health and development;
- ☐ Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- ☐ Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Safeguarding has been defined as:

- ☐ All agencies working with children, young people and their families taking all reasonable measures to ensure that the risks of harm to children’s welfare are minimised; and
- ☐ Where there are concerns about children and young people’s welfare, all agencies taking :
 - Appropriate actions to address those concerns, working to agreed local policies and
 - Procedures in full partnership with other local agencies”.

I. Responsibility for Safeguarding

Whilst our board have the ultimate duty of care towards the children with whom representatives of the organisation may have contact, everyone within AFBE-UK shares that duty of care. Having safeguards in place not only protects and promotes the welfare of children but also enhances the confidence of board members, staff, volunteers, parents and carers, funders and the general public.

There are three main elements of our child protection policy:

Prevention

- ☐ Providing an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties. Raising awareness of all staff, volunteers and contractors who work with children or vulnerable adults in the course of performing duties or services on behalf of AFBE-UK of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- ☐ Ensuring that all staff, volunteers and contractors who work with children or vulnerable adults in the course of performing duties or services on behalf of AFBE-UK have been rigorously checked as to their suitability using safe recruitment procedures (refer to “DBS checks and PVG procedures” below)

Protection

AFBE-UK - Policy for safeguarding children and vulnerable adults

Following AFBE-UK procedures and those of any school or educational establishment at which staff, volunteers and contractors work with children or vulnerable adults in the course of performing duties or services on behalf of the AFBE-UK.

Support

Ensuring that young people are listened to and their concerns taken seriously and acted upon.

II. DBS and PVG Disclosure Scotland Checks

- ☐ All staff, Board members, volunteers, and contractors participating in activities involving children and vulnerable adults on behalf of the AFBE-UK on a regular basis must apply for a Disclosure and Barring Service (DBS) check upon commencement of the contractual or voluntary relationship.
- ☐ The original of the DBS check must be shown to the schools programmes leads who will check the contents of the document. If the check is clear then the DBS number and date will be emailed to the AFBE-UK safeguarding lead who will maintain a database of checks.
- ☐ Where the check contains any disclosures these must be discussed with the AFBE-UK safeguarding lead.
- ☐ All DBS checks must be renewed every 2.5-3 years. Failure to provide a DBS check within 4 weeks of this being requested, must be discussed by the schools programmes leads with the AFBE-UK safeguarding Lead to determine the appropriate action which may include contract termination.
- ☐ Where there is no legal entitlement to obtain a DBS check e.g. for staff engaged on administrative duties, then a Disclosure Scotland basic check may be obtained.
- ☐ Any information which the AFBE-UK receives concerning disclosure checks is treated as sensitive personal data as defined in the Data Protection Act 2018. Treatment of sensitive personal data is set out in the AFBE-UK Data Privacy Notice and in line with UK GDPR.
- ☐ A regular volunteer includes a company engineer linked to a schools outreach programmes including Making Engineering Hot and NextGen, regular and or mentor volunteer supporting the schools outreach team. Any queries should be discussed with the AFBE-UK safeguarding lead for child protection.
- ☐ Volunteers must hold a check determined by reference to the following programme matrix.
- ☐ Where STEM ambassadors have been checked by STEM Ambassadors Programme or other agencies they must produce a copy of their check every 3 years to AFBE-UK or upon commencement of a new programme. Regardless of checks by other agencies, while working on AFBE-UK programmes, a new check will be conducted where the volunteer have not subscribed to the DBS Update Service

Programme Matrix for volunteers

Programme	Age range	Level of check	Risk identified
NextGen	8-12	No check	Groups in schools or on company premises, 1:1 unlikely A DBS checked member of the AFBE team must be present at all times
Making Engineering Hot outreach days	12-17+	No check	Groups in schools or on company premises, 1:1 unlikely A DBS checked member of the AFBE team must be present at all times
Making Engineering Hot excursion days	12-17+	Enhanced	1:1 more likely
Making Engineering Hot outreach days	18+	No Check Required	N/A
Transition/Real Projects	18+	No Check Required	N/A
Mentoring	12-17+	Enhanced	1:1 more likely
Mentoring/Round Table/Chess Club/Transcend	18+	No Check Required	N/A



III. Code of Conduct

When staff, volunteers and contractors are working with children and vulnerable adults in the performance of their duties or services for the AFBE-UK or when representing the AFBE-UK they should, whenever practicable, ensure that they are always in the company of another adult (parent, guardian, teacher, DBS checked adult). By undertaking to work with young people or vulnerable adults whilst representing the AFBE-UK staff, volunteers and contractors will be agreeing to abide by these procedures in full. Any infringement of these procedures may place the child, the individual or AFBE-UK at risk whether it be through abuse or through litigation or damage to reputation. As such, infringements will be taken extremely seriously and may lead to staff/volunteer being subject to disciplinary action including dismissal, volunteers being suspended or removed from their role, and contractors having their contractual arrangements with the AFBE-UK terminated. It is unlawful for there to be direct discrimination, indirect discrimination, victimisation or harassment based on gender, age, race, religion or belief, disability, sexual orientation and gender reassignment. Any activity delivered by staff, volunteers or contractors on behalf of the AFBE-UK should avoid discriminating against any participants and promote equality.

Activity providers must make reasonable adjustments to the activity “as are necessary to prevent a disabled person being at a substantial disadvantage in comparison with people who are not disabled.”

Adults should dress in a way that is appropriate to the role and the tasks that they are undertaking and not in such a way that could be considered inappropriate, including being culturally insensitive or politically controversial.

IV. Code of Conduct when working with Children and Vulnerable Adults

When working with children, staff, volunteers and contractors must always:

Treat all children with respect and understand the difference between friendliness and familiarity

- ☐ Act as a role model of good and appropriate behaviour
- ☐ Ensure that whenever practicable the persons who are normally responsible for the children (teachers, parents, guardians, etc.) are present during all activities or that there is always more than one adult present
- ☐ Respect a child’s right to personal privacy
- ☐ Bear in mind that someone else might misinterpret your actions, no matter how well intentioned
- ☐ Avoid any physical contact with a child as this may be misinterpreted
- ☐ Challenge unacceptable behaviour
- ☐ Report all allegations and/or suspicions of abuse to the accompanying teacher or to the Child Protection Officer of the educational establishment (where known). Where there is doubt as to the relevant person to report this to, advice should be sought from the AFBE-UK Safeguarding lead.

When working with children, staff, volunteers and contractors should never:



- ☐ Spend time alone with children away from other adults
- ☐ Have inappropriate physical or verbal contact with children
- ☐ Do things of a personal nature for children that the child can do for themselves
- ☐ Allow children to use inappropriate language unchallenged
- ☐ Allow bullying of one child by another to go unchecked
- ☐ Make suggestive or derogatory remarks or gestures in the presence of children
- ☐ Show favouritism to any one child
- ☐ Become complacent on the (spurious) grounds that “it could never happen to me”
- ☐ Let any allegations a child makes go unrecorded
- ☐ Use any type of social media to contact a young person or respond to any contact initiated by the young person
- ☐ Contact a young person via any personal email addresses always use a school email address or make contact via the teacher

Examples of unacceptable behaviour

- ☐ Distressing a child by shouting at them or calling them derogatory names
- ☐ Slapping or holding a child in such a way that it causes pain or distress
- ☐ Physically restraining a child except to protect them from harming themselves or others
- ☐ Allowing, or engaging in, inappropriate touching of any kind or taking part in contact games
- ☐ Doing things of a personal nature for children that the child can do for themselves or an accompanying adult can do for them this includes accompanying a child to the toilet
- ☐ Engaging in sexually suggestive behaviour within a child’s sight or hearing, or making
- ☐ Suggestive remarks to or within earshot of a child
- ☐ Giving or showing to a child anything that could be construed as pornographic.

V. Reporting Concerns

If in relation to a child, any staff or contractor have welfare concerns and/or indicators of possible abuse or



neglect they should notify the accompanying teacher and/or the relevant Designated Person for Safeguarding Children in the child's school.

Volunteers are encouraged to share any concerns with an AFBE-UK team member present.

AFBE-UK staff should record their concerns and the action taken in sharing those concerns using the confidential "concerns and complaints reporting system" and are encouraged to talk to their AFBE-UK Lead for Child Protection.

Doing so promptly will enable those concerns to be referred to the appropriate organisation.

VI. Confidentiality

We recognise that all matters relating to child protection are confidential.

Staff, volunteers and contractors should only receive and/or circulate personal information about a child on a need to know basis.

All staff, volunteers and contractors who perform services on behalf of the AFBE-UK or represent the AFBE-UK must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being or that of another.

VII. Allegations against staff, volunteers and contractors

Staff, volunteers and contractors should take care not to place themselves in a vulnerable position with a child. It is always advisable that your work with individual children is conducted in view of other adults (see "Code of Behaviour" above).

We understand that a child may make an allegation against a member of staff, volunteer or contractor. If such an allegation is made to the AFBE-UK, the member of staff receiving the allegation shall immediately inform the AFBE-UK's Chairs. The AFBE-UK and its Board members may discuss the content of the allegation with the head teacher or CPO of the school or college, with an investigating officer or with a legal professional, before discussing the details with the member of staff, volunteer or contractor concerned.

VIII. Whistleblowing

We operate a Whistleblowing Policy to enable employees and volunteers to report illegal activities, wrongdoing or malpractice, details of which may be found in the AFBE-UK Employee Handbook and the AFBE-UK Code of Conduct. Staff or Volunteers who have a complaint in relation to child safeguarding should raise it under the Whistleblowing Policy.

IX. Risk Assessments (Health and Safety)

Any activity undertaken on behalf of the AFBE-UK should be appropriate to the age of the people involved, should be properly managed and supervised and should have an up to date Risk Assessment (RA) that should specifically consider any child protection issues.

X. Photography and filming

Permission must always be obtained before any images are taken of young people

Images must never be published without checking the relevant permissions have been obtained. Individual young people must never be named when publishing images.

Scheme guidance must provide information on the use of media and the arrangements for ensuring young people can opt-out at any stage.

Adults need to remain sensitive to any children who appear uncomfortable, for whatever reason, and should recognise the potential for such activities to raise concerns or lead to misunderstandings. It is not appropriate for adults to take photographs of children for their personal use or to store them on personal phones or other devices.



In order to comply with the above guidance and the requirements of the Data Protection Act 2018, the AFBE-UK recommends the following:

Images taken by, or on behalf of the AFBE-UK and subsidiary companies:

- ☐ Written consent to take photographs of children and to subsequently use/reproduce those photographs should be obtained from the relevant parent or guardian or, in the case of school groups, the relevant school authority.
- ☐ “Informed consent” requires that clear and sufficient information is given for them to have a broad appreciation of how the photograph(s) is/are going to be used and the consequences of consenting to such use. They should also be informed of the likely retention period of the photograph and that at the end of the period the images will be disposed of securely.
- ☐ The AFBE-UK will ensure that any photographic images will be securely electronically stored, accessible to a limited number of AFBE-UK staff and an electronic copy of the permission form stored with the image. How it will be stored and who will have access should be stipulated on the permission form (e.g. secure servers, accessible by AFBE-UK staff). The AFBE-UK shall store images in accordance with the provisions of the AFBE-UK Data Protection Policy regarding retention of personal data.
- ☐ Consent is not transferable to a third party and further explicit consent may be required.

The employee, volunteer or contractor must:

- ☐ Use an AFBE-UK Photography consent form
- ☐ The images and permission forms must be forwarded securely to the AFBE-UK; and any copies of the images destroyed.

XI. Electronic Safety (Use of Web –based Technologies)

(Extract from “Are they Safe and, safeguarding-standards-and-guidance”)

Guidance on electronic safety, including internet use, use of mobile devices, photographs, video/digital equipment and websites, chat rooms and games as well as other digital technologies/social media, social networking sites, Facebook, Instagram, Snapchat, Twitter and new applications which can carry risks that are exploited by some who want to abuse children or used to bully or humiliate others.

- ☐ AFBE-UK volunteers, board members and contractors are obligated to use web based and associated technologies responsibly and safely.
- ☐ All activities will require consideration for keeping young people safe and where necessary informing them of how to keep themselves safe in the virtual world.
- ☐ Parents and carers will be made aware of any new development in technology use and supported in how best to protect their children.



- ☐ Children and young people will be given every opportunity to learn that whilst using all technologies (as defined in first paragraph of this section) that they have the right to be treated with respect, and that others have the right to be treated respectfully by them. They should be taught and encouraged not to put up with any behaviour from adults, children and young people that makes them feel threatened, and to avoid behaving in this way themselves.
- ☐ All children, young people and workers should be made aware of how young people grooming takes place in preparation for abuse via the internet and mobile technologies and how to protect themselves.
- ☐ Cyberbullying is ‘the use of Information and Communications Technology, particularly mobile phones and the internet, deliberately to upset someone else’ (Department for Children, Schools and Families, 2007). Bullying can occur in any group of children or young people, and sometimes between adults. It can take many forms and, as we have seen, is often perpetrated remotely by, for example, using mobile devices, email, instant messenger or social networking sites, when it is known as ‘cyberbullying’.
- ☐ AFBE-UK will investigate any indication of cyberbullying amongst all its participants where evidence of cyberbullying is found. This will be documented and reported to AFBE-UK Safeguarding Lead who will then inform the school's representative of the behaviour. Where bullying becomes serious enough and identified as illegal this will be reported to the Local Safeguarding board as well as the police as required by relevant procedures.
- ☐ AFBE-UK will inform young people of who the Safeguarding lead is at the start of activities and by pamphlets and information cards. It will be explained to young people that the safeguarding lead is the point of contact if they are being bullied.

XII. What to do if an accident happens

If emergency services are involved, any incident will be treated as a major incident and the AFBE-UK Major Incident Procedure must be followed.

As part of the planning for each AFBE-UK event, the event organiser must establish who the designated lead for that event is in the event of an accident or incident. This must be communicated to all AFBE-UK staff, contractors and volunteers assisting at that event. (If the event is at an educational establishment, it will normally be a teacher. If the event is on the premises of a company, then it may be a H&S officer at the company). The event organiser must ensure all AFBE-UK staff are aware of how to contact the designated first aiders at each event location. Staff who do not hold a current first aid qualification must not administer first aid except in exceptional circumstances.

Accidents and first aid administered at any event organised by AFBE-UK must be recorded in the accident book for the scheme or region and a copy should be provided to the event site. This must be recorded even if the school/company says they have logged it in their own records.

XIII. What to do if a child is unattended or lost

Responsibility for children at events remains with the teacher at all times.

If you see a child who seems unattended or who is definitely lost, introduce yourself, find out their name, and ask



them to come with you to the reception point /main entrance /designated meeting place.

XIV. What to do if a child is abusive or violent to you

Following such an incident it is important that the following steps are taken:

- ☐ Ensure the safety of all those involved in the incident including any other children.
- ☐ Gain appropriate first aid or medical attention for anyone injured.
- ☐ Adhere to local procedures for the educational establishment concerned and allow the responsible teacher to take control of the situation
- ☐ Once the situation is calm, parents / carers should be informed of the incident as quickly as possible.
- ☐ The incident itself must be formally recorded according to the procedures operating in the premises in which the incident occurs. Should local procedures not exist, refer to the AFBE-UK incident reporting decision tree for details of what further action to take.

XV. Relevant Useful Resources for Learning

- I. <https://learning.nspcc.org.uk/safeguarding-child-protection/children-from-black-asian-minoritised-ethnic-communities>
- II. <https://learning.nspcc.org.uk/research-resources/podcast#skip-to-content>



SAFE RECRUITMENT POLICY

Contents

1. Purpose.....	4
2. Scope.....	4
3. Recruitment Principles.....	4
4. Recruitment Process.....	5
5. Application Process.....	6
6. Interviews.....	6
8. References.....	7
9. Identity Checks	7
10. Right to Work Checks.....	8
11. Criminal Record Checks	8
12. Risk Assessment	8
13. Induction	8
14. Probation.....	9
15. Volunteers.....	9
16. Contractors and Consultants	9
17. Recruitment Records.....	10
18. Recruitment of Ex-Offenders.....	10
19. Responsibilities	10
20. Monitoring	11
21. Review	11
Relevant Useful Resources for Learning	11



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AFBE-UK - Safe Recruitment Policy

AFBE-UK is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Safe recruitment forms an essential part of this commitment by ensuring that all staff, trustees and Board members, contractors and volunteers are recruited through robust and transparent procedures designed to:

- protect children and vulnerable adults;
- recruit suitable people with appropriate skills and values;
- minimise safeguarding risks;
- comply with UK legislation and good practice.

This policy should be read alongside the:

- Safeguarding Policy
- Code of Conduct
- Equality, Diversity and Inclusion Policy
- Data Protection Policy
- Volunteer Policy

This policy will be reviewed annually and updated where necessary

Signed

Nike Folayan
Director and Co-Founder

Next review due: 05/08/2027



1. Purpose

AFBE-UK is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Safe recruitment forms an essential part of this commitment by ensuring that all staff, trustees and Board members, contractors and volunteers are recruited through robust and transparent procedures designed to:

- protect children and vulnerable adults;
- recruit suitable people with appropriate skills and values;
- minimise safeguarding risks;
- comply with UK legislation and good practice.

This policy should be read alongside the:

- Safeguarding Policy
- Code of Conduct
- Equality, Diversity and Inclusion Policy
- Data Protection Policy
- Volunteer Policy

2. Scope

This policy applies to:

- Employees
- Trustees
- Board Members
- Volunteers
- Mentors
- Sessional workers
- Contractors
- Consultants
- Interns
- Agency workers

This policy also applies to anyone acting on behalf of AFBE-UK

3. Recruitment Principles

AFBE-UK will ensure recruitment processes are:

- Fair



- Transparent
- Inclusive
- Merit-based
- Consistent
- Free from unlawful discrimination

Safeguarding considerations will be embedded throughout every stage of recruitment.

4. Recruitment Process

AFBE-UK recognises that safer recruitment extends beyond pre-employment checks. Creating a culture where safeguarding is everyone's responsibility includes appropriate induction, ongoing supervision, regular safeguarding training, performance management and prompt action where concerns arise.

Every recruitment exercise should normally include:

Workforce Planning

Before advertising, managers should determine:

- purpose of the role
- safeguarding responsibilities
- level of supervision
- DBS eligibility
- required competencies
- funding approval

Job Description

Each role should include:

- purpose
- duties
- safeguarding responsibilities
- reporting line
- required qualifications
- experience
- behavioural expectations

Where appropriate:

"This role involves working with children and/or vulnerable adults and is subject to satisfactory safeguarding checks."

Person Specification

Selection criteria should include:



Essential

- Relevant experience
- Technical competence
- Integrity
- Professionalism
- Communication skills
- Commitment to safeguarding

Desirable

- Experience working with diverse communities
- Experience supporting young people
- STEM outreach experience
- Mentoring experience

Advertising

Roles should:

- promote AFBE's commitment to safeguarding;
- encourage applications from underrepresented groups;
- explain that safeguarding checks will be required where appropriate.

5. Application Process

Applicants should complete an application form or submit a CV and supporting statement.

Recruitment should seek a full employment history where appropriate.

Applicants may be asked to explain:

- employment gaps
- career breaks
- safeguarding issues relevant to the role

6. Interviews

At least two interviewers should be involved where practicable.

Interviews should assess:

- technical ability
- behaviours
- motivation
- safeguarding awareness



- suitability for working with young people

Safeguarding questions should be asked where relevant.

Example:

Tell us about a time you had to deal with a safeguarding concern.

7. Appointment Approval

No appointment shall be confirmed until all required pre-employment checks have been satisfactorily completed, including (where applicable):

- identity verification;
- right to work checks;
- references;
- DBS or Disclosure Scotland checks;
- qualification verification;
- any safeguarding risk assessment.

The appropriate recruiting manager shall confirm that all requirements have been met before employment or volunteering commences.

8. References

At least two references should normally be obtained before appointment for roles involving regular engagement with children or vulnerable adults.

References should:

- verify employment
- assess suitability
- identify safeguarding concerns where appropriate

References should be retained securely.

9. Identity Checks

Successful applicants should provide evidence of identity before commencing work.

Examples include:

- Passport
- Driving licence
- Right to Work documentation

Where required:

- qualification certificates



- professional registrations

10. Right to Work Checks

AFBE-UK will comply with UK immigration legislation by verifying an individual's right to work before employment begins.

11. Criminal Record Checks

DBS requirements will follow AFBE's Safeguarding Policy.

Depending on the role this may include:

- No check required
- Basic DBS
- Standard DBS (where legally applicable)
- Enhanced DBS
- Enhanced DBS with Barred List checks

Disclosure Scotland checks will be used where appropriate.

No individual requiring a satisfactory DBS clearance should begin unsupervised work until the appropriate checks have been completed unless a documented risk assessment has been approved by the Safeguarding Lead. This reflects the safeguarding arrangements already described in the existing policy.

12. Risk Assessment

Where urgent appointments are necessary before checks are complete, AFBE-UK may carry out a written risk assessment including:

- level of supervision
- restricted duties
- safeguarding controls
- approval by the Safeguarding Lead

13. Induction

All new personnel must complete induction before commencing safeguarding-related activities.

Induction includes:

- Safeguarding Policy
- Code of Conduct
- Reporting procedures
- Health and Safety



- Equality and Diversity
- Data Protection
- Information Security

Mandatory safeguarding training must be completed in accordance with the Safeguarding Policy before any unsupervised contact with children or vulnerable adults.

14. Probation

Employees should normally complete a probationary period.

During probation managers should assess:

- performance
- behaviour
- professionalism
- safeguarding practice
- suitability

15. Volunteers

Volunteers are recruited proportionately according to the level of risk.

Where required they must complete:

- application
- interview or informal discussion
- references (where appropriate)
- DBS check (where applicable)
- safeguarding training
- induction

Volunteer recruitment should align with the programme matrix contained within the Safeguarding Policy.

16. Contractors and Consultants

Contractors working with children or vulnerable adults must demonstrate that:

- safeguarding requirements are understood;
- required background checks have been completed;
- staff provided to AFBE meet AFBE safeguarding requirements.



17. Recruitment Records

AFBE-UK will maintain secure records including:

- applications
- interview notes
- references
- DBS numbers (not copies unless legally permitted)
- identity verification
- training completion
- recruitment decisions
- evidence of right to work checks

Records will be retained in accordance with the Data Protection Policy and UK GDPR.

18. Recruitment of Ex-Offenders

AFBE-UK will comply with the DBS Code of Practice.

A criminal conviction will not automatically prevent appointment.

Each case will be considered based on:

- relevance to the role
- seriousness
- safeguarding risk
- time elapsed
- evidence of rehabilitation

19. Responsibilities

Board

Responsible for ensuring effective governance and oversight.

Safeguarding Lead

Responsible for:

- safeguarding compliance
- DBS oversight
- recruitment advice
- risk assessments

Hiring Managers

Responsible for:

- following recruitment procedures
- maintaining records



- completing pre-employment checks

All Staff

Responsible for raising concerns if recruitment procedures have not been followed.

20. Monitoring

AFBE-UK will periodically review:

- recruitment files
- DBS renewals
- safeguarding training completion
- recruitment compliance
- incidents and lessons learned
- Completion of mandatory pre-employment checks;
- Compliance with safer recruitment procedures;
- Lessons learned from safeguarding reviews

21. Review

This policy will be reviewed annually or sooner if:

- legislation changes;
- safeguarding guidance changes;
- serious incidents occur;
- organisational structure changes.

Relevant Useful Resources for Learning

- ☐ NSPCC – Safer Recruitment Guidance
- ☐ Disclosure and Barring Service (DBS)
- ☐ Charity Commission CC30 – Finding New Trustees
- ☐ Working Together to Safeguard Children
- ☐ Keeping Children Safe in Education (for reference where AFBE works with schools)
- ☐ ACAS Recruitment Guidance