



## **Safer Recruitment Policy**

Autism Mentors Ltd – Neurodiversity Mentoring/Support Services

Location: Oxfordshire, UK

Date: 1st September 2025

Next Review Date: September 2026

### **1. Purpose and Scope**

This policy ensures that Autism Mentors Ltd applies robust, consistent, and fair recruitment procedures to safeguard the welfare of neurodivergent children, young people, and vulnerable adults in Oxfordshire. As a provider of mentoring and care support, we are responsible for ensuring all individuals working or volunteering with us are appropriately vetted and trained.

This policy follows guidance from:

- Keeping Children Safe in Education (KCSIE) – DfE (2024)
- Working Together to Safeguard Children – HM Government (2023)
- Safeguarding Adults in Oxfordshire Multi-Agency Policy
- Oxfordshire County Council Safeguarding Children Board (OSCB)
- Rehabilitation of Offenders Act 1974 (Exceptions Order 1975)
- Data Protection Act 2018 & UK GDPR
- Equality Act 2010

It applies to all staff, freelancers, sessional workers, and volunteers.

## **2. Key Principles of Safer Recruitment**

- The safety and welfare of children, young people, and vulnerable adults is paramount.
- Recruitment decisions will be made fairly and transparently, considering experience, competence, values, and safeguarding awareness.
- We actively support a neurodiverse and inclusive workforce and value lived experience.
- All safeguarding concerns will be handled in line with local and national policy.

## **3. Recruitment and Selection Procedures**

### **3.1 Job Design & Advertising**

- Job descriptions clearly state safeguarding responsibilities and reflect our commitment to equality and neurodiversity.
- Roles involving regulated activity are clearly marked, and adverts confirm our commitment to child and adult safeguarding.
- We advertise in inclusive and appropriate spaces, and welcome applicants with lived experience of neurodivergence.

### **3.2 Application Process**

- Applicants must submit a completed application form or CV with a supporting statement.
- We assess all candidates against a clear person specification.
- We are committed to making reasonable adjustments for neurodivergent applicants.

### **3.3 Shortlisting & Interviewing**

- At least one panel member is trained in Safer Recruitment (via OSCB or equivalent).
- Gaps in employment history will be addressed.
- Interviews include safeguarding-related questions and explore values, motivations, and attitudes toward working with vulnerable individuals.

### **3.4 Pre-Employment Checks**

Before a role is confirmed, we carry out:

- Enhanced DBS check with Children's and/or Adults' Barred List checks (if in regulated activity).
- Two references, including the most recent employer or placement supervisor.
- Right to work in the UK verification.
- Identity and qualifications check.
- Where applicable, professional registration checks (e.g. Social Work England).

We follow the DBS Code of Practice and Oxfordshire Safeguarding Board guidelines when processing disclosures.

### **3.5 Conditional Offer & Induction**

- Offers of work are conditional on all checks being completed satisfactorily.
- Staff receive an induction covering safeguarding policies, procedures, whistleblowing, and our Code of Conduct.
- A probationary period (usually 3–6 months) applies for all new staff.

## **4. Ongoing Safeguarding Culture**

We maintain a proactive safeguarding culture by:

- Requiring staff to complete OSCB safeguarding training.
- Conducting annual safeguarding refreshers.
- Holding regular supervisions and reflective practice.
- Encouraging a speak-up culture where staff feel able to raise concerns.

## **5. Data Protection and Confidentiality**

- All recruitment records are processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
- DBS certificates are not retained longer than six months and are stored securely.

## 6. Breaches of Policy

Failure to follow this policy may result in disciplinary action, up to and including dismissal. Any allegations or safeguarding concerns are reported in line with Oxfordshire's safeguarding procedures.

## 7. Monitoring and Review

This policy is reviewed annually, or following:

- Legislative updates,
- A safeguarding incident,
- Changes in OSCB guidance.

## 8. Local Safeguarding Contacts

- Oxfordshire Safeguarding Children Board (OSCB):

Website: <https://www.oscb.org.uk>

LADO (Local Authority Designated Officer):

[lado.safeguardingchildren@oxfordshire.gov.uk](mailto:lado.safeguardingchildren@oxfordshire.gov.uk)

Tel: 01865 810603

- Multi-Agency Safeguarding Hub (MASH):

Website: <https://www.oxfordshire.gov.uk/mash>

Email: [mash-children@oxfordshire.gcsx.gov.uk](mailto:mash-children@oxfordshire.gcsx.gov.uk)

Tel: 0345 050 7666

Out of hours: 0800 833 408

- Oxfordshire Safeguarding Adults Board (OSAB):

Website: <https://www.osab.co.uk>

Adult Safeguarding Team: [safeguarding.adults@oxfordshire.gov.uk](mailto:safeguarding.adults@oxfordshire.gov.uk)

Tel: 0345 050 7666

- Disclosure and Barring Service (DBS):  
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

## Policy Approval

Signed: 

Name: Michelle Wray [Director/DSL]

Date: 1/9/25