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POLICY TEMPLATE · CHILDREN'S HOMES

Safer Recruitment Policy

Editable Word policy template
built around Reg 32 and Schedule 2

- Every Schedule 2 check, step by step
- Enhanced DBS with barred list
- Gaps, references, reasons for leaving
- Level 3 Diploma timescales
- Single central record template



Ofsted checks personnel files at the registration visit

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Safer Recruitment Policy

What's in the full version

- **Safer recruitment policy**
- **Pre-employment checklist**
- **Single central record template.**
- **Interview record with safeguarding questions.**
- **Employment history and gaps record.**
- **Exceptional early start record (Regulation 32(7)).**
- **Agency worker confirmation form.**

Pages in this sample

– Safer Recruitment Policy (first page)
– Safer Recruitment Policy (page 2)

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Safer Recruitment

How we recruit, check and appoint staff under regulation 32 and Schedule 2

DOCUMENT CONTROL

Organisation	[Organisation name]
Home	[Home name and address]
Setting type	Children's home (England)
Document title	Safer recruitment and selection policy (regulations 32–33 and Schedule 2)
Version	[1.0]
Approved by	[Name and role — Registered Manager / Responsible Individual]
Date approved	[DD/MM/YYYY]
Next review date	[DD/MM/YYYY — at least annually, and after any significant change]
Day-to-day owner	[Registered Manager — name]
Related documents	[Staff employment policy (induction, probation, supervision, appraisal)]; [Disciplinary procedure]; [Safeguarding and child protection policy]; [Data protection policy]; [Statement of purpose]

How to use this template: This is an editable policy template, not a finished document, and it is not legal advice. Replace every item in [square brackets] with your own details. Set the role titles, panel arrangements and timescales to match your home. Section 9 and Appendix A list the Schedule 2 checks the law requires: do not remove any of them. Ofsted will look at personnel files at the registration visit, so make sure what you write here is what you actually do. Have the registered person approve it before use. Delete every shaded guidance box (including this one) before you issue it. The Sources section at the end lists the public materials this template was written from, which were checked in November 2026. Always confirm that those materials are still current before you rely on them.

What's in this policy

- 1 Purpose and scope
- 2 Who does what
- 3 The law and guidance
- 4 Our safer recruitment principles
- 5 Before we advertise
- 6 Applications
- 7 Shortlisting
- 8 Interviews and visits to the home
- 9 Pre-employment checks (Schedule 2 and more)
- 10 DBS checks
- 11 Starting before every check is back
- 12 Agency and bank staff
- 13 Qualifications: the Level 3 Diploma
- 14 The single central record and personnel files
- 15 After appointment
- 16 Monitoring and review
- Appendix A Pre-employment checklist (one per person)

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- Appendix B Single central record template
- Appendix C Interview record and safeguarding questions
- Appendix D Employment history and gaps record
- Appendix E Exceptional early start record (regulation 32(7))
- Appendix F Agency worker confirmation
- Sources used in preparing this template

1 Purpose and scope

This policy sets out how [Organisation name] recruits people to work at the home so that only safe, suitable people work with children. It applies to every post: care staff, managers, the responsible individual, ancillary staff (cooks, cleaners, maintenance), bank staff, students on placement and volunteers. Section 12 covers agency staff.

Safer recruitment is one part of keeping children safe. It works alongside induction, supervision, a culture where staff speak up, and the safeguarding and allegations procedures.

2 Who does what

Role	Name, phone, email
Responsible Individual	[Name, phone, email] — recruits and checks the Registered Manager
Registered Manager	[Name] — owns this policy; signs off every appointment at the home
HR / recruitment administrator	[Name or provider] — runs checks, keeps the single central record
Safer-recruitment-trained panel members	[Names]
DBS umbrella body / registered body	[Name, account number]

3 The law and guidance

- **Regulation 32(1).** Staff must be recruited using procedures designed to ensure children's safety.
- **Regulation 32(2)–(3).** A person may only work at the home (or, if employed by someone else, work there with regular contact with children) if they are of integrity and good character; have the right experience, qualification and skills; are mentally and physically fit for the work; and full and satisfactory information is available on every Schedule 2 matter.
- **Schedule 2.** Proof of identity with a recent photograph; an enhanced DBS certificate with suitability information (barred list) for the relevant workforce; two written references including the most recent employer; verification, as far as reasonably practicable, of why any work with children or vulnerable adults ended; evidence of relevant qualifications; and a full employment history with a satisfactory written explanation of any gaps.
- **Regulation 32(4)–(6).** Care staff must hold the Level 3 Diploma for Residential Childcare (England), or a qualification the registered person considers equivalent, within 2 years of starting in a care role in a home (section 13).
- **Regulation 32(7)–(8).** The narrow exception for starting before some checks are back, and supervision of other people working at the home (section 11).
- **Regulation 33(1)(c).** Every employee must have a job description.
- **Ofsted.** "Children's homes: recruiting staff" (updated 15 June 2023) on references, exceptional starts, agency staff, shadow shifts and interviews; and "Apply to register a children's home" (updated 10 July

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