

Xpact Safer Recruitment Policy

1. Introduction

At Xpact, we are committed to safeguarding and promoting the welfare of children (anyone under 18) and vulnerable adults at risk. This policy supports our efforts to recruit safely and is designed in accordance with:

- *Keeping Children Safe in Education (KCSIE), 2025*
- The Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012
- Relevant DBS guidance and vetting procedures across the UK and internationally

This policy applies to all staff, mentors, contractors, and volunteers, including those delivering mentoring via online and gaming platforms.

2. Aims and Principles

The purpose of this policy is to:

- Deter unsuitable individuals from applying to work with children and adults at risk
- Identify and reject unsuitable candidates through appropriate vetting
- Ensure all recruitment decisions prioritise safety and safeguarding
- Comply with national legislation, safer recruitment standards, and KCSIE 2025

Xpact ensures that all staff involved in recruitment are trained in safer recruitment practices.

3. Role Assessment and Advertising

Before recruitment:

- Each role is assessed to determine whether it involves regulated activity
- Role descriptions clearly state safeguarding responsibilities and, where applicable, the requirement for a DBS check
- All job adverts include a safeguarding statement to reflect our commitment to child protection and safe working practices

4. Application Process

All applicants must complete an application form and provide:

- Full employment history (paid and voluntary), including explanations for any gaps
- Education, qualifications, and training history
- Relevant skills and experience
- Names and contact details of at least two referees (one being the most recent employer)

Xpact reserves the right to reject incomplete applications or those with unexplained gaps in employment.

5. Interviews and Selection

Shortlisted candidates will be invited to an interview, which may include:

- Values-based and safeguarding-related questions
- Skills and competency assessments relevant to the role
- Discussion around any gaps or changes in employment history

All selection decisions are made by at least two trained individuals to ensure objectivity and compliance with safer recruitment standards.

6. Pre-Employment Vetting and DBS Checks

For all roles involving children or vulnerable adults, the following checks are required prior to appointment:

- Enhanced DBS check, with Barred List check for regulated activity
- Right to work in the UK
- Verification of qualifications and professional memberships
- Overseas criminal records check, where relevant
- Online presence review (for roles involving remote mentoring via gaming)

Xpact is exempt from the Rehabilitation of Offenders Act 1974, so all applicants must declare any unspent and unprotected spent convictions relevant to the role.

7. Criminal Record Checks – Country Specific

- England and Wales: Enhanced DBS and Barred List checks

- Scotland: Membership of the Protecting Vulnerable Groups (PVG) Scheme
- Northern Ireland: Enhanced check via AccessNI
- United States: FBI Criminal Record History (via direct or approved channel)
- Australia: Australian Police Check
- Other countries: Checks conducted in accordance with UK Home Office guidance for overseas criminal records

Xpact may withdraw an offer of employment or engagement if vetting is unsatisfactory or incomplete within a reasonable timeframe.

8. Induction, Probation and Ongoing Monitoring

All new staff and mentors receive:

- A structured induction covering safeguarding, online safety, and professional conduct
- Access to Xpact's full suite of safeguarding policies and procedures
- A probationary period during which conduct, performance, and attendance are monitored

For online and gaming-based mentoring, we apply enhanced supervision and periodic session moderation to uphold safeguarding.

9. Contractors and Third Parties

All contractors and freelancers who work in regulated activity or with access to children or vulnerable adults must:

- Provide a valid Enhanced DBS (with Barred List check if applicable)
- Comply with this Safer Recruitment Policy
- Agree to any additional vetting required under specific service agreements

We reserve the right to terminate a contract if safeguarding requirements are not met.

10. Single Central Record and Data Protection

Xpact maintains a Single Central Record (SCR) of all vetting checks in line with KCSIE 2025. All recruitment-related information is processed in compliance with the UK GDPR and Data Protection Act 2018.

11. Policy Review

This policy is reviewed annually or in response to updates in legislation, guidance, or internal safeguarding procedures.

- Last reviewed: September 2025
- Next review due: September 2026
- Policy Owner: E Collins Designated Safeguarding Lead