



# TOMORROW'S TALENT, TODAY

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## INTRODUCTION - Safer Recruitment Policy

At D4 Digital Limited, we are committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. We believe that safer recruitment practices are essential to ensure that individuals who may pose a risk to these groups are not employed by or through our agency. This policy outlines the procedures and measures we take to ensure a rigorous recruitment process that promotes safety and integrity.

## SCOPE

This policy applies to all recruitment activities conducted by D4 Digital Limited, including permanent, temporary, and contract positions. It covers all stages of the recruitment process, from advertising vacancies to onboarding new hires.

## OBJECTIVES

- To ensure that all recruitment activities are conducted in a fair, transparent, and consistent manner.
- To identify and deter individuals who may pose a risk to children, young people, and vulnerable adults.
- To comply with all relevant legislation, including the Children Act 1989, Safeguarding Vulnerable Groups Act 2006, and the Equality Act 2010.

## SELECTION PROCESSES

### Job Advertisements

- All job advertisements will clearly state our commitment to safeguarding and the requirement for successful candidates to undergo a thorough vetting process.

### Application Process

- Applicants will be required to complete a detailed application form, including a full employment history and explanations for any gaps in employment.

### Shortlisting

- Shortlisting will be conducted by at least two individuals to ensure fairness and consistency.
- All applications will be assessed against the selection criteria relevant to the role.

#### Interviews

- Structured interviews will be conducted, with a focus on the candidate's suitability for working with children, young people, and vulnerable adults.
- At least one member of the interview panel will have received training in safer recruitment.

#### Pre-Employment Checks

- Identity Check: Verification of the candidate's identity using official documents.
- Right to Work: Ensuring the candidate has the legal right to work in the country.
- Criminal Record Check: Enhanced Disclosure and Barring Service (DBS) checks for roles involving work with children, young people, and vulnerable adults.
- References: Obtaining at least two professional references, including one from the most recent employer. References will be verified by direct contact.
- Qualification Check: Verification of professional qualifications and memberships relevant to the role.
- Medical Clearance: Ensuring the candidate is medically fit for the role, where applicable.

#### TRAINING AND AWARENESS

- All staff involved in recruitment will receive training on safer recruitment practices.
- Regular updates and refresher courses will be provided to ensure ongoing compliance and awareness of current best practices.

#### REVIEWS

- The implementation of this policy will be regularly monitored by the HR department.
- An annual review of recruitment practices will be conducted to identify any areas for improvement.
- Feedback from staff and candidates will be sought to continuously improve our recruitment processes.

#### REPORTING CONCERNS

- Any concerns regarding the recruitment process or the conduct of a candidate should be reported immediately to the HR department.
- All reports will be taken seriously and investigated promptly and thoroughly.

#### QUALITY AND DIVERSITY

- We are committed to promoting equality and diversity in all our recruitment activities.
- All candidates will be treated fairly and with respect, regardless of age, disability, gender, race, religion, or sexual orientation.

#### DATA PROTECTION

- All personal data collected during the recruitment process will be handled in accordance with the Data Protection Act 2018 and our Data Protection Policy.
- Information will be stored securely and only used for the purposes of recruitment.

#### CONCLUSION

D4 Digital Limited is dedicated to ensuring the safety and well-being of all individuals who come into contact with our services. By adhering to this Safer Recruitment Policy, we aim to create a safe and supportive environment for everyone. For further information or if you have any questions regarding this policy, please contact your line manager.

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Thank you for your commitment to maintaining high standards of safety and integrity in our recruitment processes.



Chris Hunter – Managing Director