Safer Recruitment and Selection Policy

Policy and procedure

Organisation	Moment of Truth Well-being Group Ltd
Owner	Sharon Boyd, Director
Status	Version 1.0 September 2026 | Review September 2027
Approval	Approved by: Lea Cole Date: 01/09/26
Complete before issue	Registered office, named deputies, contact routes and role-specific details

Purpose and scope

MOT recruits fairly and verifies that people are suitable, competent and safe for their actual duties. The level of checking is role-based and lawful; a DBS check is not a substitute for safer recruitment.

Planning and advertising

- Current role description, person specification, status and safeguarding risk assessment.
- Objective essential/desirable criteria and structured assessment.
- State safeguarding commitment, checks, eligibility, location, pay/rate and reasonable-adjustment route.
- Do not request unnecessary health, criminal or protected-characteristic information.

Selection

- Use consistent questions and scoring with at least two assessors for safeguarding roles where practicable.
- Explore employment gaps and inconsistencies without discriminatory assumptions.
- Verify identity, right to work, qualifications, professional status, sanctions/restrictions and references.
- Obtain appropriate enhanced DBS and barred-list information only where legally eligible.
- Assess overseas history and additional evidence proportionately; complete risk assessment where information is unavailable.

References and checks

Seek suitable references, normally including the most recent relevant employer, and verify authenticity. Record DBS outcome details permitted for recruitment; do not routinely retain certificate copies beyond lawful need.

Conditional offer and induction

Offers state unmet conditions. No regulated or unsupervised practice begins until required checks and authorisation are complete. Concerns are assessed fairly with relevance, seriousness, circumstances and safeguards.

Recruitment record

Retain criteria, scores, reasons, adjustments and checks under the retention schedule. Monitor outcomes for inequality.

Legal and professional reference points

- Equality Act 2010
- Rehabilitation of Offenders Act 1974 and Exceptions Order
- Safeguarding Vulnerable Groups Act 2006
- Immigration, Asylum and Nationality Act 2006
- Working Together to Safeguard Children 2026
- Keeping Children Safe in Education 2026 where applicable
- DBS Code of Practice

Legal and guidance check completed September 2026. Review sooner if law, guidance, contracts, services or organisational arrangements change.