



ELEVATED UP CIC

Safer Recruitment & DBS Policy

Policy	Safer Recruitment & DBS Policy
Organisation	Elevated Up CIC, Unit 2 Winster Grove, Birmingham, West Midlands, B44 9EG (Company No. 16143711)
Version	1.0
Approved by	Board of Directors
Date approved	June 2026
Date of next review	June 2027
Policy owner	Board of Directors

1. Purpose

Elevated Up CIC is committed to recruiting staff and volunteers safely, so that the people who work with our children, young people and adults at risk are suitable to do so.

2. Our recruitment process

1. A clear role description setting out the responsibilities and any safeguarding duties.
2. An application or expression of interest, followed by a face-to-face or online interview.
3. Verification of identity and the right to work in the UK.
4. At least two references, including one from a recent role involving children or vulnerable people where possible.
5. A self-declaration of any relevant convictions or concerns.
6. A satisfactory DBS check at the appropriate level before starting in regulated activity.

3. DBS checks

Everyone working in regulated activity with children or adults at risk undergoes an Enhanced DBS check with the relevant barred-list check. We do not allow anyone to work unsupervised with children or adults at risk until a satisfactory check is in place.

4. Single central record

We keep a secure record of recruitment checks for every member of staff and volunteer, including DBS reference and date, references taken, and induction and training completed.

5. Sessional and partner staff

Where we work with sessional coaches or partner organisations, we confirm that equivalent safer-recruitment and DBS checks are in place before they deliver activities for us.



6. Ongoing suitability

Staff and volunteers must tell us about any change in circumstances that could affect their suitability to work with children or adults at risk. We renew DBS checks in line with good practice.

7. Review

This policy is reviewed every year.

Approval

Approved on behalf of the Board of Directors:

A handwritten signature in black ink, appearing to read 'Emma Hobbis', is written over a horizontal line.

Emma Hobbis

Director, Elevated Up CIC

Date approved: June 2026