



G&T Events Ltd (trading as Future Survival)

Safe Recruitment Policy

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.

Date written: 2nd June 2025

Date of last update: 2nd June 2025

Date agreed and ratified by: 3rd June 2025, Mr G Broadbent, Director

Date of next full review: 1st June 2026

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

Policy Statement

G&T Events Ltd/Maries is committed to safeguarding and promoting the welfare of children, young people, and adults at risk. We recognise that safe recruitment practices are essential in ensuring the safety of those in our care and the integrity of our services. This policy outlines our approach to recruiting safely, in compliance with relevant recruitment standards and legislative requirements, including those set out by the Disclosure and Barring Service (DBS) and other regulatory bodies.

Scope of the Policy

This policy applies to all recruitment processes for staff, volunteers, and contractors who will have contact with children or adults at risk. It also covers external agencies commissioned to provide services on behalf of the organisation.

Safe Recruitment Practices

Recruitment processes are regularly reviewed and updated to align with national and local safeguarding standards. This policy is reviewed annually or in response to legislative changes.

- Pre-Employment Checks:
 - All applicants must complete a detailed application form. CV-only applications are not accepted.
 - Face-to-face interviews are conducted whenever possible,
 - Verification of identity and qualifications is mandatory. Copies of original documents are obtained and retained securely.
- References:
 - A minimum of two professional and character references are required.
 - References are verified by direct contact with referees.
- Employment History:
 - Previous employment history is checked, with specific attention to any gaps or anomalies.
 - Any discrepancies or concerns are investigated thoroughly.
- Disclosure and Barring Service (DBS) Checks:
 - DBS checks are conducted for all roles involving contact with children or adults at risk.
 - The level of DBS check (standard, enhanced, or enhanced with barred list) is determined by the role's responsibilities.
 - Positive disclosures are managed and recorded in line with organisational procedures.
- DBS Referral Process:
 - G&T Events Ltd/Maries complies with the DBS referral process and will refer individuals who are dismissed or removed from their role for safeguarding concerns.

Induction and Appraisal

All new employees and volunteers undergo a structured induction process, which includes safeguarding training appropriate to their role.

Supervisors conduct regular appraisals and monitoring to ensure compliance with safeguarding responsibilities.



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New hires are subject to a probationary period, with performance reviewed against safer recruitment expectations.

Contractual Requirements for External Agencies

- External agencies commissioned to provide services must demonstrate compliance with safer recruitment practices.
- Contracts include explicit clauses requiring adherence to safeguarding recruitment standards.
- Contract management processes involve regular checks to ensure compliance.

Monitoring and Quality Assurance

- Recruitment practices are reviewed annually to ensure alignment with safer recruitment standards.
- G&T Events Ltd/Maries maintains a secure and auditable record of all recruitment activities, including pre-employment checks, interviews, and reference verifications.
- Any areas of improvement identified during audits are addressed promptly.
- This policy is reviewed annually or sooner if required by changes in legislation or safeguarding standards.
- Updates are communicated to all staff involved in recruitment to ensure continued compliance

Compliance with Legislation and Guidance

This policy is compliant with the following legislation and guidance:

- The Children Act (1989, 2004)
- The Care Act (2014)
- Keeping Children Safe in Education (2020)
- The Safeguarding Vulnerable Groups Act (2006)
- The Disclosure and Barring Service (DBS) Code of Practice

Record Keeping

Detailed records of the recruitment process, including application forms, interview notes, references, and DBS checks, are maintained securely, using workforce or one drive
The organisation has procedures for securely managing and recording positive DBS disclosures.

Reporting and Escalation

Cases requiring a referral to the DBS or other regulatory bodies are managed in line with legal requirements.

Staff responsible for recruitment are trained to recognise and address safeguarding concerns that arise during the hiring process.

By embedding safer recruitment standards into every stage of our hiring process, we ensure a robust system that prioritises the safety and well-being of those in our care.



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