



UNITED CENTRE
of
EXCELLENCE

End Point Assessment Policies

GP25 Safer recruitment Policy

Document History

Version	Date	Reason for Revision	Issued by
V1.1	Jan 2020	Initial release	Harj Dhanjal GP25
V1.2	Nov 2020	Document review during COVID-19 (Continuity plan diagram added)	Alan Bates GP25
V1.3	Jul 2021	Review of the policy for our Ofqual recognition submission	Alan Bates GP25
V1.4	March 2024	Policy review, address changed	Alan Bates
V1.5	July 2025	Review of policy and practices to update our policy	Alan Bates

Area	Original	Updated	Ofqual Reference
Terminology	IFATE	Replaced with Skills England	N/A
Policy Alignment	General safeguarding	Explicit alignment with Conditions A4, A6, B3, G4	A4.1, A6.1, B3.2, G4.2
Legal References	GDPR, RoOA	Updated to UK GDPR, Rehabilitation of Offenders Act 1974	G4
Safeguarding Guidance	KCSIE	Updated to Keeping Children Safe in Education (2023)	A6



Best Practices	General checks	Added reference to Safer Recruitment Consortium and Equality Act 2010	A4, B3
V1.6	January 2026	Update of Office address	Amar Dhanjal

Email: info@UCE.org.uk
Telephone: 01332 480325
Post: UCE Assessment Team
Regus Centre, 3 Centro Pl, Derby DE24 8RF



Contents

Document History	2
Contents	4
Scope	5
General principles	6
Storage and access	6
Handling	6
Retention	6
Disposal	7



Scope.

Safer Recruitment Policy Statement

Aligned with Ofqual General Conditions of Recognition: A4 (Fit for Purpose Staff), A6 (Compliance), B3 (Review of Policies), and G4 (Confidentiality).

This policy also reflects best practices from Keeping Children Safe in Education (2023), the Equality Act 2010, and the Safer Recruitment Consortium guidelines.

Any offer made to a successful candidate is conditional on completing the necessary pre-starter checks and agreeing to any periodic vetting updates if required for the role. UCE ensures all appropriate measures are applied about everyone who works for or volunteers with UCE, including:

- Obtain at least two satisfactory references (typically from previous and current employers) and check previous employment history and gaps in employment, as the company considers appropriate for a role.
- Verifying identity, professional qualifications and right to work in the UK.
- Obtaining an appropriate criminal record check for the job role, as applicable
- Relevant questions about disability and health can be asked of job applicants to establish whether they have the physical and mental capacity for the specific role.
- Where a successful applicant has worked or been a resident overseas, such checks and confirmations as the company may consider appropriate by referring to Keeping Children Safe in Education (2023) so that any relevant events outside the UK can be considered.
- Other screening checks if considered necessary. For instance:
 - Due to role, such as a senior officer, but as stipulated in the job description, if applicable (For instance, Disqualified Director and Bankruptcy and Insolvency Register searches)
 - For an existing employee, if there is an allegation that a person could pose a risk of harm to others, particularly to children, then the guidance in Part 4: Allegations of abuse made against teachers and others within Keeping Children Safe in Education (2023) should be followed.
- Conducting a risk assessment if a potential risk is identified.
- Keeping a single central record detailing the safeguarding checks carried out. Evidence:

Our Safer Recruitment Work Instruction explains the steps to conduct these pre-start checks and how to record any applicable updates undertaken during a person's engagement with UCE. Our selection, pre-start and vetting, induction, probation, development, performance and termination Procedures, and recruitment policy provide details on broader new starter systems. UCE complies with the Rehabilitation of Offenders Act 1974 through the Recruitment of Ex-Offenders Policy.



Code of Practice: Handling, use, storage, retention and disposal of DBS certificates and certificate information

General principles

UCE use an organisation to perform the Disclosure and Barring Service (DBS) checking service to help assess applicants' suitability for positions of trust; UCE Limited complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also fully complies with its obligations under the UK GDPR, Data Protection Act 2018, and other relevant legislation regarding the safe handling, use, storage, retention, and disposal of certificate information. A written policy is available to those who wish to see it on request.

Storage and access

Certificate information is kept securely, with access strictly controlled and limited to those entitled to see it as part of their duties.

Handling

Under section 124 of the Police Act 1997, the certificate information is only passed to those authorised to receive it during their duties. We maintain a record of all those to whom certificates or certificate information has been revealed. It is criminal to pass this information to anyone not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant has given full consent.

Retention



Once a recruitment (or other relevant) decision has been made, certificate information must not be retained unless retention will allow for the consideration and resolution of any disputes or complaints (maximum 90 days) or to complete safeguarding audits (maximum six months).

The usual conditions regarding safe storage and strictly controlled access will prevail throughout this time.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, such as shredding, pulping, or erasing. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g., waste bin or confidential waste sack).

We will not keep any photocopy or other image of the certificate or any copy or representation of a certificate's contents. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

Source: Based on an adapted version of Disclosure Barring Service Handling of DBS Certificate Information, accessed online (<https://www.gov.uk/government/publications/handling-of-dbs-certificate-information/handling-of-dbs-certificate-information>) on 26th January 2021.