



Karate & Dance Federation

***Safer Recruitment & Disclosure
and Barring Service Policy***

Policy Overview Information

Policy Title	Safer Recruitment & Disclosure and Barring Service
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Policy Logistics

This policy is intended for the Karate & Dance Federation, which means that both companies within this umbrella organisation must adhere to the policies and procedures in place. These companies are: Central Karate Academy CIC and Midlands Dance Academy Ltd.

Umbrella organisation and governance structure

The Karate & Dance Federation operates as an umbrella organisation responsible for the strategic governance, safeguarding oversight, and operational standards applied across its constituent entities. While Central Karate Academy CIC and Midlands Dance Academy Ltd are separate legal entities with distinct legal structures, they function collectively under the Federation for the purposes of policy implementation, safeguarding assurance, quality control, and risk management.

All policies issued under the name of The Karate & Dance Federation establish a single, consistent framework of expectations, procedures, and standards that apply across both organisations. This ensures that children, families, staff, volunteers, and external partners experience the same level of protection, professionalism, and accountability regardless of which legal entity is delivering a particular activity.

Where statutory, regulatory, or reporting obligations differ due to the legal status of each entity, those obligations are met within the relevant organisation. However, the highest standard of practice set out within Federation policy will always apply. No individual, department, or entity operating within the Federation may adopt a lower standard than that required by Federation policy.

Ultimate responsibility for ensuring compliance with Federation policies sits with the Federation's senior leadership, who retain oversight of safeguarding, health and safety, professional conduct, and quality assurance across all activities delivered under the Federation name.

1. Policy status, purpose and safeguarding commitment

The Karate & Dance Federation is committed to safeguarding and promoting the welfare of children and young people and recognises that safer recruitment practices are a critical component of effective safeguarding arrangements. This policy sets out the Federation's approach to recruiting, selecting, vetting, and managing individuals who work with or have access to children.

The Federation recognises that children can be harmed by those who seek positions of trust in order to exploit or abuse. Robust recruitment, vetting, and ongoing suitability checks are therefore essential to reducing the risk of harm and ensuring that only suitable individuals are engaged in roles involving children.

This policy applies equally to paid staff, volunteers, contractors, and any other individuals working on behalf of the Federation. Compliance with this policy is mandatory and non-negotiable.

2. Scope and application of this policy

This policy applies to all recruitment and engagement processes undertaken by the Federation, including the appointment of instructors, assistant instructors, volunteers, administrators, contractors, guest teachers, chaperones, and agency staff.

The policy applies regardless of the frequency or duration of engagement. Individuals engaged on a temporary, casual, or one-off basis are subject to the same safeguarding expectations as those in permanent or long-term roles.

No individual may begin work with children, or have unsupervised access to children, unless all required safeguarding checks have been completed and approved in line with this policy.

3. Safer recruitment principles

The Federation's recruitment practices are underpinned by the principle that safeguarding considerations must be embedded at every stage of the recruitment process. Safer recruitment is not a single action but a series of deliberate, structured steps designed to assess an individual's suitability to work with children.

Recruitment decisions are informed by an individual's qualifications, experience, conduct, attitude towards safeguarding, and demonstrated understanding of professional boundaries. No single check is relied upon in isolation; rather, a combination of measures is used to build a comprehensive picture of suitability. Where there is uncertainty or ambiguity regarding an individual's suitability, the Federation will err on the side of caution and will not proceed with engagement until concerns are satisfactorily resolved.

4. Advertising and role descriptions

All recruitment materials issued by or on behalf of the Federation include a clear statement of the organisation's commitment to safeguarding and promoting the welfare of children. This statement is intended to deter unsuitable applicants and signal the Federation's expectations regarding professional conduct and safeguarding responsibilities.

Role descriptions and person specifications clearly outline safeguarding responsibilities, expectations of conduct, and the requirement to comply with Federation safeguarding policies and procedures.

5. Application and selection process

All applicants for roles involving contact with children are required to complete an application process that includes the provision of relevant personal details, employment history, qualifications, and references.

The Federation does not rely solely on informal recruitment practices or verbal recommendations. Gaps in employment history, inconsistencies in information provided, or unexplained changes in roles are explored as part of the selection process.

Interviews are conducted by individuals with appropriate safeguarding awareness and include questions designed to assess an applicant's understanding of safeguarding, professional boundaries, and appropriate conduct when working with children.

6. References and employment history checks

At least two references are sought for all roles involving contact with children, including one from the applicant's most recent employer or organisation where they worked with children.

References are obtained directly from the referee and are verified where necessary. References are scrutinised for information relating to suitability, conduct, and safeguarding concerns. Where references raise concerns or are incomplete, further clarification is sought.

The Federation reserves the right not to proceed with an appointment where references are unsatisfactory or raise safeguarding concerns.

7. Disclosure and Barring Service (DBS) checks

The Federation requires enhanced DBS checks, including barred list checks where applicable, for all roles involving regular or unsupervised contact with children.

DBS checks are completed prior to an individual commencing unsupervised work with children. In exceptional circumstances where an individual begins work before DBS clearance is received, they must be supervised at all times and a written risk assessment must be completed and approved by senior leadership.

The Federation does not accept DBS certificates issued for other organisations unless they are accompanied by evidence of current subscription to the DBS Update Service and are deemed appropriate for the role.

8. Risk assessments and conditional engagement

Where information is disclosed on a DBS certificate, or where other safeguarding concerns are identified, a formal risk assessment is undertaken by senior leadership. This assessment considers the nature of the information, relevance to the role, patterns of behaviour, and potential risk to children.

The existence of a criminal record does not automatically preclude engagement; however, the Federation will not engage any individual where there is an identified risk to children or where confidence in suitability cannot be established.

Decisions and rationales are documented and retained securely.

9. Induction, training and ongoing suitability

All staff and volunteers receive safeguarding induction prior to working unsupervised with children. This includes familiarisation with Federation safeguarding policies, codes of conduct, reporting procedures, and professional boundaries.

Safeguarding training is refreshed regularly, and staff are expected to remain up to date with safeguarding expectations. Ongoing suitability is monitored through supervision, observation, and management oversight.

The Federation reserves the right to re-check DBS status periodically or in response to concerns, role changes, or safeguarding incidents.

10. Managing concerns about suitability after appointment

The Federation recognises that concerns regarding an individual's suitability may arise after appointment. Any concern regarding conduct, behaviour, or suitability to work with children must be reported immediately in line with safeguarding and whistleblowing procedures.

Where concerns meet the threshold for an allegation, the Federation will follow Local Authority Designated Officer (LADO) procedures. Where concerns are lower-level

but indicate a potential breach of professional standards, appropriate action will be taken, including supervision, retraining, or disciplinary action.

11. Record keeping and confidentiality

Records relating to recruitment, vetting, DBS checks, and risk assessments are stored securely and in accordance with data protection legislation. Access to such records is restricted to authorised individuals only.

DBS information is handled sensitively and confidentially. Certificates are not retained longer than necessary, and information is recorded in a manner that complies with legal requirements.

12. Monitoring, compliance and review

Compliance with this policy is monitored through recruitment audits, supervision, and safeguarding reviews. Any weaknesses identified are addressed promptly. This policy is reviewed annually and updated in response to legislative change, safeguarding learning, or organisational need.

13. Policy breaches

Failure to comply with this policy is treated as a serious matter and may result in disciplinary action, termination of engagement, referral to safeguarding authorities, and/or legal action.