

**The purpose of this Safer Recruitment Policy is:**

- to protect children, young people and adults who receive *Invisible Threads* services from harm.
- to ensure staff recruited through *Invisible Threads* are suitable to work with children and adults.

**Our Recruitment Process:**

At *Invisible Threads* the company manager, Hannah Roe, recruits our teaching staff on a freelance basis. We value all people, regardless of age, gender, ethnicity, size, sexuality, religion or cultural beliefs. Our recruitment of staff is based on their ability to do the job and whether they have the certificates and training necessary.

**Pre-employment checks:**

All our staff have the following:

- An Enhanced DBS on the update service. The *Invisible Threads* manager and the settings we work with are permitted to check the update services on a regular basis.
- Public Liability Insurance
- Safeguarding Training renewed annually
- First Aid Training renewed every three years
- References from previous employer or educators

**Monitoring and Reviewing of Teachers:**

The *Invisible Threads* manager will regularly watch classes taught by our teachers. Feedback and support will be given based on this.

**Training:**

All *Invisible Threads* training is provided to ensure teachers adhere to our Safeguarding policies and the latest version of Keeping Children Safe in Education. In addition, Hannah Roe and staff will ensure they have read and understood the child protection policies and procedures of the individual settings they work with.

**Whistleblowing and Complaints:**

In case of raising a concern regarding our staff, follow the following guidance:

- You should raise your concern as soon as possible and in writing. This will make it easier to act and to enable any problems to be resolved or reported quickly.
- When reporting a concern provide any relevant context and background, including relevant dates, venues, names etc. State clearly the reason why the situation causes for concern.
- In a low-level investigation Hannah Roe will communicate with the people and setting involved, gauge the severity of the situation and take necessary action.
- Any suspicion that a child has been abused by a member of staff or volunteer should be reported to Hannah Roe (designated safeguarding lead) who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- Hannah Roe will refer the allegation to the social services department who may involve the police, or go directly to the police.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- If Hannah Roe is the subject of the suspicion/allegation/concern, or in her absence, the report will be made to the appropriate School or Council representative in line with their local child protection policies and procedures.

**Contact details**

Nominated Child Protection Lead Name: *Hannah Roe 07597 959937*

*hannah@invisible-threads.co.uk*

We are committed to reviewing our policy and good practice annually.

**This policy was last reviewed on: 29 / 07 / 2025**

**Signed:**

A handwritten signature in black ink, appearing to read 'H Roe', written in a cursive style.

**Date: 29 / 07 / 2025**