Safeguarding and safer recruitment policy

Version 1.0, 26 November 2026. HIRINGUK LTD, www.hiringuk.co.uk. Downloaded 26 November 2026.

Some of the work we advertise, and some of the work our agency will supply people into, is with children or with adults who need care and support: care homes, home care, supported living, schools and nurseries, hospitals. This policy says how we make sure the people we put forward for that work are safe to do it, and what we do when somebody raises a concern.

1. Where we stand

HIRINGUK LTD runs a job board, and is set up to act as an employment agency and an employment business. The agency side is not trading yet: the compliance page will say the day it starts. Sections 4 to 7 describe how it will work from that day. Section 3 applies to the job board now.

2. Our commitments

- The welfare of the child or the adult at risk comes first, before any client, any shift and any fee.
- Every concern is taken seriously, recorded, and acted on the same day.
- Nobody who raises a concern in good faith suffers for it. See our speaking up policy.
- We share information with the people who need it to keep somebody safe, and with nobody else.

3. The job board: adverts we refuse

An advert for work with children or adults at risk is refused or taken down if it says no checks are needed where the law requires them, offers cash in hand, asks the applicant to pay for their own check, or hides who the employer is. Anybody can report an advert with the report form. We do not check the candidates who apply to other employers' adverts: that remains the employer's responsibility, and our advert rules say so.

4. Safer recruitment, before anybody is supplied

Before we put anybody forward for work with children or adults at risk, we:

- Confirm identity from original documents and do the right to work check.
- Get the right DBS check for the role. Where the work is regulated activity, that is an enhanced check with a check of the relevant barred list. A check is only as good as the role it was done for, so we do not rely on one done for different work.
- Take two references, one from the most recent employer, and ask specifically about any safeguarding concerns. Gaps in work history are explained, not ignored.
- Interview the person ourselves, including questions about how they would handle a concern.
- Check qualifications and training the role needs, such as the Care Certificate or a registration with a professional body, on the official register.
- Pass the client what it needs to make its own decision, as regulations 19 and 20 of the Conduct of Employment Agencies and Employment Businesses Regulations 2003 require for work with vulnerable people, and keep a record of what was checked and when.

It is a criminal offence to knowingly supply a person barred by the Disclosure and Barring Service for regulated activity of the kind they are barred from. We do not do it, and our checks are designed so we cannot do it by accident.

5. If you are worried about a child or an adult at risk

- In immediate danger: call 999.
- On a client's site: tell the client's safeguarding lead or manager straight away, then tell us.

- Tell us at hello@hiringuk.co.uk, marked urgent for the director, or through your page if you work through us.
- You can also go directly to the local council's safeguarding team for children or for adults, where the person lives.

Say what you saw or were told, in the words used, with the date and time. Do not investigate yourself, and do not promise to keep a secret: you can promise to tell only the people who need to know.

6. If the concern is about somebody we supplied

We remove them from the assignment while it is looked into, work with the client and the local authority (for concerns about people working with children, the council's Local Authority Designated Officer), and keep a record. Employment businesses that supply people into regulated activity have a legal duty to refer to the Disclosure and Barring Service when they remove somebody, or would have, because the person harmed or posed a risk of harm to a child or an adult at risk. We make that referral. Where a professional body regulates the person, we tell it too.

7. Training and responsibility

Grigore Octavian Pupazan, director, is the designated safeguarding lead and is responsible for this policy. Anybody who works for us on placements into this work is trained to recognise the signs of abuse and neglect and to follow this policy before they handle a booking, and refreshed every year. The training is recorded.

8. Records and confidentiality

Safeguarding records are kept securely, separately from the general file, and shared only with those who need them to protect somebody, as data protection law allows. See our privacy notice.

9. Approval and review

Approved by Grigore Octavian Pupazan, director of HIRINGUK LTD, on 26 November 2026. Reviewed at least once every twelve months, after any serious incident, and on the day the agency side starts trading. Next review due: November 2027.