



Safeguarding Policy

1. Purpose

1.1 Rooted Talent Group Ltd is committed to safeguarding and promoting the welfare of children, young people, and vulnerable individuals in every aspect of its recruitment and placement activities. As a childcare recruitment agency, the Company recognises that it plays an important role in helping nurseries, schools, childcare settings, and families engage suitable adults, and therefore must operate with care, vigilance, and a strong safeguarding culture at all times.

1.2 This policy sets out the Company's safeguarding principles, responsibilities, and procedures to reduce risk, promote safe working practices, and support appropriate action where concerns arise. It is intended to help ensure that safeguarding is embedded throughout the recruitment process, from initial candidate engagement and vetting through to placement, reporting, and ongoing professional expectations.

2. Scope

2.1 This policy applies to all employees, candidates, contractors, consultants, temporary workers, and associated personnel engaged by or through the Company, including individuals being considered for work in childcare or education settings. It also applies to agency processes connected with sourcing, screening, interviewing, referencing, vetting, placing, and managing candidates, as well as to any concerns raised by clients, candidates, or third parties relating to safeguarding or professional conduct.

3. Safeguarding Commitment

3.1 The Company has a zero-tolerance approach to abuse, neglect, exploitation, harassment, intimidation, or any other inappropriate conduct that may place a child, young person, or vulnerable individual at risk of harm. This commitment applies not only to direct behaviour, but also to poor safeguarding practice, failures to share concerns, dishonest recruitment information, or any conduct that may call into question a person's suitability to work in childcare environments.

3.2 All safeguarding concerns, allegations, disclosures, or indicators of risk shall be taken seriously, recorded appropriately, and responded to without unnecessary delay. The Company will act proportionately and responsibly, recognising that early action, accurate information sharing, and a clear escalation process are essential to protecting children and maintaining safe recruitment standards.



4. Recruitment and Vetting

4.1 The Company shall follow safer recruitment procedures designed to help identify suitable candidates and deter unsuitable individuals from gaining access to childcare roles. This includes obtaining and reviewing relevant application information, exploring employment history, identifying gaps or inconsistencies where necessary, assessing conduct and suitability during the recruitment process, and ensuring that safeguarding expectations are clearly communicated to candidates and clients.

4.2 Appropriate pre-placement checks may include, where relevant to the role and legal requirements, Right to Work verification, identity checks, enhanced DBS checks, reference checks, qualification checks, and confirmation of previous experience. The Company will seek to ensure that required checks are completed and reviewed before a placement begins, and that any concerns, discrepancies, or unclear information are followed up appropriately before a candidate is supplied to a childcare setting.

5. Reporting Concerns

5.1 Any safeguarding concern, allegation, disclosure, or suspicion of harm relating to a child, candidate, worker, client, or placement must be reported immediately to management or the appropriate safeguarding lead within the Company. This includes concerns identified during recruitment, vetting, client feedback, or while a candidate is on placement, and staff must not dismiss, minimise, or delay reporting where a child's welfare may be affected.

5.2 The Company shall respond to concerns in a timely and appropriate manner, which may include gathering relevant information, keeping records, liaising with the client setting, and referring matters to external agencies or authorities where required. Where a concern indicates that a child may be at risk or that a person may be unsuitable to work with children, the Company will support prompt escalation in line with legal, regulatory, and safeguarding obligations.

6. Confidentiality

6.1 Safeguarding information shall be handled sensitively, securely, and confidentially, and shared only with those who need the information to take appropriate action. Confidentiality does not prevent the sharing of safeguarding concerns where this is necessary to protect a child or vulnerable individual, and the Company will aim to balance privacy, record-keeping, and lawful information sharing in a responsible and proportionate way.

7. Training and Awareness

7.1 Relevant personnel shall receive safeguarding awareness training, guidance, or instruction appropriate to their role and level of responsibility within the recruitment



process. This may include recognising signs of concern, understanding safer recruitment expectations, knowing how to report concerns, and maintaining professional curiosity when reviewing candidate information or client feedback in childcare placements.

8. Policy Review

8.1 This policy shall be reviewed at least annually, and sooner where necessary, to reflect changes in legislation, safeguarding guidance, operational practice, or learning arising from incidents, complaints, or internal review. Regular review helps ensure that the Company's safeguarding arrangements remain effective, current, and appropriate for its role as a childcare recruitment agency.