Therapeutic Support Services

Therapeutic Support Services Group CIC

Last Updated: July 2026

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SAFER RECRUITMENT, DBS AND WORKFORCE ASSURANCE PROCEDURE

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Internal Governance Document

1. Purpose

The purpose of this procedure is to explain how Therapeutic Support Services Group CIC ("the CIC") ensures that every individual delivering services on behalf of the CIC has been appropriately recruited, vetted and deemed suitable to work with children, young people, families and vulnerable adults.

The CIC does not directly employ permanent members of staff. Instead, the CIC engages suitably qualified practitioners and project workers under separate contractual arrangements to deliver specific community programmes and activities.

To support efficient governance and administration, the CIC outsources its administrative functions, including participant registration, workforce compliance administration, safer

recruitment administration, DBS monitoring and secure record management, to an external administrative service operating under contractual agreement and appropriate data protection arrangements.

This enables the CIC to ensure that all practitioners delivering its services:

• Have undergone appropriate safer recruitment procedures.

• Hold the qualifications, experience and professional registrations appropriate to their role.

• Maintain current safeguarding training.

• Hold the appropriate level of DBS clearance where required.

• Remain subject to ongoing compliance monitoring throughout their engagement with the CIC.

The CIC retains responsibility for selecting practitioners, entering into contractual agreements, safeguarding oversight, quality assurance and ensuring that all community funding is used solely to deliver the CIC's charitable and community benefit activities.

2. Roles and Responsibilities

2.1 Therapeutic Support Services Group CIC

The CIC is responsible for:

• Selecting and engaging practitioners to deliver CIC activities.

• Ensuring appropriate safer recruitment and safeguarding assurances have been obtained before work begins.

• Maintaining oversight of safeguarding and workforce compliance.

• Monitoring the quality and effectiveness of services delivered.

• Ensuring all funded activities are delivered safely, ethically and in accordance with the CIC's charitable objectives.

The CIC is responsible for governance and oversight of all services delivered on its behalf.

2.2 Administrative Support Service

The CIC commissions an external administrative support service to manage workforce administration and compliance processes on its behalf.

This includes:

• Administration of safer recruitment processes.

• Verification and monitoring of DBS status.

• Maintenance of workforce compliance records.

• Secure administration and storage of personnel documentation.

• Administration of participant registrations and project records.

• Supporting compliance with safeguarding, data protection and organisational procedures.

The day-to-day administration of CIC activities, including participant registration, record management and secure storage of personal information, is outsourced to a contracted administrative service operating under appropriate data protection arrangements.

The administrative support service provides compliance assurance to the CIC but does not replace the CIC's responsibility for governance, safeguarding oversight or decision-making.

3. DBS Requirements

The CIC requires assurance that every individual delivering regulated activity on its behalf:

• Holds the appropriate level of Enhanced DBS clearance, including Children's Barred List checks where required.

• Is subscribed to the DBS Update Service.

• Has their DBS status verified at least every six months.

• Does not commence unsupervised regulated activity until DBS clearance has been confirmed.

Appropriate records will be maintained to demonstrate ongoing compliance.

4. Safer Recruitment Requirements

The CIC requires assurance that all practitioners delivering services on its behalf have completed appropriate safer recruitment processes, including:

• Identity verification.

• Right to work checks where applicable.

• Verification of relevant qualifications and professional registration.

• Appropriate references.

• Employment history checks where appropriate.

• Safeguarding-focused recruitment processes.

• Appropriate induction.

• Ongoing supervision and performance monitoring.

The CIC will obtain assurance that these requirements continue to be met throughout an individual's engagement.

5. Safeguarding Training Requirements

The CIC requires assurance that all practitioners delivering services on its behalf:

• Complete safeguarding training appropriate to their role.

• Maintain safeguarding knowledge in line with current legislation and best practice.

• Understand safeguarding reporting procedures.

• Receive professional supervision appropriate to their role.

• Work in accordance with the CIC's safeguarding policies and procedures.

6. Escalation, Concerns and Allegations

Any safeguarding concern, allegation or significant workforce concern involving an individual delivering services on behalf of the CIC must be reported immediately to the CIC's Designated Safeguarding Lead.

The CIC will ensure appropriate action is taken in accordance with safeguarding legislation, local safeguarding partnership procedures and organisational policies.

Where appropriate, concerns will be shared with statutory agencies, partner organisations and regulatory bodies.

7. Workforce Assurance

The CIC will regularly seek assurance that:

• Workforce compliance requirements continue to be met.

• DBS monitoring remains current.

• Safeguarding training remains up to date.

• Professional registrations remain valid where required.

• Appropriate supervision arrangements remain in place.

Any concerns identified through compliance monitoring will be addressed promptly and may result in suspension of work until satisfactory assurances have been obtained.

8. Review of this Procedure

This procedure will be reviewed annually or sooner if:

• Legislation changes.

• National safeguarding guidance is updated.

• Best practice develops.

• The CIC changes the way it delivers services.

• Learning from incidents, audits or reviews indicates that amendments are required.