BINA PATHWAYS

Safer recruitment and clearance

BP-PUB-03-20261106-v1 | Owner: Recruitment and compliance under the directors | Review by 6 November 2027 or earlier on material change

Checks before supply

We assess identity, prescribed right to work, chronological employment history and gaps, independently verified references, relevant qualifications, role-eligible DBS and barred-list checks, professional registration, overseas evidence and task competence. The normal reference standard is two professional references plus one personal reference. Any lawful alternative is evidenced and cannot waive a mandatory requirement.

Approval and restrictions

An authorised compliance approver records evidence, decision, name, date, permitted roles and settings and any restrictions. A conditional offer, interview pass, paid course or uploaded certificate is not final clearance. Expired or withdrawn essential evidence pauses affected work until reassessed.

Client assurance

Before first supply and after a material change we provide the named hirer a dated clearance assurance for the particular role. It states authorised duties and restrictions, necessary checks assurance, approval and relevant review dates. It does not disclose unrestricted bank, health, identity or criminal records. The hirer checks identity on arrival and supplies site induction.

Education and specialist work

School placements require current role-specific checks and the required written assurance before supply. A teaching assistant is not automatically authorised for teacher, intimate-care or clinical duties. Care workers are not automatically cleared for every adult and children’s setting. Registered and delegated duties need separate competence and scope evidence.

Ongoing review

Recruitment monitors changes and required follow-up, checks references through independent contact routes and records genuine evidence. No universal DBS expiry is invented. Clients report suitability concerns promptly. Monthly governance and quarterly file samples track exceptions and corrective actions.

Related controlled procedures: Client clearance assurance; Staff handbook sections 1 2 and 23. Use Operational Action Guide BP-ACT-2026-11-06-v1 for the responsible person, action, deadline, escalation and record. Accessible copies: admin@binapathways.co.uk or 07337 541218.