



Safer Recruitment Policy

Aims

This policy aims to ensure that unsuitable applicants are deterred from applying for roles involving work or contact with young people or vulnerable adults. It should be read in conjunction with the Recruitment Policy.

The policy sets out how we ensure all applicants are treated fairly, consistently and non-discriminatory, whilst also ensuring appointments are safe for our clients.

The Recruitment Procedure

The recruitment procedure is developed in such a way that it seeks to deter unsuitable applicants applying and also to ensure appropriate checks are carried out before an appointment.

For regular and senior roles, this includes:

Advertising/preparation stage

- CEO approval of role descriptions;
- CEO checks and approval for vacancy advertising;
- Governing Body appointing recruitment panel.

Application stage

- Use of recruitment panels;
- Use of set interview questions from the recruitment panel;

Selection stage

- Eligibility checks against role criteria;
- Career gaps discussed.

Appointment stage

- Qualifications checks;
- Reference checks (workplace and personal);
- ID checks;
- DBS Checks;
- Senior Staff Integrity Checks.

Pre-employment checks

The job application process will make it clear what pre-employment checks will take place. Qualification and ID checks must be made using the original documents. References must be obtained for all appointments.

Final appointment checks

The CEO will check all appointments have had the necessary checks completed prior to sending the successful applicant their job offer.

DBS Checks

All roles which are based in our offices or which involve visiting training or client premises will be DBS checked. All staff providing direct interventions will have Enhanced DBS Checks and others will have standard checks.

Induction

The induction of all new staff (including volunteers) includes details of our safeguarding procedure and details of how to contact the designated safeguarding officer. All staff are trained to be familiar with the circumstances that could lead to them being in contact with young people or vulnerable adults.

Review

This policy will be reviewed biannually.

February 2024