

Safe Recruitment

Policy

Introduction

The purpose of this policy is to set out the minimum requirements of a recruitment process for employees and Trustees of the John Holford Charity. The Charity wants to:-

- ✓ attract the best possible applicants to vacancies;
- ✓ deter prospective applicants who are unsuitable for work that may involve contact with children, young people, vulnerable adults or the elderly;

Inviting Applications

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“The John Holford Charity is committed to safeguarding children, young people, vulnerable adults and the elderly. All employees and Trustees are subject to a satisfactory DBS Check.

Prospective applicants will, as a minimum, be supplied with or given access to (eg: on the John Holford Charity's internet web site) the following:

- ✓ Small Charity Support's safeguarding policies;
- ✓ Small Charity Support's safe recruitment policy;
- ✓ the selection procedure for the post.

All applications must be in writing (either on paper or by e-mail).

Short-listing and References

Short-listing of candidates will be against the person specification for the post.

Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

References will be sought directly from the referee.

References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- ✓ the candidate's suitability for working in a role where they may have contact with children, young people, vulnerable adults or the elderly;

- ✓ any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people, vulnerable adults or the elderly;
- ✓ the candidate's suitability for this post.

The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face (possibly electronically).

Candidates will always be required:

- ✓ to declare any information that is likely to appear on a DBS Check.
- ✓ to demonstrate their capacity to safeguard and protect the welfare of children, young people, vulnerable adults and the elderly.

Further Checks

All successful applicants are required:

- ✓ to provide proof of identity;
- ✓ to complete a DBS check application and receive satisfactory clearance;

Induction

All staff and Trustees who are new to the John Holford Charity will receive induction training that will include the John Holford Charity's safeguarding policies and guidance on safe working practices.

The Chair of the Board of Trustees will meet individually with new employees and Trustees during the first six months to address any issues or questions on either side.

Change Record

Date of Change:	Changed By:	Comments:
		Policy approved by the Trustees