



Safe Recruitment Policy

Introduction

The purpose of this policy is to set out the minimum requirements of a recruitment process for volunteers and trustees that aims to:

1. attract the best possible applicants to vacancies;
2. deter prospective applicants who are unsuitable for work with children, young people, vulnerable adults or the elderly;
3. identify and reject applicants who are unsuitable for work with children, young people, vulnerable adults or the elderly.

Statutory Requirements

Inviting Applications

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

“The Park Community Centre is committed to safeguarding children, young people, vulnerable adults and the elderly. All post holders are subject to a satisfactory DSB (Disclosure & Barring Service) checks where appropriate.”

Prospective applicants will, as a minimum, be supplied with or given access to the following:

- ✓ job description and person specification;
- ✓ The Park Community Centres safeguarding policies;
- ✓ The Park Community Centres 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 necessary, previous 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.

The Selection Process

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

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates will always be required:

- ✓ to explain satisfactorily any gaps in employment;
- ✓ to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- ✓ to declare any information that is likely to appear on a DSB (Disclosure & Barring Service) check;
- ✓ to demonstrate their capacity to safeguard and protect the welfare of children, young people, vulnerable adults and the elderly where appropriate.

Recruitment Checks

All volunteers and trustees are required:

- ✓ to provide proof of identity;
- ✓ to complete a DSB (Disclosure & Barring Service) check and receive satisfactory clearance as appropriate;
- ✓ to provide actual certificates of qualifications;
- ✓ to complete a confidential health questionnaire;
- ✓ to provide proof of eligibility to live and work in the UK.

Induction

All volunteers who are new to The Park Community Centre will receive induction training that will include safeguarding policies and guidance on safe working practices.

Regular meetings will be held during the first 3 months of volunteering between the new volunteer(s) and the appropriate trustee(s).

Trustees will be issued with a welcome pack and booked in for any appropriate training. Each trustee will have a file created to store all training, certificates and signed documents.

Volunteers will receive a volunteers pack with details of their duties. They will also have a file created to record any training and certificates issued.