

Recruitment policy

The charity is continuously developing policies and procedures to ensure it meets the requirements of the law, the regulatory authorities and good practice. This policy will be reviewed every year or when guidance or legislation changes.

This policy was last review on:	April 2026
Next review date is:	April 2027
Reviewed by:	External HR Consultant and Trustees

General Overview

Safer Recruitment policy

We are committed to safeguarding and promoting the wellbeing for all. Our recruitment procedures aim to deter, identify and reject applicants who may pose a risk to other. This policy outlines the framework for ensuring all recruitment practices are conducted in a fair, consistent and safe manner, in line with safeguarding and legal requirements.

The safer recruitment process is managed by the Project Manager in conjunction with our external Human Resource Consultant. We recognise that our employees make a huge contribute and that our success depends on us recruiting and selecting the right person for the job.

Whenever we recruit, we aim to ensure our processes are fair and transparent. This policy is operated in line with all other policies. These are available on our internal Our share drive and relevant policies are located on our website.

Any conflict of interest, such as personal relationships, family connections, previous working relationships must be made known at the application stage, to enable us to carry out a fair and transparent process.

Any personnel involved in recruitment and selection will receive adequate training to ensure they are competent to undertake their responsibilities.

When a job role becomes available, the job description and specification will be reviewed and updated as necessary to ensure the needs of the Charity are meet. At this stage any amendments can be actioned. For all permanent roles a recruitment these will be authorised in writing by the Trustees prior to advertising.

All job roles will be advertised internally as a minimum, giving every employee the opportunity to apply. The advert will be sent to all employees currently on leave

including all employees on sick leave or extended leave such as maternity/adoption/paternity/neonatal leave.

Adverts should be clear and concise, outlining the role and responsibilities, key skills and experiences required for the role, hours/days of work, pay, contract type, whether a DBS (Disclosure and Barring Service) or equivalent checks are required, the date the advert closes and details of how to apply.

All applicants must complete an application form in full. CVs alone will not be accepted.

All applications will be reviewed carefully and selection for interview will be made in line with the job specifications. Any gaps in employment history or discrepancies will be noted for discussion.

Due to the high calibre of applicants, there will be times when a decision is made to reject a candidate's application but the Charity may wish to keep potential applicant details on file for a period of six months in case similar vacancies arise in the future. This must be confirmed in writing to the applicant.

For the applicants who are unsuccessful, it is best practise to confirm in writing that they have unsuccessful. All applications should be filed securely for a period of six months. After this time, applications must be destroyed in line with the GDPR policy.

A minimum of two people must conduct an interview in line with our Sexual Harassment policy. At least one interviewer will have completed Safer Recruitment Training. Refresher training is required every 3 years.

When inviting candidates to an interview, please confirm all details in writing and either attach or direct them to the Sexual Harassment policy.

Interview questions appropriate to the role plus a transparent scoring system based on key criteria must be always used. Interviews will also explore attitudes towards safeguarding and past behaviour. Questions will address safeguarding scenarios and values as required. This interview scoring system may be used to provide evidence of a fair selection process or as feedback to the candidate if requested. If a candidate has been asked to conduct a presentation, you must ensure this also is scored fairly to enable a transparent selection process.

Once all interviews have been completed the interview panel will discuss their scores and the successful candidate will be contacted in line with our onboarding process and a written conditional job offer will be sent outlining the job offer is subject to satisfactory checks.

Pre employment checks will be carried out as follows:-

- Identify verification
- Right to work in the UK
- Relevant DBS check
- Barred list check if working with children or adults at risk of harm (if not covered by the DBS)
- Two references including one from the most recent employer. (Your consent will be sought for any reference check to ensure compliance with GDPR).
- Verification of qualifications
- Overseas check (if the candidate lived or worked abroad).

Any employee employed elsewhere must inform the Charity in writing at the earliest opportunity. This may have implications on working days or hours. Please refer to the Working Time Information detailed within the Health and Safety section of the handbook.

[Who do I approach if I have any queries about this policy?](#)

Please raise any concerns with Project Manager.