

Safer Recruitment Policy

Cirk Hes Ltd.

www.cirkhes.co.uk

Cirk Hes, F8 Helston Business Park, Clodgey Lane, Helston, TR13 8FZ

Email: info.cirkhes@gmail.com - Charity No. 01106043 - Company No. 0484997

Website <https://www.cirkhes.co.uk>

Policy Owner: Ross Wheeler (Recruitment Manager)

Approved By: Naomi Lewis (Charity Manager) on behalf of the Cirk Hes Ltd Board of Trustees

Date Approved: 15-07-26

Next review date for the Board : Latest 14 July 2028

Version: 1.0



1. Purpose

Cirk Hes is committed to safeguarding and promoting the welfare of children, young people and adults at risk. We recognise that safeguarding begins with safer recruitment and that everyone has a responsibility to create and maintain a safe environment.

The purpose of this policy is to ensure that all staff, volunteers, trustees and anyone working on behalf of the charity are recruited through a fair, transparent and robust process that helps prevent unsuitable individuals from gaining access to children or adults at risk.

This policy forms part of the charity's wider safeguarding arrangements and should be read alongside the Safeguarding Policy, Code of Conduct, Whistleblowing Policy and Equality, Diversity and Inclusion Policy.

2. Scope

This policy applies to:

- Employees (permanent, temporary and fixed-term)
- Volunteers
- Trustees
- Students and work placements
- Sessional workers
- Contractors and consultants working directly with beneficiaries
- Agency staff where applicable

3. Our Commitment

The charity is committed to:

- Placing safeguarding at the centre of every recruitment decision.
- Recruiting individuals who share our values and commitment to safeguarding.
- Treating all applicants fairly and consistently.
- Following safer recruitment principles at every stage of recruitment.
- Carrying out appropriate pre-appointment checks before anyone begins work.
- Ensuring all staff and volunteers understand their safeguarding responsibilities from the outset.

We believe that safeguarding is everyone's responsibility and that robust recruitment processes help protect both those we support and those who work for the charity.

4. Responsibilities

Board of Trustees

The Board is responsible for:

- Approving this policy.
- Ensuring appropriate safeguarding governance.
- Monitoring compliance with safer recruitment practices.
- Ensuring sufficient resources are available to implement the policy.

Charity Manager (Naomi Lewis)

The Chief Executive or Charity Manager will:

- Ensure recruitment follows this policy.
- Ensure appropriate safeguarding checks are completed.
- Ensure staff responsible for recruitment understand safer recruitment principles.
- Address safeguarding concerns arising during recruitment.

Recruitment Manager (Ross Wheeler)

Recruiting managers will:

- Ensure at least one person involved in all new recruitment processes holds the NSPCC's Certificate of Achievement for Safe Recruitment in non-educational settings.
 - Follow this policy throughout recruitment.
 - Ensure job descriptions accurately describe safeguarding responsibilities.
 - Conduct recruitment fairly and consistently.
 - Record recruitment decisions.
 - Escalate any safeguarding concerns immediately.
-

5. Recruitment Planning

Before recruitment begins, the recruiting manager will:

- Review whether the role is necessary.
- Prepare an up-to-date job description.
- Prepare a person specification.
- Identify safeguarding responsibilities.
- Determine whether the role is eligible for a DBS check and at what level.
- Identify whether the role involves regulated activity and an appropriate probationary period.
- Consider any training requirements.

Safeguarding responsibilities will be clearly reflected within the role description.

6. Advertising Vacancies

All advertisements will include the charity's safeguarding commitment.

For example:

"Cirk Hes is committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect everyone working with us to share this commitment. Successful applicants will be subject to appropriate safer recruitment checks, including references and Disclosure and Barring Service (DBS) checks where applicable."

Applicants will also be informed that:

- Employment is conditional upon satisfactory checks.
 - References will be obtained.
 - Identity and qualifications will be verified.
 - Employment history will be scrutinised.
 - Online searches may be undertaken where appropriate, proportionate and lawful.
-

7. Applications

Applicants will normally complete an application form rather than submit a CV alone.

The application process should require applicants to provide:

- Full employment history.
- Relevant experience.
- Qualifications.
- Explanations for gaps in employment.
- Details of two referees.
- Information about any criminal convictions where appropriate.

Incomplete applications may not be progressed.

8. Shortlisting

Where possible, at least two people should participate in shortlisting.

The panel will assess:

- Suitability against the person specification.
- Employment history.
- Unexplained gaps.
- Inconsistencies within the application.
- Relevant safeguarding experience.

Reasons for shortlisting decisions should be recorded.

9. Interviews

Interviews provide an opportunity to assess both competence and safeguarding values.

Where possible, interview panels should include at least two people.

Interview questions should explore:

- Motivation for working with children and adults at risk.
- Understanding of safeguarding responsibilities.
- Professional boundaries.
- Experience of responding to safeguarding concerns.
- Values, behaviours and attitudes.
- Any gaps or inconsistencies identified during recruitment.

Applicants should also have the opportunity to ask questions about safeguarding within the organisation.

10. References

At least two references will normally be obtained before appointment.

Where possible, one reference should be from the applicant's most recent employer or volunteer organisation.

References should confirm:

- Dates of employment.
- Job role.
- Suitability for working with children or adults at risk.
- Any known disciplinary issues relating to safeguarding, where lawful.
- Whether the referee would re-employ the individual.

Any concerns identified through references will be explored before an appointment is confirmed.

If there is a failure to receive contact from any referees, applicants will be asked to help contact them or provide alternative referees. This may however, impact the decision-making process, especially if the referee that we are unable to contact is the applicant's more recent employer, and an explanation or more

information may be required from the applicant.

11. Pre-Appointment Checks

The level of checks completed will depend on the nature of the role.

Checks may include:

- Verification of identity.
- Right to work in the UK.
- Verification of qualifications where required.
- Employment history checks.
- Professional registration checks where relevant.
- Two satisfactory references.
- Appropriate DBS check.
- Children's and/or Adults' Barred List checks where legally permitted.
- Overseas criminal record checks where applicable.
- Online searches where relevant to safeguarding and carried out fairly and consistently (this should be carried out by staff that will not be involved in the final decision making process).

No individual will begin work until all essential checks have been satisfactorily completed unless a documented risk assessment has been completed and approved by the Charity Manager or designated safeguarding lead.

12. Open Disclosure and The Disclosure and Barring Service (DBS)

Open Disclosures:

All new applicants will be asked to provide an open disclosure of any past offences, convictions or records they are on. These details will remain confidential and unopened until after the interview and decision-making process have been completed. However, they will be read by management and the Designated Safeguarding Lead to assess if they are relevant to the role or working with young people and should impact the final appointment after all other checks have been completed.

DBS Checks:

The charity will only request DBS checks where legally eligible.

The level of DBS check required will reflect the responsibilities of the role.

DBS information will be:

- Treated confidentially.
- Stored securely.
- Processed in accordance with the DBS Code of Practice and data protection legislation.

Where criminal record information is disclosed, this will not automatically prevent appointment. A risk assessment will consider:

- The nature of the offence.
- Relevance to the role.

- Time elapsed.
- Pattern of behaviour.
- Evidence of rehabilitation.
- Safeguarding risk.

Where the charity has a legal duty to refer an individual to the Disclosure and Barring Service, it will do so promptly.

13. Appointment

Appointments will only be confirmed once all required recruitment checks have been completed satisfactorily.

Offers of employment or volunteering will be made subject to:

- Satisfactory references.
- Appropriate DBS clearance where applicable.
- Verification of identity.
- Right to work checks where applicable.
- Verification of qualifications where relevant.

The charity reserves the right to withdraw an offer where safeguarding concerns cannot be satisfactorily resolved.

14. Induction

Every new employee and volunteer will receive an induction that includes:

- Safeguarding Policy.
- Code of Conduct.
- Reporting safeguarding concerns.
- Whistleblowing arrangements.
- Professional boundaries.
- Lone working arrangements where applicable.
- Relevant organisational policies.
- Introduction to the Designated Safeguarding Lead (DSL).
- GDPR Data Protection Policy

Safeguarding training will be completed as appropriate to the individual's role.

15. Probation and Ongoing Supervision

All new staff will complete a probationary period.

Managers will provide regular supervision and monitor:

- Safeguarding practice.

- Professional conduct.
- Adherence to policies.
- Training requirements.

Volunteers will also receive regular support and supervision appropriate to their role.

Safeguarding remains an ongoing responsibility throughout employment and volunteering.

16. Record Keeping

Recruitment records will be stored securely and retained in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the charity's Data Retention Policy.

Records may include:

- Application forms.
- Interview notes.
- References.
- Recruitment decisions.
- Identity verification.
- Qualification checks.
- DBS status (where appropriate).

Only authorised personnel will have access to recruitment records.

17. Equality, Diversity and Inclusion

The charity is committed to equality of opportunity and values diversity.

Recruitment decisions will be based solely on:

- Skills.
- Experience.
- Competence.
- Values.
- Suitability for the role.
- Commitment to safeguarding.

No applicant will be treated less favourably because of a protected characteristic under the Equality Act 2010.

18. Monitoring and Review

The Board of Trustees will monitor implementation of this policy.

The policy will be reviewed:

- Every two years.

- Following significant safeguarding incidents.
 - Following changes in legislation or statutory guidance.
 - Where learning identifies improvements to recruitment practice.
-

Related Policies

This policy should be read alongside:

- Safeguarding Policy
- Adult Safeguarding Policy (where separate)
- Code of Conduct
- Whistleblowing Policy
- Equality, Diversity and Inclusion Policy
- Complaints Policy
- Data Protection and Confidentiality Policy
- GDPR Data Protection Policy