

# **Thriveology Wellness CIC**

**Safer Recruitment Policy.**

**March 2026**



# SAFER RECRUITMENT POLICY

MARCH 2026

## INTRODUCTION

At Thriveology Wellness CIC, we are committed to safeguarding and promoting the welfare of children and young people. We recognise the importance of implementing robust safer recruitment practices to ensure that all individuals working with children are suitable, safe, and competent. This policy outlines the procedures and guidelines for the recruitment of staff and volunteers to safeguard children and young people.

### 1. SCOPE

This policy applies to all staff and volunteers involved in roles that have regular contact with children and young people within the organization.

### 2. SAFER RECRUITMENT PROCEDURES

- All applicants for positions involving work with children and young people will be subject to a thorough recruitment process, including application forms, interviews, reference checks, and criminal record checks.
- Job descriptions and person specifications will clearly outline the requirements for the role, including the need for a satisfactory criminal record check.
- Interviews will include questions specifically related to safeguarding and the candidate's suitability to work with children.
- References will be obtained and checked before any appointment is confirmed.
- All successful candidates will be required to provide proof of identity, qualifications, and right to work in the country.



### 3. TRAINING AND INDUCTION

All new staff and volunteers will receive a comprehensive induction, including child protection training, to ensure they are aware of their responsibilities in safeguarding children and young people.

Regular refresher training on safeguarding and child protection will be provided to all staff and volunteers.

### 4. REPORTING CONCERNS

Any concerns or suspicions regarding the suitability of an applicant or employee to work with children must be reported to the designated safeguarding lead or the appropriate authority for investigation. Thriveology will take prompt and appropriate action in response to any safeguarding concerns raised during the recruitment process.

### 5. RECORD-KEEPING

Accurate records of all recruitment processes, including application forms, interview notes, reference checks, and enhanced criminal record checks, will be kept securely and in line with data protection regulations.

### 6. REVIEW AND MONITORING

This policy will be reviewed annually to ensure it remains up to date and complies with current legislation and best practice guidelines provided by NSPCC Safer Recruitment Guidance. Regular monitoring and evaluation of the recruitment process will be conducted to identify any areas for improvement.

### 7. COMPLIANCE

All staff and volunteer are expected to comply with this Safer Recruitment Policy and adhere to the safeguarding procedures in place to protect children and young people.

This Safer Recruitment Policy is essential to our commitment to safeguarding children and young people. By implementing these procedures, we aim to create a safe and secure environment for all individuals in our care.

Review Date: MARCH 2027