



Bradmore Green

Community hub

Bradmore Green Community Hub CIC

Safer Recruitment Policy

1. Policy Statement

Bradmore Green Community Hub CIC is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. We recognise that safer recruitment practices for **staff, volunteers, and contractors** are a vital part of creating a safe environment and preventing harm.

This policy sets out how we ensure that all individuals working on behalf of the Hub are suitable for their role.

2. Scope

This policy applies to:

- All paid staff
- All volunteers (including casual, sessional, and regular volunteers)
- Freelancers, facilitators, tutors, and contractors
- Directors where relevant

It applies to any role involving direct or indirect contact with children, young people, or vulnerable adults.

3. Principles of Safer Recruitment

Bradmore Green Community Hub CIC will:

- Recruit staff and volunteers fairly, safely, and consistently
- Identify and reject unsuitable applicants
- Promote equality, diversity, and inclusion throughout recruitment
- Ensure safeguarding responsibilities are clear from the outset



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Safeguarding considerations are embedded at every stage of recruitment and engagement.

4. Role Descriptions and Advertising

- All roles (including volunteer roles) will have a clear role description outlining responsibilities and safeguarding expectations
- Recruitment information will include a statement of commitment to safeguarding
- Applicants will be informed that appropriate checks will be required

5. Application and Selection

- Staff and volunteers will be asked to provide information about their experience, skills, and suitability
- Gaps in employment or volunteering history may be explored where relevant
- Selection decisions will be based on suitability for the role, experience, and values aligned with the Hub

6. Interviews and Informal Discussions

- Interviews or informal discussions will explore safeguarding awareness and attitudes
- Applicants may be asked about previous experience working with children or vulnerable adults
- At least one person involved in recruitment or selection will have safeguarding awareness

7. References

- References may be requested for staff and volunteers depending on the role and level of responsibility



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- At least one reference may be sought for regular or long-term volunteer roles
- References will be followed up where necessary

8. Disclosure and Barring Service (DBS) Checks

- Appropriate DBS checks will be carried out for staff, volunteers, and contractors where roles involve contact with children or vulnerable adults
- The level of DBS check will be determined by the nature of the role and activities undertaken
- Where appropriate, individuals may be asked to subscribe to the DBS Update Service

No individual will be permitted to begin regulated activity until satisfactory checks are completed, unless a risk assessment has been carried out and appropriate supervision is in place.

9. Induction and Training

All staff, volunteers, and contractors will receive:

- An induction appropriate to their role
- Access to the Safeguarding Policy & Procedures and Safeguarding Code of Conduct
- Safeguarding training relevant to their role and level of responsibility

10. Ongoing Support and Supervision

Bradmore Green Community Hub CIC will:

- Provide appropriate supervision and support for staff and volunteers
- Encourage a culture of openness and reporting concerns
- Review ongoing suitability where concerns arise
- Take appropriate action where safeguarding or conduct concerns are identified



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11. Allegations and Concerns

Any concerns or allegations relating to the conduct of staff, volunteers, or contractors will be managed in line with the Hub's **Safeguarding Policy & Procedures**.

Where appropriate, concerns will be referred to relevant statutory agencies.

12. Record Keeping

- Recruitment and volunteer records will be stored securely
- Information will be handled in line with data protection legislation
- DBS information will be recorded appropriately but not retained unnecessarily

13. Monitoring and Review

This policy will be reviewed:

- Annually
- Following changes in legislation or guidance
- After any significant safeguarding or recruitment incident

Date of adoption: September 2025

Next review date: September 2026

Approved by: Stacey Humphrey