



SAFER RECRUITMENT POLICY

POLICY STATEMENT

The safety and wellbeing of children and adults at risk is the top priority at C-Change West London (CCWL). We are committed to safeguarding and promoting their welfare by implementing a Safer Recruitment Policy. This policy aims to deter, reject, or identify individuals who might harm children and adults at risk or are unsuitable to work with them. We ensure fair and equal treatment of all job applicants and comply with relevant legislation and safeguarding guidance.

INTRODUCTION

CCWL recognises that safe recruitment is crucial for safeguarding children and adults at risk under our care. All staff and volunteers are expected to share our commitment to safeguarding. This policy outlines the procedures for appointing staff to ensure the safety and welfare of those attending our events or groups and those providing supervision and care.

AIMS AND OBJECTIVES

The Safer Recruitment Policy aims to:

- Recruit the best possible staff based on merits, abilities, and suitability for the position.
- Treat all job applicants equally, without discrimination based on race, nationality, religion, sex, disability, etc.
- Comply with relevant legislation, including the Prevent Duty Guidance and guidance from the Disclosure and Barring Service (DBS).
- Safeguard and promote the welfare of children and adults at risk through thorough pre-employment checks.

ROLES AND RESPONSIBILITIES

Trustees:

- Ensure effective policies and procedures are in place for recruitment in accordance with legal requirements.
- Monitor CCWL's compliance with this policy.

Staff Involved in Recruitment:

- Operate safe recruitment procedures and conduct appropriate checks on all staff and volunteers.
- Monitor contractors and agencies' compliance with this policy.
- Promote the welfare of children and adults at risk throughout the recruitment process.

DEFINITION OF REGULATED ACTIVITY AND FREQUENCY

Regulated activity includes teaching, caring, supervising, or providing advice to children and adults at risk without supervision. Some activities are always regulated, while others depend on frequency or whether they are supervised. Roles undertaken on an unpaid basis are regulated only if unsupervised.

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. HM Government has produced a [Factual note on regulated activity in relation to children](#).

RECRUITMENT AND SELECTION PROCEDURE

Advertising:

- Advertise all vacant posts externally to encourage a wide range of applicants.
- Clearly state the commitment to safeguarding in all advertisements.

Declaration Forms:

- Applicants must complete a declaration regarding convictions and working with children and adults at risk.

Job Descriptions and Person Specifications:

- Prepare comprehensive job descriptions and person specifications for each role.
- Include specific references to suitability for working with children and adults at risk.

References:

- Obtain references for shortlisted applicants.
- Request a minimum of two satisfactory references, including the current or most recent employer.

Interviews:

- Conduct face-to-face interviews with a minimum of two interviewers.
- Evaluate applicants' ability to meet job requirements and safeguarding criteria.

Offer of Appointment and New Employee Process:

- Make offers of employment conditional upon verification of identity, references, DBS checks, right to work, and qualifications.
- Retain relevant documentation for the duration of the employee's tenure.

Record Retention / Data Protection:

- Retain records of recruitment and vetting checks centrally and securely.
- Retain unsuccessful applicants' interview notes for six months before confidentially destroying them.

Ongoing Employment:

- Provide ongoing training and support to all staff to ensure safer recruitment and retention remains a priority.

MONITORING AND EVALUATION

The Chair of Trustees will monitor and evaluate this policy through formal audits of job vacancies and a yearly Safer Recruitment Evaluation presented to the Board of Trustees.

SAFEGUARDING

Safeguarding is paramount, and all concerns related to safeguarding will be reported to the Designated Safeguarding Lead and the Board of Trustees, following the Safeguarding Policy.

REVIEW

This policy will be reviewed annually by the Board of Trustees to ensure its effectiveness and compliance with relevant legislation and guidance.

Dated: 17/08/2025

Next Review Date: 17/08/2026