



Safer Recruitment Policy

Stavordale House, stABILITY Effective Date: 27/6/25 Review Date: 27/6/26

1. Purpose & Principles

This policy ensures recruitment prioritises safeguarding and the appointment of suitable, competent staff aligned with Dorset Council's Making Safeguarding Personal principles and zero-tolerance to abuse. It ensures recruitment is open, fair, and inclusive.

2. Scope

Applies to all employees, volunteers, agency workers, and contractors involved in the respite house operations.

3. Safer Recruitment Practices

- a. Job Design & Advertisements:- Include safeguarding duties in all job descriptions.- Use inclusive language in line with Dorset Council recruitment principles.
- b. Shortlisting & Interview:- Assess safeguarding awareness.- Use structured safeguarding questions.
- c. Pre-appointment Checks:- At least two references.- Enhanced DBS with Adult Barred List check.- Verify identity and right-to-work.
- d. Explore Concerns:- Investigate any issues in references, DBS, or employment history before appointment.

4. Induction & Training

Provide induction covering safeguarding policies, recognising abuse, and reporting responsibilities. Training must align with Dorset's Multi-Agency Safeguarding Adults Procedures.

5. Embedding Dorset Council's Approach

Staff must follow Dorset Council safeguarding protocols and refer concerns to Adult Social Care safeguarding teams.

6. Supervision & Continuing Development

Regular supervision, refresher training, and fostering an open culture where safeguarding concerns are supported.

7. Managing Allegations & Referrals

Immediate reporting of suspected abuse. Refer to Dorset Council safeguarding teams or call 999 in emergencies.

8. Documentation & Confidentiality

Retain all recruitment records securely and comply with data protection laws.

9. Policy Review

Review annually or following changes in legislation or Dorset Council policies.

