



Recruitment and Selection Policy – Safer Recruitment

Registered company no. 12760014
ICO Registration Number: ZB615860
Reviewed: August 2025

Statement of Commitment

The welfare and safety of children is at the heart of everything we do. We are committed to ensuring that everyone working with children in our organisation is suitable, competent, and aware of their safeguarding responsibilities. Safer recruitment practices are applied at all times to minimise risk and protect the children in our care.

Scope

This policy applies to all staff, volunteers, and contractors working with children, including 1:1 counselling and small group workshops.

Key Principles

- The safety and welfare of children are the primary considerations in recruitment and selection.
- Recruitment processes are fair, transparent, and consistent.
- Safer recruitment practices are applied at every stage.

Recruitment Process

- 1. Advertising & Role Description:** Roles include clear responsibilities and safeguarding expectations; adverts include our commitment to child safety.
- 2. Applications:** All applicants complete full application forms; CVs alone are not sufficient; disclosure of past convictions or safeguarding concerns is required.
- 3. Shortlisting & Interviewing:** Interviewing team trained in safer recruitment; suitability to work with children is assessed; references are checked.
- 4. Pre-Appointment Checks:** Conditional offers are only made once:
 - Enhanced DBS check is completed
 - Identity and right to work in the UK are verified
 - Two references (at least one related to work with children) are obtained
 - Qualifications and employment history are verified
- 5. Induction & Training:** All new staff receive safeguarding induction and ongoing training, including child protection, boundaries, and reporting procedures.
- 6. Monitoring & Supervision:** Probationary periods where appropriate; regular supervision and performance monitoring; concerns addressed promptly and in line with statutory guidance.

Review

This policy is reviewed at least annually or whenever statutory guidance or organisational practices change.
Next review date: August 2026



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