



SAFER RECRUITMENT POLICY

Purpose

- The Holt Community Centre is committed to safeguarding and promoting the welfare of children, young people, and adults at risk.
 - This Safer Recruitment Policy sets out how the Centre ensures that all staff, volunteers, trustees, and contractors are recruited safely, fairly, and transparently, in line with UK safeguarding legislation and best practice guidance.
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Scope

This policy applies to:

- All paid staff
 - All volunteers
 - Trustees / Management Committee members
 - Contractors and consultants involved in regulated activity
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Principles

The Centre will:

- Ensure the safety of children and adults at risk is paramount
- Adhere to fair and transparent recruitment practices
- Comply with statutory safeguarding and equality requirements
- Reduce the risk of unsuitable people gaining access to vulnerable individuals



Recruitment Procedures

Role Descriptions

All roles will have a clear description that includes:

- Duties and responsibilities
- Time commitment
- Required qualifications, skills, and experience
- Whether the role involves regulated activity (and therefore requires a DBS check)

Advertising & Recruitment

- All roles will be advertised openly and inclusively wherever possible
- Selection criteria will be based on role requirements, skills, and experience

Application Process

- All applicants must complete a standard application form
- Personal statements or CVs alone are not sufficient
- References and background information will be requested

Pre-Appointment Checks

References

- Minimum of **two references** will be obtained for all roles
- At least one reference should be from the most recent employer or volunteering role
- References will be verified and recorded

Disclosure & Barring Service (DBS) Checks

- Roles involving regulated activity require an **enhanced DBS check**
- DBS checks must be satisfactory before commencing work



- Ongoing monitoring may be implemented as required
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Other Checks

- Right to work in the UK will be verified
 - Qualifications and professional registrations will be confirmed where required
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Interviews & Selection

- All shortlisted candidates will be invited to an interview
 - Interviews will assess suitability for the role and understanding of safeguarding responsibilities
 - Any gaps in employment or unexplained issues will be explored
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Induction

All successful candidates will receive:

- An induction covering Centre policies, including Safeguarding, Health & Safety, Code of Conduct, and Lone Working
 - Role-specific training as required
 - A named supervisor or mentor
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Ongoing Monitoring

- Volunteers and staff will receive regular supervision, appraisal, and support
 - Any concerns regarding conduct or suitability must be reported and investigated promptly
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Responsibilities

Holt Community Centre, Kerridge Way, Holt, Norfolk, NR25 6DN
Registered Charity Number 1046613
Tel: 01263 713427
Email: holtcommunitycentre@gmail.com



Management Committee / Centre Manager

- Ensure safer recruitment procedures are followed
 - Maintain records of all pre-employment and volunteer checks
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Supervisors / Project Leads

- Monitor volunteers and staff in their roles
- Report safeguarding or conduct concerns promptly

All Staff and Volunteers

- Cooperate with safer recruitment checks and induction processes
 - Follow safeguarding policies and procedures
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Record Keeping

- Recruitment records, references, and DBS checks will be securely stored
 - Retention will comply with **UK GDPR** and best practice guidance
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Review

This policy will be:

- Reviewed annually
 - Updated following changes in legislation, guidance, or Centre operations
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Approval

This Safer Recruitment Policy is approved by the Management Committee of The Holt Community Centre.

Date approved: _____

Review date: _____

Signed (Chair / Authorised Person): _____



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