

Safer Recruitment Policy

Purpose:

The purpose of this policy is to establish procedures and guidelines for the recruitment and selection of staff and volunteers at ReturnMK in order to ensure the safeguarding and well-being of children, young people, and vulnerable adults.

Policy Statement:

ReturnMK is committed to creating a safe and supportive environment for all individuals involved in our organisation. We recognise the importance of robust recruitment practices to prevent the risk of harm to those we serve. This policy outlines our commitment to safer recruitment principles and procedures.

Recruitment Process:

Job Advertisements: All job advertisements will include clear information about ReturnMK's commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults.

Application Forms: Application forms will include questions about the applicant's suitability to work with children, young people, and vulnerable adults, including details of any previous convictions or disciplinary actions.

Shortlisting: Shortlisting will be conducted by a panel of trained individuals who will assess applicants against the job requirements and criteria outlined in the job description and person specification.

Interviews: Interviews will be conducted in accordance with best practice guidelines, ensuring consistency and fairness for all candidates. Questions will be tailored to assess the applicant's suitability to work with children, young people, and vulnerable adults.

References: References will be obtained from previous employers or other relevant sources to verify the applicant's suitability and to obtain information about their conduct and performance in previous roles.

Disclosure and Barring Service (DBS) Checks: All successful applicants will be required to undergo an enhanced DBS check to assess their suitability to work with children, young people, and vulnerable adults. This will be carried out in accordance with statutory requirements and ReturnMK's policies and procedures.

Induction and Training: All new staff and volunteers will receive comprehensive induction training, including safeguarding awareness training, to ensure they understand their responsibilities and obligations to safeguarding and promoting the welfare of children, young people, and vulnerable adults.

Monitoring and Review: ReturnMK will regularly review and monitor its recruitment processes to ensure compliance with this policy and to identify opportunities for improvement.

Conclusion:

ReturnMK is committed to implementing safer recruitment practices to protect the welfare and safety of children, young people, and vulnerable adults. This policy reflects our dedication to promoting a culture of safeguarding within our organisation.

We request that all staff, volunteers, members, and visitors adhere to this policy, a copy of which will be made available upon request.

Approved by the Management Committee

Jason Lawrence

Signed: 

Trustee for  ReturnMK

Policy Updated on 3rd January 2025