



## Safer Recruitment Practices

Did you know, you can keep your trustees, staff, volunteers and service users safer by implementing some robust recruitment practices. Here are some examples of the things you can do.

Having a **safer recruitment policy** will outline the process you follow in order to recruit new people into your organisation, and this includes recruiting for trustees, staff and volunteers. The policy will give guidance on the application process, the organisations commitment to safeguarding through disclosures, and taking references as well as using safeguarding focussed questions during the interview process, having a probation period and providing ongoing safeguarding training.

When **advertising** for new roles, state in the application the importance of safeguarding within your organisation, include details of your safer recruitment policy and have an application form asking details of previous work history and life experience. Showing that you have a robust recruitment process will be a deterrent for possible perpetrators who may target charities or community groups working with children or vulnerable adults at risk of harm.

Complete a **DBS check** for all trustees, staff and volunteers who are eligible for the check based on their role. Applying for a DBS is not a one size fits all approach so it is important that you have a clear understanding of the role you are reviewing, writing **clear role descriptions** and consider circumstances that might also affect eligibility. For more information about eligibility go to <https://www.gov.uk/government/collections/dbs-eligibility-guidance> . At DCA we work with our local DBS outreach worker to deliver eligibility workshops to help you understand the process. For our next workshop see our training calendar <https://www.durhamcommunityaction.org.uk/current-training-and-events>

Gaining information about a person's previous behaviour is a way of gauging future behaviour and you can do this by requesting **professional references**. You may want to include an overview of the organisation and role applied for, asking about the suitability for the role and details or any previous disciplinary action on an organisational reference form.

During the **induction process** explain the importance of safeguarding within your organisation by sharing your **safeguarding policy, whistleblowing policy** and arrange for **safeguarding training as part of their induction process**. Ways to assess someone's suitability includes the provision of regular **supervision sessions**, arranging times for **job shadowing** and also offering new roles on a **probation period** giving time to reflect and review by both the new started and the organisation.