

Hazelwood ARC

Safer Recruitment Policy



Policy Statement

The safety and wellbeing of our children and adults at risk is our top priority, and we take all reasonable and sensible measures to ensure they are kept safe from harm.

We operate a Safer Recruitment Policy which ensures that all our staff are committed to safeguarding and promoting the welfare of children and adults at risk.

This policy helps ensure the safety of the children and adults at risk who attend our events or groups and our adult volunteers/staff who provide for their supervision and care.

Introduction

The safe recruitment of staff at Hazelwood ARC is the first step to safeguarding and promoting the welfare of children and adults at risk in our care. The organisation is committed to safeguarding and promoting the welfare of all children and adults at risk in its care. As an employer, the organisation expects all staff and volunteers to share this commitment.

Aims and Objectives

The aim of the Safer Recruitment Policy is to help deter, reject, or identify people who might abuse children and adults at risk or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The aims of Hazelwood ARC's recruitment policy are as follows:

- To ensure that the best possible staff are recruited based on their merits, abilities, and suitability for the position.
- To ensure that all job applicants are considered equally and consistently.
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability, or age.
- To ensure compliance with all relevant legislation, recommendations, and guidance including the statutory guidance such as the *Prevent Duty Guidance for England and Wales 2015* (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS).

- To ensure that Hazelwood ARC meets its commitment to safeguarding and promoting the welfare of children, young people, and adults at risk by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy. Procedures are in place to ensure that all staff are familiar with relevant policies and protocols.

Hazelwood ARC has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at Hazelwood ARC based on the applicant's abilities, qualifications, experience, and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely, and responsive manner and in compliance with current employment legislation and relevant safeguarding legislation and statutory guidance.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

The company aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing, and evaluating information from and about applicants applying for job vacancies at the Charity.

Roles and Responsibilities

It is the responsibility of Sophie Scott, Director, to:

- Ensure Hazelwood ARC has effective policies, procedures, and training stipulations in place for recruitment of all staff and volunteers in accordance with all legal requirements.
- Monitor compliance with them.

It is the responsibility of all involved in the recruitment process to:

- Ensure that Hazelwood ARC operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work there.
- Promote the welfare of children, young people, and adults at risk at every stage of the procedure.

Definition of Regulated Activity and Frequency

The full legal definition of regulated activity is set out in Schedule 4 of the *Safeguarding Vulnerable Groups Act 2006* as amended by the *Protection of Freedoms Act 2012*. HM Government has produced a factual note on regulated activity in relation to children.

Regulated activity includes:

- a) Teaching, training, instructing, caring for (see (c) below) or supervising children and adults at risk if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children or adults at risk;
- b) Work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children or adults at risk, but not including work done by supervised volunteers.

Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of their frequency or supervision. This includes:

c) Relevant personal care or health care provided by or under the supervision of a health care professional:

- *Personal care* includes helping a child or adult at risk, for reasons of age, illness, or disability, with eating or drinking, or in connection with toileting, washing, bathing, and dressing.
- *Health care* means care for children or adults at risk provided by, or under the direction or supervision of, a regulated health care professional.

Any position undertaken at, or on behalf of Hazelwood ARC will amount to "regulated activity" if it is carried out:

- Frequently, meaning once a week or more; or
- Satisfies the "period condition", meaning four times or more in a 30-day period and provides the opportunity for contact with children or adults at risk.

Roles carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

Recruitment and Selection Procedure

Advertising

To ensure equality of opportunity, Hazelwood ARC will advertise all vacant posts to encourage as wide a field of applicants as possible, normally via external advertisement. Any advertisement will make clear the commitment to safeguarding and promoting the welfare of children and adults at risk.

All documentation relating to applicants will be treated confidentially in accordance with the *Data Protection Act (DPA)*.

Declaration Forms

All applicants will complete a declaration regarding convictions and working with children and will be informed that the post is exempt from the provisions of the *Rehabilitation of Offenders Act 1974*.

It is unlawful for Hazelwood ARC to employ anyone barred from working with children or adults at risk. Providing false information is an offence and could result in rejection or dismissal, and referral to the police and/or the DBS.

Job Descriptions and Person Specifications

A job description must be finalised prior to recruitment and will clearly and accurately set out the duties and responsibilities of the role.

The person specification details the skills, experience, abilities, and expertise required, including a specific reference to suitability to work with children and/or adults at risk.

References

References for shortlisted applicants will be requested immediately after shortlisting unless the applicant has asked otherwise.

All offers of employment are subject to receipt of two satisfactory references, one from the applicant's current or most recent employer.

References will be verified directly, and open or relative-provided references will not be accepted.

Referees will be asked about the applicant's suitability to work with children or adults at risk and to confirm that they have not been radicalised.

Interviews

All applicants will be interviewed face-to-face (where possible) by at least two interviewers. Interviews will explore suitability for the role and for working with children/adults at risk.

At least one interviewer will have undertaken Safer Recruitment Training.

Applicants must bring original identification, proof of address, and qualification documents. Unsuccessful applicant documentation will be destroyed six months after recruitment.

Offer of Appointment and New Employee Process

All offers of employment are conditional on:

- A mutually agreed start date and signed contract.
- Verification of identity.
- Receipt of two satisfactory references.
- A satisfactory enhanced DBS disclosure.
- Confirmation the applicant is not named on the Children's Barred List.
- Verification of right to work in the UK.
- Any additional overseas checks if applicable.

The Rehabilitation of Offenders Act 1974

This Act does not apply to positions involving work with, or access to, children. Therefore, all convictions and cautions must be declared when applying for a position at Hazelwood ARC.

DBS (Disclosure and Barring Service) Checks

Hazelwood ARC applies for an enhanced DBS disclosure and a check of the Children's Barred List for all positions involving regulated activity.

Portability of DBS Certificates

Applicants may join the DBS Update Service for an annual fee of £13. This allows future employers to verify DBS status without reapplying for a new check.

DBS Certificate Handling

Applicants must present their original DBS Certificate to the Chair of Trustees within seven days of issue or before commencing work involving regulated activity.

Dealing with Convictions

If a DBS Certificate reveals convictions, Hazelwood ARC will assess:

- Nature, seriousness, and relevance of the offence.
- Time elapsed.
- Pattern of offending.
- Changes in circumstances and evidence of rehabilitation.

A formal meeting will be held to discuss findings before any decision is made.

Proof of Identity, Right to Work, and Verification of Qualifications

Applicants must bring original documents proving identity, eligibility to work in the UK, and qualifications.

Any name changes must be supported by official documentation (e.g., marriage certificate, deed poll, statutory declaration).

Overseas Checks

Applicants who have lived abroad for over three months in the previous year must provide a criminal record check from that country. Employment will not commence until the check is complete and satisfactory.

Induction Programme

All new employees will undergo an induction specific to their role, including safeguarding and first aid training.

During the three-month induction, staff will receive role-specific training and support.

Monitoring and Evaluation

Sophie Scott, Director, is responsible for monitoring and evaluating this policy.

Reviewed: 1 September 2026

Next Review Date: 1 September 2027