



**ENABLE**

The Voluntary and Community Sector  
Learning and Skills Consortium

# **Safer Recruitment Policy**

**2020/2021**

## **Strategic Commitment**

Enable is committed to recruiting from as wide a group of people as possible, meeting legal obligations in recruitment and ensuring it is done to meet obligations for safeguarding.

### **Purpose**

To ensure that recruitment of staff is carried out so that it meets the organisation aims in recruiting from as wide a group of people as possible, meets its legal obligations in recruitment and ensures it is done so as to meet obligations for safeguarding. This policy and procedure draws on best practice from the Safe Network and the Chartered Institute of Personnel and Development.

### **Policy**

The main aim of the safer recruitment policy is to recruit the best people for each job from the widest pool of applicants, reaching into the communities we serve to attract people.

There are some principles that underpin this.

#### **For all vacancies we;**

- base the role on a clear job description
- advertise the role to as wide a relevant audience as possible, making use of national and local advertising media and intermediary bodies to post it in their communications, thus reaching into hard to reach communities
- recruit by face to face interview with pre planned and clear questions relevant to the role advertised
- check the ID of all interviewees
- check the relevant qualifications of all interviewees
- carry out a DBS check for all appointees (dependent on job role) and an enhanced DBS check for those appointed to work with learners
- take up written references for the successful appointee
- include external people (trustees/specialists in the role we are recruiting for) in all parts of the process from writing the job description through to interview and decision making)

- A formal letter is sent to the successful candidate (a sample offer letter has been attached to the supporting document section of the application form), indicating the position is subject to receipt of satisfactory pre-employment checks:

Signed \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_