



# Safer Recruitment Policy and Procedure

## 1. Introduction

Equilore is a mental health charity working with young people and adults at risk of harm. Equilore recognises that it works with a vulnerable section of the community and has a duty to safeguard and promote the welfare of all individuals who access our services. Creating and maintaining an environment of safety, trust and accountability is essential to this commitment.

This policy sets out the principles and procedures for the safe recruitment of all staff, trustees, contractors and volunteers who work for or on behalf of Equilore. It ensures that recruitment decisions help prevent unsuitable individuals from working with children, young people or vulnerable adults.

The **Director and Board of Trustees** hold overall responsibility for ensuring this policy complies with current legislation and guidance, including:

- *Keeping Children Safe in Education (DfE, 2025)*
- *Working Together to Safeguard Children (DfE, 2023)*
- *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975*
- *Disclosure and Barring Service (DBS) Code of Practice*
- *Equality Act 2010*

At least one person on every recruitment panel will have completed accredited **Safer Recruitment training**, and a designated **Safer Recruitment Lead** will oversee adherence to this policy.

## 2. Commitment to Safeguarding

Equilore, Park End, Croughton, Brackley, NN13 5LX  
Telephone:- 07787 402236 Charity Registration Number:-1190998  
[www.equilore.co.uk](http://www.equilore.co.uk)



All recruitment advertising, job descriptions, and applicant information will clearly state Equilore's commitment to safeguarding and the requirement for appropriate checks, including enhanced DBS checks where applicable.

Example wording for job adverts:

“Equilore is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All roles are subject to safer recruitment checks, including an enhanced DBS disclosure.”

Safer recruitment is a core part of Equilore's overall **Safeguarding and Child Protection Policy Framework**.

### 3. Recruitment Procedure

To ensure a consistent and thorough approach to recruitment, the following steps will be followed for all roles involving contact with our client group:

#### a. Preparation and Advertising

- Produce a clear **Job Description** and **Person Specification**, outlining essential tasks, responsibilities, and safeguarding expectations.
- All adverts must state our safeguarding commitment and the need for an enhanced DBS check.

#### b. Application and Shortlisting

- Only **standard application forms** will be accepted to ensure consistent information gathering.
- Applicants must declare all criminal convictions, cautions, or pending cases that may affect their suitability to work with children or vulnerable adults.
- Shortlisting will be based strictly on criteria from the person specification.
- Gaps in employment or education must be explored and clarified prior to interview.

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### c. Interview

- Interviews will be conducted by a panel of at least **two trained individuals**.
- Interviews will include at least one **safeguarding-specific question** to assess the applicant's awareness and commitment to protecting vulnerable individuals.
- Interviewers will verify the applicant's identity (photographic ID) and right to work in the UK (in line with the Asylum and Immigration Act 1999).

### d. References

- A minimum of **two references** will be obtained, including one from the applicant's most recent employer (or last employer involving work with children or vulnerable adults).
- References will be verified by direct contact, and any discrepancies will be investigated.
- References must be received and reviewed before a formal offer of employment is confirmed.

### e. Disclosure and Barring Service (DBS) Checks

- All roles involving direct work with our client group require an **Enhanced DBS check with barred list information**.
- DBS checks will be obtained prior to the commencement of employment wherever possible.
- Where employment must begin before a DBS certificate is returned, the individual will be risk assessed and supervised at all times.
- Staff are encouraged to register for the **DBS Update Service**.
- DBS checks will be renewed every **three years** or sooner if concerns arise.

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## f. Qualifications and Verification

- Original qualification certificates will be checked and copied for personnel files.
- Identity and right-to-work documentation will be securely stored in compliance with data protection legislation.

## 4. Consideration of Ex-Offenders

Equilore actively promotes equality of opportunity for all applicants. We consider applications from ex-offenders fairly and without discrimination, taking into account:

- The relevance of the offence to the role,
- The seriousness and pattern of offending,
- The time elapsed since the offence, and
- Evidence of rehabilitation.

All disclosure information is treated confidentially and handled in line with the **DBS Code of Practice**.

## 5. Post-Appointment Procedures

- All new staff and volunteers will complete an **induction programme** that includes safeguarding, whistleblowing, and professional boundaries.
- Staff will be required to read and understand Equilore's **Safeguarding and Child Protection Policy, Code of Conduct, and Confidentiality Policy**.
- Ongoing supervision and safeguarding refresher training will be required to be completed at least annually.

## 6. Record Keeping

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Equilore maintains a **Single Central Record (SCR)** of all recruitment and vetting checks, including:

- Identity and right to work verification
- DBS check date and reference number
- References received and verified
- Qualifications and professional registration where applicable
- Evidence of safeguarding training

All recruitment records are stored securely in compliance with **Data Protection Act 2018** and **UK GDPR** requirements.

## 7. Equal Opportunities

Equilore is committed to fair and non-discriminatory recruitment in line with the **Equality Act 2010**. Recruitment decisions are based solely on merit, skills, and suitability for the role.

## 8. Appeals and Complaints

Applicants who believe they have been treated unfairly during the recruitment process may raise a complaint through Equilore's **Complaints and Appeals Procedure**.

## 9. Policy Review

This policy will be reviewed annually, or sooner if there are changes to relevant legislation or statutory guidance.

The review will be approved by the CEO and the Board of Trustees.

### Approved by:

CEO: Dr Loes Koorenhof

Date: 06-07-2025

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**Next Review Date:**

July 2026

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Written:- July 2020

Reviewed:- December 2025

Next Review:- December 2026