



## WYC Safer Recruitment Policy

<b>Document Owner</b>	<b>Board of Trustees</b>
<b>Date Last Modified</b>	August 2025
<b>Date of Next Review</b>	August 2026
<b>Related Policies/Documents</b>	Whistleblowing Equality & Diversity Code of Conduct Complaints

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### 1. Policy Statement

Wendover Youth Centre (WYC) is committed to safeguarding and promoting the welfare of all children and young people who access our services. This policy outlines our safer recruitment procedures for all roles, both paid and voluntary. It reflects our commitment to creating a safe and inclusive environment by preventing unsuitable individuals from working with children and young people.

This policy forms part of our application pack and will be shared with all prospective applicants alongside the job description, person specification, and other relevant documents. All stages of recruitment are conducted in line with best practice and statutory guidance. All staff involved in recruitment will receive appropriate training.

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### 2. Equal Opportunities

WYC is an Equal Opportunities employer and is committed to ensuring all applicants are treated fairly and without discrimination. Recruitment decisions will be based solely on the applicant's ability to meet the requirements of the role as detailed in the job description and person specification.

We welcome applications from individuals of all backgrounds and are committed to fostering a diverse workforce reflective of our community.

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### **3. General Principles of Safer Recruitment**

All recruitment and selection procedures are designed to:

- Deter, reject, or identify people who are unsuitable to work with children and young people
  - Ensure fair, consistent, and effective recruitment
  - Promote safeguarding as a core priority throughout the process
  - Ensure compliance with relevant legislation, including the Children Act 2004, the Equality Act 2010, and GDPR
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### **4. Recruitment Procedures**

#### **4.1 Defining the Role**

- A written job description and person specification will be prepared for each post
- These documents will outline the specific duties and safeguarding responsibilities
- They will include the level of contact with children and young people
- All roles will define required qualifications, experience, behaviours, and values aligned with working safely with young people

#### **4.2 Advertising**

- All job adverts will state WYC's commitment to safeguarding
- Adverts will include information about the need for an Enhanced DBS check to be conducted before their projected start date or proof provided on acceptance of the role
- Applicants will be provided with our Safer Recruitment Policy as part of the application pack

#### **4.3 Determining Selection Criteria**

- Shortlisting will be based solely on the person specification and job description
- A minimum of two trained individuals will be involved in shortlisting
- All applicants will be asked if they have anything to declare in relation to criminal records (self-disclosure)
- DBS checks will not be used as part of the initial CV shortlisting process but will be discussed at telescreen stage



#### **4.4 Receiving Applications**

- All applicants must submit an up-to-date CV and a personal statement addressing the person specification
- Full education and employment history is required, including explanation of any gaps
- Documentary evidence of qualifications must be provided
- Two references will be sought, and offers will be conditional on satisfactory outcomes

#### **4.5 Interviews**

- Interviews will involve at least one Trustee
- Depending on the role, interviews may include practical tasks, group discussions, or young people-led elements
- Structured interview questions will assess suitability, safeguarding attitudes, and motivation for working with children
- Employment history and any gaps will be explored in detail

#### **4.6 References**

- Two references will be required for all applicants, including one from their most recent/current employer
- Referees will be asked about the candidate's suitability to work with children and whether there were any safeguarding concerns or disciplinary actions

#### **4.7 Enhanced DBS Checks**

- All staff and volunteers will undergo an Enhanced DBS check appropriate to their role
- Staff will not begin unsupervised work until their DBS clearance is received
- Applicants are required to disclose any convictions, cautions, reprimands, or warnings
- Any failure to disclose relevant information may result in withdrawal of the offer or disciplinary action
- All new staff will be encouraged to register with the DBS Update Service within 14 days of issue
- Regular DBS update checks will be conducted
- Staff working in early years or relevant childcare roles must complete a Disqualification Declaration Form



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## 5. Right to Work in the UK

WYC is legally required to confirm that all employees have the right to work in the UK. All successful applicants must provide original documentation as evidence prior to starting employment.

Acceptable documents include:

- In date passport (UK)
- Birth certificate (UK) and NI number
- Share code
- Other documents as outlined by the Home Office

Photocopies will be taken and securely stored in accordance with data protection requirements.

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## 6. Data Protection and GDPR

Personal data collected as part of the recruitment process will be processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Information will be:

- Collected only for specified recruitment purposes
- Stored securely and only accessible by authorised staff
- Retained only for as long as necessary, then securely destroyed
- Shared only when legally or contractually required

Applicants have the right to access personal data held about them and request corrections or erasure.

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## 7. Probationary Period

All staff appointments will be subject to a **six-month probationary period**. During this time:

- Regular supervision and support will be provided
- Performance and conduct will be reviewed
- Training, including safeguarding, must be completed



- Formal reviews will take place at the end of the period, with decisions made about confirming the appointment
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## **8. Induction and Training**

All new staff and volunteers will receive an induction, which includes:

- Overview of WYC's safeguarding procedures and Code of Conduct
  - Introduction to policies including Complaints, Whistleblowing, and Equality & Diversity
  - Mandatory safeguarding within two weeks of start
  - Ongoing safeguarding refresher training every two years
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## **9. Session Staff and External Workers**

If a sessional worker is provided by a partner organisation:

- WYC will ensure they have a clear role description
  - Enhanced DBS clearance will be confirmed
  - An induction will be provided covering safeguarding policies and procedures
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## **10. Volunteer Recruitment**

Volunteers are recruited in line with safer recruitment principles. The process includes:

- Initial phone call and role discussion
  - Provision of Volunteer Role Description
  - Informal interview or meeting
  - One reference (non-family)
  - Enhanced DBS check
  - Induction covering policies, safeguarding and expectations
  - Access to training opportunities relevant to their role
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## **11. Review and Monitoring**

This policy is reviewed annually by the Board of Trustees to ensure compliance with legislation and best practice.

Regular audits of recruitment files and processes will be undertaken to assess adherence to this policy.