

Safer Recruitment Policy

Purpose

This Safer Recruitment Policy aims to ensure that all recruitment processes for members, employees, and volunteers within **The Order of Friars Minor Conventual** align with best safeguarding practices. This policy seeks to protect all individuals, particularly vulnerable adults and children, who interact with our organisation.

Scope

This policy applies to all recruits, including members, employees, and volunteers

Recruitment Process

1. **Job Advertisement and Description**
 - Clearly outline the responsibilities, expectations, and safeguarding duties in all job adverts and descriptions.
 - State the requirement for a DBS check and references in the job description.
2. **Application Process**
 - Use a standardised application form for all positions.
 - Ensure applicants provide a detailed employment history, including any gaps.
 - Applicants are to sign a declaration regarding past or spent convictions
3. **Shortlisting**
 - Review all applications against the selection criteria.
 - Ensure that at least two individuals are involved in the shortlisting process to avoid bias.
4. **Interview Process**
 - Conduct structured interviews with questions focusing on the applicant's suitability for the role and their understanding of safeguarding.
 - Ensure that at least two trained staff members conduct interviews.
5. **References**
 - Request at least two references from previous employers or relevant individuals.
 - Ensure references are obtained in writing and, where possible, verified by phone.
 - Check references for any safeguarding concerns or issues.
6. **DBS Checks**
 - All recruits must undergo an enhanced DBS check before commencing duties.
 - Ensure that DBS checks are renewed every three years.
 - Maintain a record of DBS checks and renewal dates in a secure database.
7. **Conditional Offer**

- Make a conditional offer of employment subject to satisfactory DBS checks and references.
- Communicate that the offer is contingent upon these checks.

8. Induction Training

- Provide comprehensive induction training on safeguarding policies and procedures before the commencement of duties.
- Ensure recruits understand their responsibilities and the procedures for reporting concerns.

9. Ongoing Training and Support

- Provide regular safeguarding training updates at least once a year.
- Offer support and supervision to ensure compliance with safeguarding policies.

Information Management

● Storage of Information

- Maintain all recruitment records, including application forms, interview notes, references, and DBS check results, in a secure place such as a password-protected digital system.
- Access to these records should be restricted to authorised personnel only.

● Updating Information

- Review and update all personal information, including DBS checks, every three years.
- Ensure safeguarding training records are kept up to date and reviewed annually.

Compliance with Safeguarding Standards

This policy aligns with the safeguarding standards recognised in the UK and meets the requirements of the Religious Life Safeguarding Services (RLSS) and the Catholic Safeguarding Standards Agency (CSSA).

Review of Policy

This Safer Recruitment Policy will be reviewed annually or in response to any changes in legislation or best-practice guidelines.

Document Control

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- **Approved by:** Trustees