



Safe Recruitment Faversham Foodbank

Policy Control

Version	Description	Date
1	Safe Recruitment Policy	7-7-2021
Board Approved		14-7-21
For Review:		July 2023

Checklist for safer recruitment

- There's a written job description/role profile and person specification for the position
- The position is advertised
- Those applying have completed a standard application form and a self-declaration form
- Written references have been obtained, and followed up where appropriate
- Short-listed candidates have been interviewed, Safeguarding has been discussed at interview and Qualifications have been verified
- A Disclosure and Barring Service application form has been completed
- A suitable induction training programme is provided for the successful applicant
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.
- The applicant has completed a probationary period

Applicants should not start work until the recruitment process has been fully completed. This will prevent children from being exposed to potential risk as well as embarrassment. It also means the church or organisation will reduce the risk of unwittingly employing anyone who is barred from working with children or vulnerable adults.

Disclosure and Barring Service Code of Practice

Churches and organisations wanting to use the Disclosure Service are required to fully comply with the [DBS Code of Practice](#). Individuals or organisations that do not comply risk failing in their obligations, or even committing an offence, under the Human Rights Act and Data Protection Acts.

The DBS Code of Practice requires:

Fair Treatment

All applicants for positions must be treated impartially (including those who have a criminal record), and not discriminated against unfairly. User organisations must have a written policy, though this does not mean an informed decision cannot be made where information revealed about an individual raises concerns in relation to the safety of children and vulnerable adults.

Handling and Safekeeping of Information

The organisation must have a written policy on the correct handling, storing and retention of Disclosure information.

Good Practice by the Registered Body/Umbrella Organisation

As a Registered Body, thirtyone:eight is required to take reasonable steps to ensure those using our service are observing the DBS Code of Practice and complying with DBS requirements. For this reason, we must be the only Registered Body used by the organisation (unless there is a requirement by another statutory body, to use their services for a particular activity). From time-to-time checks may need to be carried out and written notice must be given in advance if its services are to be terminated.

The DBS operates a strict code of practice for its own handling and keeping of personal information and data. They also have a system for monitoring Registered Bodies that includes a formal complaints procedure. This can be accessed if there are concerns that the Registered Body is not working to DBS policies and procedures.

Implementation, monitoring and review of this policy

This policy will take effect from June 2021 the designated safeguarding lead (DSL) has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis by the Board of Trustees following its implementation and may be changed from time to time.

Any queries or comments about this policy should be addressed to the Board of Trustees.