Safer Recruitment Policy & Procedure (V1.7)

1. Policy Statement

Appeer CIC is committed to delivering fair, transparent, inclusive, and safer recruitment practices that attract, select, and retain individuals who share our values and can contribute positively to our mission and objectives. We recruit and appoint employees, workers, volunteers, and directors based on merit, skills, qualifications, experience, values, and their ability to fulfil the requirements of the role. Recruitment decisions will be made fairly, objectively, and consistently, ensuring equality of opportunity for all applicants. Appeer CIC is committed to preventing discrimination and promoting equality, diversity, inclusion, and accessibility throughout the recruitment process.

No applicant will receive less favourable treatment on the grounds of any protected characteristic as defined by the Equality Act 2010. Appeer CIC is committed to creating a culture of safeguarding vigilance. Recruitment decisions will prioritise the safety and welfare of children, young people and vulnerable adults above all other considerations.

We recognise our responsibility to safeguard and promote the welfare of children, young people, and vulnerable adults. Safer recruitment principles are embedded throughout all stages of the recruitment and selection process to help deter, identify, and reject unsuitable individuals from working with those we support. Appeer CIC recognises that safeguarding and promoting the welfare of children is everyone's responsibility. Recruitment decisions will reflect our commitment to creating a culture of vigilance, accountability, safer working practices, and safeguarding excellence.

This policy supports compliance with relevant employment, safeguarding, equality, immigration, and data protection legislation, together with current statutory guidance and recognised best practice, including Keeping Children Safe in Education (KCSIE) and safer recruitment standards.

2. Legislative and Regulatory Framework

This policy has been developed in accordance with relevant legislation, statutory guidance, and recognised best practice, including but not limited to:

- The Equality Act 2010
- The Employment Rights Act 1996 and subsequent amendments and employment law reforms
- The Immigration, Asylum and Nationality Act 2006

General Enquiries Phone: 07861 696542 **Email:** hello@appeer.org.uk appeer.org.uk
Registered Office: The Maybury Centre, Board School Road, Woking GU21 5HD **Company No:** 12271361 **VAT No:** 443494482

- The Rehabilitation of Offenders Act 1974
- The Safeguarding Vulnerable Groups Act 2006
- The Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- Relevant Disclosure and Barring Service (DBS) legislation and guidance
- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education (KCSIE) 2025
- Relevant guidance issued by the Department for Education, Department for Business and Trade, and other regulatory bodies as applicable.

3. Policy Monitoring and Review

Appeer CIC will review this policy regularly to ensure continued compliance with changes in legislation, statutory guidance, employment law, safeguarding requirements, and recognised best practice.

4. Policy Principles and Organisational Commitments

Appeer CIC is committed to:

- Fair, transparent and merit-based recruitment decisions
- Equality, diversity, inclusion and accessibility at all stages of recruitment
- Providing reasonable adjustments for applicants where required
- Safeguarding and promoting the welfare of children and vulnerable adults
- Preventing discrimination, bias, harassment and victimisation
- Ensuring robust pre-employment vetting and safer recruitment checks
- Maintaining accurate and secure recruitment records in line with UK GDPR
- Ensuring all recruitment panel members understand safeguarding responsibilities
- Promoting a culture of safeguarding vigilance and accountability

5. Equality, Diversity, Inclusion and Accessibility (EDIA)

Appeer CIC is committed to promoting equality, diversity, inclusion and accessibility in all aspects of recruitment and employment practice. We recognise that a diverse workforce strengthens organisational effectiveness and improves outcomes for the individuals we support. Further guidance can be found in our Equality, Diversity, Inclusion and Accessibility Policy.

We are committed to ensuring that no applicant or employee receives less favourable treatment on the grounds of any protected characteristic as defined by the Equality Act 2010.

General Enquiries Phone: 07861 696542 **Email:** hello@appeer.org.uk appeer.org.uk
Registered Office: The Maybury Centre, Board School Road, Woking GU21 5HD **Company No:** 12271361 **VAT No:** 443494482

The protected characteristics under the Equality Act 2010 are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex(gender), and sexual orientation.

5.1 Fair and Inclusive Recruitment

All recruitment processes will be conducted in a fair, transparent, objective and consistent manner. Selection decisions will be based solely on merit, competence, qualifications, experience, and organisational need.

Appeer CIC will ensure that recruitment practices do not directly or indirectly discriminate against any individual or group.

5.2 Accessibility and Reasonable Adjustments

Appeer CIC is committed to ensuring that recruitment processes are accessible to all applicants. Reasonable adjustments will be made at all stages of recruitment and selection where required and where it is reasonable to do so. This may include adjustments to application processes, interview arrangements, assessment methods, or communication formats.

Applicants are encouraged to disclose any adjustments they require, and all requests will be handled sensitively, confidentially, and without prejudice.

5.3 Monitoring and Data Use

Equality, diversity and inclusion monitoring information may be collected on a voluntary basis to support organisational monitoring and improvement.

This information will be:

- Stored separately from application data
- Anonymised wherever possible
- Not used in shortlisting or selection decisions
- Processed in accordance with UK GDPR and the Data Protection Act 2018

5.4 Anti-Discrimination and Fair Treatment

Appeer CIC will not tolerate discrimination, harassment, victimisation, or bias in any part of the recruitment or employment process.

All individuals involved in recruitment must ensure that decisions are made objectively and without influence from personal bias, prejudice, or conflicts of interest.

General Enquiries Phone: 07861 696542 **Email:** hello@appeer.org.uk appeer.org.uk
Registered Office: The Maybury Centre, Board School Road, Woking GU21 5HD **Company No:** 12271361 **VAT No:** 443494482

5.5 Inclusive Culture

Appeer CIC is committed to fostering an inclusive organisational culture where diversity is valued and all individuals feel respected, supported, and able to contribute fully.

This commitment extends beyond recruitment into induction, training, development, and ongoing employment practice.

6. Recruitment Approval Framework

All recruitment activity at Appeer CIC must be authorised in advance to ensure appropriate governance, financial oversight, and alignment with organisational need, safeguarding responsibilities, and workforce planning.

Recruitment will only proceed where there is a demonstrable need, approved funding, and agreement that the role supports the organisation's strategic and operational objectives.

6.1 Approval to Recruit

Approval to recruit must be obtained from the Chair of the People and Culture Sub-Committee and, where roles exceed approved budget commitments or represent a new or materially increased financial obligation, the Board of Directors Finance Committee (Finco).

Approval will be based on:

- A clear business justification for the role
- Confirmation of funding availability and budget impact
- An up-to-date job description and person specification
- Salary range and contractual status
- Employment type (permanent, fixed-term, temporary, or casual)
- Proposed recruitment timeline
- Workforce planning and service delivery rationale

6.2 Recruitment for Existing or Continuing Roles

Vacancies arising from resignation, retirement, end of fixed-term contracts, or approved programme growth will normally be supported for recruitment where there is continued organisational need and sufficient budget provision.

All such vacancies will remain subject to formal oversight and approval by the Chair of the People and Culture Sub-Committee (or delegated authority where formally agreed).

General Enquiries Phone: 07861 696542 **Email:** hello@appeer.org.uk appeer.org.uk
Registered Office: The Maybury Centre, Board School Road, Woking GU21 5HD **Company No:** 12271361 **VAT No:** 443494482

Approval will be confirmed where:

- The role remains required within the organisational structure
- There is confirmed budget availability or approved funding
- The job description and person specification remain current and fit for purpose
- Recruitment aligns with workforce planning and operational requirements

6.3 Delegation and Governance Assurance

Where delegated authority is applied, this must be:

- Formally documented
- Approved by the Board of Directors
- Applied consistently across all recruitment activity

No recruitment activity may commence until written approval has been confirmed in accordance with this framework.

7. Job Design, Advertising and Accessibility

7.1 Job Design Requirements

All roles will be supported by:

- An up-to-date job description
- A person specification clearly outlining essential and desirable criteria

These documents will be used as the basis for all recruitment decisions, including shortlisting, interview assessment, and selection.

7.2 Advertising Requirements

All recruitment advertisements will include:

- Safeguarding statement confirming Appeer CIC's commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults
- Equality, diversity, inclusion and accessibility statement
- Salary information and working arrangements
- DBS requirements (where applicable)
- Application closing date

General Enquiries Phone: 07861 696542 **Email:** hello@appeer.org.uk appeer.org.uk
Registered Office: The Maybury Centre, Board School Road, Woking GU21 5HD **Company No:** 12271361 **VAT No:** 443494482

Advertisements will be clear, accurate, and free from discriminatory or misleading content.

7.3 Safeguarding Statement in Advertisements
All recruitment advertisements will explicitly state Appeer CIC's commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and will make clear that safeguarding checks will be undertaken in line with statutory requirements.

7.4 Accessibility and Reasonable Adjustments
Appeer CIC is committed to ensuring that all recruitment materials, processes, and communications are accessible.
Reasonable adjustments will be provided at all stages of recruitment and selection to ensure that applicants with disabilities or additional needs are not placed at a disadvantage.

Adjustments will be made where reasonable and practicable and will be considered on a case-by-case basis.

7.5 Advertising Channels
Vacancies may be advertised internally, externally, or through a combination of both approaches, depending on organisational need, role requirements, and workforce planning considerations.

8. Application Process
Applicants will be required to complete the organisation's application process. Appeer CIC is committed to ensuring that the recruitment process is accessible, inclusive, and free from discrimination.

8.1 Reasonable Adjustments
Reasonable adjustments will be made throughout the application and selection process to support applicants with disabilities or additional needs, where it is reasonably practicable.

9. Shortlisting
Shortlisting will be undertaken against the essential and desirable criteria detailed within the Person Specification to ensure a fair, transparent, and objective assessment of all applicants.
A minimum of two people will participate in the shortlisting process.

For senior, strategic, or critical roles, the shortlisting panel will include at least one member of the Board of Directors. All applicants will be assessed consistently against the agreed selection

General Enquiries Phone: 07861 696542 **Email:** hello@appeer.org.uk appeer.org.uk
Registered Office: The Maybury Centre, Board School Road, Woking GU21 5HD **Company No:** 12271361 **VAT No:** 443494482

criteria. Any conflicts of interest must be declared, and individuals with a conflict will not participate in the assessment of the relevant application.

Records of shortlisting decisions, including scoring and rationale where applicable, will be retained securely for six months following completion of the recruitment process in accordance with **Appeer's Data Protection Policy** and **Records Retention Schedule.**

10. Interview and Selection Process

10.1 Recruitment Panels

Interviews will normally be conducted by a panel of at least two people who have appropriate recruitment training and experience. For senior, strategic, or critical roles, the interview panel may include a member of the Board of Directors or another relevant sub-committee.

10.2 Conflicts of Interest

All panel members must declare any conflicts of interest prior to the recruitment process commencing. Where a conflict of interest is declared, Appeer CIC will assess the nature and extent of the conflict and implement appropriate safeguards or alternative arrangements to ensure the integrity, fairness, and objectivity of the recruitment process.

11. Safer Recruitment Requirements

For roles involving work with children, young people, or vulnerable adults, at least one member of the interview panel must have completed Safer Recruitment training and will take an active role in the recruitment process.

Appeer CIC will ensure that safer recruitment principles are embedded throughout the selection process, including the identification and assessment of safeguarding suitability.

All candidates will be assessed fairly and consistently using predetermined questions and scoring criteria directly linked to the Job Description and Person Specification.

Interview questions may also explore candidates' understanding of, and commitment to, the organisation's values, safeguarding responsibilities, and approach to working with children, young people, and vulnerable adults where relevant to the role.

Selection methods may include:

- Structured interviews
- Practical exercises

General Enquiries Phone: 07861 696542 **Email:** hello@appeer.org.uk appeer.org.uk
Registered Office: The Maybury Centre, Board School Road, Woking GU21 5HD **Company No:** 12271361 **VAT No:** 443494482

- Presentations
- Written tasks
- Facilitation exercises
- Scenario-based safeguarding assessments

Reasonable adjustments will be provided throughout the interview and assessment process where required to ensure equal access and opportunity for all candidates.

Interview notes, assessment records, and scoring documentation will be retained securely for six months following completion of the recruitment process in accordance with the organisation's **Data Protection** and **Records Retention policies.**

11.1 Safer Recruitment Training

In accordance with KCSIE, at least one member of every recruitment panel will have successfully completed appropriate Safer Recruitment Training and will participate in the recruitment process. Individuals involved in recruitment will be expected to understand and apply safer recruitment principles, identify safeguarding concerns, and contribute to robust selection decisions.

Records of completed training, including certificates and renewal dates where applicable, will be maintained by the organisation. Safer Recruitment Training will be refreshed at least every three years, or sooner where changes to legislation, statutory guidance, organisational procedures, or identified training needs require.

APPEER CIC will ensure that all staff involved in recruitment are aware of their safeguarding responsibilities and their duty to prevent unsuitable individuals from working with children, young people, and vulnerable adults.

11.2 Criminal Record Self-Disclosure

Applicants will be required to disclose any cautions, convictions, reprimands, warnings, or other information relevant to the role in accordance with applicable legislation and DBS guidance.

11.3 Rehabilitation of Offenders Statement

Having a criminal record will not automatically prevent an individual from being appointed. Each disclosure will be considered fairly and proportionately, taking into account the nature of the role, the relevance of the information disclosed, and applicable legislation.

General Enquiries Phone: 07861 696542 **Email:** hello@appeer.org.uk appeer.org.uk
Registered Office: The Maybury Centre, Board School Road, Woking GU21 5HD **Company No:** 12271361 **VAT No:** 443494482

11.4 DBS Risk Assessments
Where a DBS certificate contains information, or where a DBS certificate is delayed and employment is being considered, a documented risk assessment will be undertaken before any decision is made.

No individual will commence regulated activity until all legally required safeguarding checks have been completed.

In exceptional circumstances, a risk-assessed start prior to receipt of all checks may be authorised by the CEO, provided that all legally required checks, including identity, right to work, and appropriate DBS/barred list checks where applicable, have been completed in accordance with statutory guidance.

11.5 Prohibition Checks
Where applicable, checks will be undertaken to ensure individuals are not subject to a prohibition order, direction, or restriction preventing them from carrying out teaching work.

11.6 Employment History Gaps
Any unexplained gaps in employment, education, or training history will be discussed with candidates during the recruitment process.

11.7 Overseas Checks
Where an applicant has lived or worked outside the United Kingdom, appropriate overseas criminal record checks, certificates of good conduct, or other relevant checks will be undertaken where it is reasonably practicable.

11.8 Online Searches (Digital Screening)
Online searches may be undertaken after shortlisting and prior to interview offer decisions of for roles involving work with children and young people. Candidates will be informed that such searches may be conducted.

11.9 What is searched
Online searches will be limited, proportionate, and relevant to safeguarding and role suitability. This may include:

- Publicly available information on professional networking sites (e.g. LinkedIn)
- Public social media profiles (where accessible without bypassing privacy settings)

General Enquiries Phone: 07861 696542 **Email:** hello@appeer.org.uk appeer.org.uk
Registered Office: The Maybury Centre, Board School Road, Woking GU21 5HD **Company No:** 12271361 **VAT No:** 443494482

- General internet search engine results (e.g. name + role/organisation keywords)

Searches will focus only on information relevant to:

- Safeguarding concerns
- Professional conduct and reputation
- Potential risks to children, young people, or vulnerable adults (where applicable)
- Consistency with the values and expectations of the organisation

Private accounts, restricted content, or requiring login access will not be accessed.

12. Recording and documentation

A written record will be kept of any online search conducted.
Records will include:

- Date of search
- Who conducted the search
- Summary of relevant findings (if any)
- Confirmation that information was assessed fairly and objectively

- Only relevant, factual information will be recorded; screenshots will be avoided unless strictly necessary and proportionate.
- Records will be stored securely in line with UK GDPR and **Appeer's Data Retention schedule.**

12.1 Non-discriminatory use

Online searches will **not be used as a tool for informal background checks or general vetting beyond the job requirements**.

Information will not be used to discriminate on the basis of protected characteristics under the Equality Act 2010, including (but not limited to):

- Age, race, religion, sex, sexual orientation, disability, gender reassignment, pregnancy/maternity, marriage/civil partnership
- Decisions will not be influenced by personal lifestyle information that is not relevant to the role.
- Any potentially biasing information that is irrelevant to safeguarding or job suitability will be disregarded.

General Enquiries Phone: 07861 696542 **Email:** hello@appeer.org.uk appeer.org.uk
Registered Office: The Maybury Centre, Board School Road, Woking GU21 5HD **Company No:** 12271361 **VAT No:** 443494482

- Recruitment decisions will be based on evidence against the job description and person specification only.

12.2 Safeguarding Interview Questions
Interviews for roles involving regulated activity will include questions designed to assess the candidate's suitability to work with children, young people, and vulnerable adults.

12.3 Single Central Record
The organisation will maintain a Single Central Record containing details of all required recruitment and safeguarding checks for staff, volunteers, contractors, trustees and others working in regulated activity, in accordance with statutory guidance.

Where roles involve regulated activity or direct work with children, young people, or vulnerable adults, Appeer CIC will follow safer recruitment procedures including:

- Clear safeguarding responsibilities within job descriptions.
- Safeguarding-focused interview questions.
- Verification of employment history.
- Enhanced DBS checks where appropriate.
- Barred List checks where legally permitted.
- Verification of qualifications and professional memberships.
- Thorough reference checks.
- Investigation of gaps in employment history.

Any concerns identified during recruitment will be assessed before an appointment is confirmed.

13. Equality, Diversity, Inclusion and Accessibility
Equality, Diversity and Inclusion monitoring forms will be collected on a voluntary basis from applicants, kept anonymous and confidential and processed separately to their application form. Candidates will be shortlisted for interview using the job description and person specification

14. Recruitment Privacy Statement
Personal data collected during recruitment will be processed under Article 6(1)(b) UK GDPR (steps prior to entering into a contract) and, where special category data is processed, under Article 9 UK GDPR and Schedule 1 of the Data Protection Act 2018.

General Enquiries Phone: 07861 696542 **Email:** hello@appeer.org.uk appeer.org.uk
Registered Office: The Maybury Centre, Board School Road, Woking GU21 5HD **Company No:** 12271361 **VAT No:** 443494482

All applicant information will be processed in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the organisation's Data Protection and Privacy Policies.

Applicants will receive access to:

- Privacy Notice
- Recruitment Data Processing Information

15. Conflicts of Interest

Applicants must declare any relationships with current staff, volunteers, or directors.

Appropriate steps will be taken to prevent conflicts of interest.

16. Offer of Employment

All offers of employment, whether verbal or written, must receive prior approval from the Chief Executive Officer (CEO).

For senior, strategic, or critical roles, approval must also be obtained from the People and Culture Sub-Committee before an offer is made.
No offer of employment should be made during or immediately following an interview.

Following the required approvals, a conditional offer of employment will be made to the successful candidate, subject to the satisfactory completion of all required pre-employment checks.

A formal written offer of employment setting out the terms and conditions of employment will be issued to the successful candidate.

Formal written offers will specify:

- Job title
- Salary
- Hours
- Place of work
- Contract type
- Conditions of employment

17. Pre-Employment Checks

General Enquiries Phone: 07861 696542 **Email:** hello@appeer.org.uk appeer.org.uk
Registered Office: The Maybury Centre, Board School Road, Woking GU21 5HD **Company No:** 12271361 **VAT No:** 443494482

Successful candidates will be required to satisfactorily complete relevant pre-employment checks before commencing employment, including:

- Proof of identity
- Proof of current address
- Verification of the right to work in the United Kingdom
- Verification of relevant qualifications, registrations, and professional memberships where applicable
- Verification of employment history, including explanations for any gaps where appropriate
- A minimum of two satisfactory references, one of which should normally be from the current or most recent employer
- Enhanced DBS and Barred List checks where required by the role
- Occupational health assessment or declaration where appropriate and proportionate to the role

18. Reference checks

Reference checks form an important part of Appeer CIC's safer recruitment process and will be undertaken for all successful candidates before employment commences wherever possible.

References will be obtained before interview wherever practicable and will be scrutinised and verified. References will include questions relating to the applicant's suitability to work with children and any disciplinary findings, allegations, concerns or investigations relating to safeguarding.

Open references or testimonials provided by the candidate will not be accepted.

References will be obtained directly from the referee using official organisational contact details.

A minimum of two references will be obtained, one of which should normally be from the candidate's current or most recent employer. Where an applicant has not previously been employed, references may be sought from a teacher, tutor, lecturer, placement supervisor, or another appropriate professional referee.

References will be requested directly from referees and will be used to verify the candidate's suitability for the role, employment history, experience, conduct, and, where relevant, their suitability to work with children, young people, and vulnerable adults.

General Enquiries Phone: 07861 696542 **Email:** hello@appeer.org.uk appeer.org.uk
Registered Office: The Maybury Centre, Board School Road, Woking GU21 5HD **Company No:** 12271361 **VAT No:** 443494482

Any discrepancies, concerns, or unsatisfactory information identified through the reference process will be explored with the candidate and may result in the withdrawal of a conditional offer of employment.

All reference information will be treated confidentially and processed in accordance with the organisation's Data Protection and Privacy Policies.

Consent
By submitting an application, candidates consent to the organisation seeking references at the appropriate stage of the recruitment process. Candidates will be informed when references are to be requested.

Employment will not commence until all required pre-employment checks have been completed to the satisfaction of Appeer CIC, unless otherwise authorised by the CEO, or advised by the People and Culture Board of Directors Sub-Committee.

19. Induction and Probation
All new employees will complete an induction programme covering:

- Safeguarding
- Health and Safety
- Equality, Diversity and Inclusion
- Data Protection
- Policies and procedures
- Role-specific training

New employees will normally be subject to a probationary period of three months unless otherwise stated in their contract.

Probation reviews will be undertaken regularly throughout the probationary period to assess performance, conduct, attendance, training and development needs, and overall suitability for the role. Employees will be supported by their line manager through regular supervision, feedback, and guidance to help them successfully meet the requirements and expectations of their position.

20. Ongoing Safeguarding Responsibilities
Appeer CIC will respond promptly and appropriately to any concerns regarding an employee's suitability to work with children, young people, or vulnerable adults.

General Enquiries Phone: 07861 696542 **Email:** hello@appeer.org.uk appeer.org.uk
Registered Office: The Maybury Centre, Board School Road, Woking GU21 5HD **Company No:** 12271361 **VAT No:** 443494482

Concerns will be managed in accordance with:

- Safeguarding and Child Protection Policy
- Safeguarding Adults Policy
- Whistleblowing procedure
- Disciplinary Policy
- DBS Referral Requirements
- Relevant statutory guidance

21. Record Keeping
Recruitment documentation will be retained securely in accordance with the organisation's Data Retention Policy.

22. Recruitment Data Retention Schedule
Recruitment records will be retained securely and confidentially in accordance with the Data Protection Act 2018, UK GDPR, **Appeer's Recruitment Data Retention Policy**, and applicable safeguarding requirements.

Records relating to unsuccessful applicants, including application forms, interview notes, assessment records, references, and correspondence, will normally be retained for six months following completion of the recruitment process before being securely destroyed.

Recruitment records relating to successful applicants will be transferred to the individual's personnel file and retained in accordance with **Appeer's Employee Records Retention Schedule**.

Disclosure and Barring Service (DBS) information will be handled and retained in accordance with the DBS Code of Practice and relevant data protection legislation.
At the end of the applicable retention period, records will be securely destroyed, deleted, or anonymised unless there is a lawful reason to retain them for longer.

Unsuccessful applicant records will normally be retained for six months before secure destruction unless a longer retention period is required by law.

We will respond immediately and appropriately to concerns about staff at any time regarding their unsuitability to work with children, young people or vulnerable adults, as appropriate and according to our Safeguarding and Child Protection Policy.

General Enquiries Phone: 07861 696542 **Email:** hello@appeer.org.uk appeer.org.uk
Registered Office: The Maybury Centre, Board School Road, Woking GU21 5HD **Company No:** 12271361 **VAT No:** 443494482

23. Recruitment complaints process

Applicants who believe they have been treated unfairly during the recruitment process may raise a complaint in accordance with the organisation's Complaints Policy. Complaints will be investigated promptly and handled confidentially. Our Complaint Policy and Procedure is accessible through our website at: https://appeer.org.uk/policies

If you require any further advice or guidance in regard to recruitment, potential applicants, applicants and staff can contact the hr@appeer.org.uk for support.

SAFER RECRUITMENT POLICY & PROCEDURE Version No: 1.6	
Summary:	Our policy and procedure for the recruitment of staff, with consideration of equality issues and to maximise safeguarding and child protection
Policy Owner:	Annaliese Boucher
Author:	Annaliese Boucher
Target Audience:	Prospective Job Applicants, job candidates and current staff
Approved and Ratified By:	Chair of People and Culture Board of Directors Sub-Committee
Version Date:	19 March 2026
Date of issue:	19 March 2026
Next Review Date:	19 March 2027 or earlier if changes in Programme or legislation.

Change Record				
Date	Author	Version	Page/s	Reason for Change
4 January 2020	Jo Dilworth, CEO	1.1	All	
28 February 2021	Jo Dilworth, CEO	1.2	All	

	Paige Sinkler, Ops and Fundraising			
1 November 2022	Paige Sinkler, Co-CEO	1.3	All	To make explicit considerations of equality and safeguarding
20 March 2024	Jo Dilworth, CEO	1.4	All	Changes in role
10 March 2025	Annaliese Boucher	1.4	Amendment of contact details	Reviewed
13th January 2026	Sarah Nolan	1.5	Throughout	Staffing changes
19th March 2026	Sarah Nolan	1.5	Throughout	Updated review dates

General Enquiries Phone: 07861 696542 **Email:** hello@appeer.org.uk appeer.org.uk
Registered Office: The Maybury Centre, Board School Road, Woking GU21 5HD **Company No:** 12271361 **VAT No:** 443494482