

St Albans Mencap

Charity number: 210073

stalbanismencap.org.uk

Safer Recruitment Policy

To ensure all staff and volunteers recruited by St. Albans Mencap Charity are suitable to work with children and young people, thereby safeguarding their welfare and promoting a safe environment.

Document control:

Version:	Date approved:	By:	Review due:
1.0	April 2025	OAS Subgroup	May 2026
1.0	June 2026	Chair, OAS	Dec 2027

Summary of changes:

Version:	Changes:
1.0	Original draft April 2025

St Albans Mencap

Safer Recruitment Policy

Purpose:

To ensure that all staff and volunteers recruited by St. Albans Mencap Charity are suitable to work with children and young people, thereby safeguarding their welfare and promoting a safe environment.

Scope:

This policy applies to all recruitment activities for positions involving contact with children and young people within St. Albans Mencap Charity.

Policy Statement:

St. Albans Mencap Charity is committed to safeguarding and promoting the welfare of children and young people. We aim to recruit staff and volunteers who share this commitment and are suitable to work with children and young people.

Recruitment Procedure

1. Planning and Advertising:

- **Job Description and Person Specification:** Clearly outline the roles, responsibilities, and required qualifications for the position.
- **Advertising:** Ensure all job advertisements include a statement about our commitment to safeguarding and the requirement for a DBS check.

2. Application Process:

- **Application Form:** Require candidates to complete a detailed application form, including their employment history and any gaps.
- **Self-Disclosure:** Include a section for self-disclosure of any criminal convictions or safeguarding concerns.

3. Shortlisting:

- **Criteria-Based Shortlisting:** Use the person specification to shortlist candidates based on their qualifications, experience, and suitability for the role.
- **Safeguarding Focus:** Pay particular attention to any gaps in employment history or inconsistencies in the application.

4. Interviews:

- **Structured Interviews:** Conduct structured interviews with a focus on safeguarding. Include questions about the candidate's experience and attitudes towards working with children and young people.
- **Panel Interviews:** Ensure interviews are conducted by a panel of two, including at least one member trained in safer recruitment.

5. Pre-Employment Checks:

- **References:** Obtain at least two references, including one from the most recent employer. Verify the authenticity of references.
- **DBS Checks:** Conduct enhanced DBS checks for all candidates. Ensure checks are completed before the candidate starts work.
- **Identity and Right to Work:** Verify the candidate's identity and right to work in the UK.

6. Induction and Training:

- **Induction:** Provide a comprehensive induction program, including safeguarding training.
- **Ongoing Training:** Ensure all staff and volunteers receive regular safeguarding training and updates.

7. Monitoring and Review:

- **Regular Reviews:** Regularly review recruitment processes and policies to ensure they remain effective and compliant with legal requirements.
- **Feedback:** Gather feedback from staff and volunteers to continuously improve the recruitment process.

Legal Compliance

Safeguarding Legislation:

St. Albans Mencap Charity complies with all relevant safeguarding legislation, including the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012.

Charity Law:

As a registered charity, St. Albans Mencap adheres to the Charities Act 2011 and ensures all trustees understand their legal responsibilities.

Employment Law:

St. Albans Mencap Charity complies with employment law, ensuring fair and lawful treatment of all candidates.

References

[Safeguarding and protecting people for charities and trustees](#)