

Preston Road Community Centre

Safer Recruitment

Some people as volunteers or employees may not be suited to undertake certain activities such as finance work or working with vulnerable adults and children. A tiny minority of individuals may pose a threat.

Safer recruitment policies and procedures will increase positive employment and volunteering outcomes and importantly reduce the levels of risk to your organisation, and volunteers, and users.

Key points

- Have appropriate policies in place for protection of vulnerable adults, children and young people. These are your safeguarding policies.
- Review policies bi-annually to ensure compliance with current legislation and good practice and to ensure relevant contact details are up to date
- Ensure all volunteers are familiar with your policies and understand the impact on their roles
- Determine which roles you are legally required and entitled to request a DBS for
- Adopt consistent and effective recruitment and selection procedures for all volunteers
- Adopt work practices and codes of behaviour that minimise risks and protect both users of your group or organisation and workers. Everyone in the organisation should be clear about their role, about what the organisation is trying to achieve and about the accepted codes of behaviour. They should know who they report to
- Help your volunteers to carry out their duties by providing support and training and should include a supervision system for volunteers.
- Be alert to any exceptional treatment, favourable or unfavourable, of any of your users of your group or organisation.

Declaration of previous convictions

See [Rehabilitation of Offenders Act 1974](#)

References

There is no legal requirement to take up references and the types of reference required will depend on the role however reference can help:

Check that the person is who they say they are

Confirms someone's suitability for a role

Satisfy everyone that reasonable precautions have been taken to ensure the organisation has exercised its duty of care.

Offering trial periods

Make the appointment conditional on the successful completion of a trial period in which you assess the suitability of the new employee or volunteer.

During this period you should offer an induction to help your new employee or volunteer become familiar with the organisation.

It also gives both you and the volunteer the opportunity to decide if this is the right volunteering opportunity for them.

Disclosure and Barring Service

If you are involving employees or volunteers in working with children and young people or vulnerable adults you will need to look carefully at the role and determine the need for additional screening and checking.

It is important to understand when it is necessary to request that someone complete a DBS form. For up to date information on DBS Disclosure visit www.gov.uk

The Disclosure and Barring Service (DBS) has an impact on:

- which roles you will need to carry out criminal record checks for
- the identification required from volunteers in order to perform the checks
- the portability of criminal record checks

The Charity Commission recommends that DBS checks should be obtained for trustees of charities which work with children or vulnerable adults. At PRCC trustees may have no direct contact with children or vulnerable adults but are responsible for safeguarding governance and so will do at least basic DBS checks.

Additional support and information

The [Charity Commission](#) provides information on safeguarding children including what to cover in a child protection policy.

The [NSPCC](#) provide a range of services concerned with child protection including information on relevant guides and publications.

Oxfordshire's [Safeguarding Adults](#) and [Safeguarding children](#) have more information.

Reviewed at the meeting: 26th Feb 2024

Review: by the end of Feb 2026