

## SAFER RECRUITMENT POLICY

### Introduction

Shoreditch Trust places the utmost importance on the welfare and wellbeing of its clients. The Shoreditch Trust Safer Recruitment Policy should be read alongside the organisation's Safeguarding and Equality and Diversity policies.

Our Safeguarding responsibilities inform our recruitment processes and all staff involved in recruitment understand their duties and responsibilities. This policy is intended to facilitate good recruitment practice, ensuring that the organisation meets its legal requirements as well as demonstrates best practice towards the safeguarding of its clients and staff.

### Organisational Roles and Responsibilities

Recruitment at project level is the responsibility of project managers who will be required to implement safer recruitment measures and demonstrate evidence of implementation. This evidence will be collated and scrutinised by the Senior Leadership Team, before being submitted to the Deputy Chief Executive who holds the final decision on appointments.

Training in safer recruitment is organised by the Director of Operations and Assets every two to three years.

### Job description and person specification

Once a vacancy is identified, a job description and a person specification are written or updated as necessary, based on the needs of the programme and the organisation. The ideal start date is identified, and the recruitment timetable is planned out as far as possible, working backwards from this date, to maximise the range of candidates that will apply for the role. All job descriptions include a safeguarding statement, regardless of the nature of the role, and will refer to DBS checks where the role involves regular one-to-one contact with clients.

### Advertising

All vacancies are advertised through the organisation's social media platforms and Hackney partnerships including HCVS, NHS, Hackney Council Newspaper and local voluntary sector networks to ensure local representation. Depending on the seniority of the role and the requirements in terms of skills and experience, the advert may also be placed in the national press and through mainstream online recruitment sites.

All adverts include a section outlining the strict safer recruitment principles including the right to work in the UK, gaps in the CV, satisfactory references and, where appropriate, DBS checks.

## **Applications and shortlisting**

The standard application process requires candidates to submit a CV and application in response to the job description and person specification.

Applications go through an initial assessment by the Director of Operations and Assets. The remaining anonymised applicants are shared with the recruitment panel, which will consist of at least two Project Managers. As well as assessing the candidates' suitability for the post, the recruitment panel will check for any anomalies, discrepancies or unexplained gaps in the education and employment history, to be addressed at interview stage should the candidate be shortlisted.

Any disclosure made by an applicant through the self-disclosure form will be recorded and shared with a member of the Senior Leadership Team for review, to determine if it has an impact on the outcome of the recruitment decision. An applicant will not automatically be dismissed for disclosing a charge or conviction.

The staff on the recruitment panel understand that any disclosure made during an interview remains confidential and will take all available measures to ensure that the information is not shared with anyone to whom it is not relevant.

Applicants will be required to submit a completed Equal Opportunities Monitoring form. This form will be collated separately and anonymously. The data gathered will be analysed to enable Shoreditch Trust to monitor the effectiveness of its equal opportunities policies and processes.

### **Candidate assessment**

All candidates are required to bring with them a proof of their identity and the right to work in the UK; only original documents are accepted and photocopies of these are taken and retained by the organisation, in line with the Recruitment Transparency Notice. All documents for subsequently unsuccessful applicants will be destroyed once the successful candidate has accepted the offer of employment.

The method of assessment will vary according to the needs of the role and will be signed off by a director before its application. All assessments will cover the candidate's suitability for the role and explore any gaps or anomalies in the application process. At least one member of the assessment panel will have attended safer recruitment training.

All notes from the assessments will be collated and submitted to the Director of Operations and Assets, informing the final decision made by the Deputy Chief Executive. These will be kept on file until the successful

candidate has completed their probationary period, in line with the Recruitment Transparency Notice.

#### Confirmation of appointment

The assessment panel will deliberate on the interviewed candidates using their assessment notes and a scoring framework before making a recommendation to the Deputy Chief Executive who will sign off on the appointment. The lead recruiter will contact the successful candidate by phone to make an informal offer, with the candidate able to request up to 24 hours to consider the job.

Once this offer has been accepted, an Offer Letter is submitted in writing alongside the Employment Contract, Training Agreement (for relevant roles) and Employee Privacy Notice, with the successful candidate required to sign and return a copy of the Contract. This is subsequently counter signed by the Trust Deputy Chief Executive, scanned in and stored in the candidate's HR files in line with the Recruitment Transparency Notice.

Having started, the candidate will be required to complete their probationary period, the length of which is stated in the job advert.

Confirmation of the post is subject to:

- A minimum of two satisfactory references;
- Progress towards or completion of tasks agreed with their line manager;
- Where eligible, a satisfactory outcome of the DBS or enhanced DBS check.
- A self-declaration by applicants about previous convictions

This is in addition to the necessary information to attend an interview:

- Proof of identity and any relevant qualifications.
- Proof of the right to work in the UK.

#### References

References are obtained once a candidate has been selected through the assessment process, using the template adapted from NatWest HR Mentor. Responses will be collated by the Director of Operations and Assets who will ensure that referees are from relevant and suitable sources. The references will go in the candidate's HR file and will be shared with the Chief Executive.

Any discrepancies or areas of concern identified by the Director of Operations and Assets will be immediately flagged with the Senior Leadership Team for review, before being disclosed to the relevant Project Manager. This may include the decision not to confirm the candidate in their post, which may occur before the end of the probationary period if the references reveal significant and irredeemable issues. In turn, this may require the organisation to initiate a new round of recruitment.

#### DBS checks and the Update Service

Shoreditch Trust will initiate a Disclosure and Barring Service check where the role is eligible, as soon as the preferred candidate has accepted the job offer and agreed a start date. No individual will be able to take part in a regulated activity without a satisfactory DBS check.

All staff whose role is eligible for a DBS check will require a subscription to the Update Service. This applies to permanent, temporary, casual and sessional staff. Shoreditch Trust will meet the annual subscription fee for eligible permanent, temporary and casual staff for as long as they are employed by the Trust. Sessional staff will be required to pay the fee themselves.

All volunteers will be required to subscribe to the Update Service and will be supported to do so if they require assistance. There is no fee for volunteers to subscribe to the Update Service.

The DBS status of permanent and temporary staff will be reviewed on a set date on an annual basis.

The DBS status of casual staff will be reviewed after any three-month absence from the rota.

The DBS status of sessional staff and volunteers will be reviewed after any period of absence longer than three months and prior to delivering any activity to children or adults at risk, with or on behalf of Shoreditch Trust.

#### Starting employment

Upon starting employment, the new member of staff will receive training in safeguarding as part of the induction process and will be required to read and understand the organisational safeguarding policy. Core, mandated training is tracked by the organisation via the HR Mentor online portal used to manage all Trust HR and Training records and ensures that all staff are up to date with their training and their DBS check.

This in addition to the project-specific training which is facilitated by the Project Manager in conjunction with the Head of Operations and Assets.

#### Data protection

All applicants are instructed to read the Recruitment Transparency Notice prior to applying. This notice outlines how the personal data they provide will be used and stored during the recruitment process and how it can be accessed. This notice will be supplied in the recruitment pack for all new posts.

### Appointing new Trustees

Shoreditch Trust has an obligation to complete due diligence checks on any individual prior to being appointed as a Trustee for the Charity, in line with Companies House and Charity Commission requirements, to ensure both the integrity of the Charity as a going concern and its ability to support and work with children and vulnerable adults.

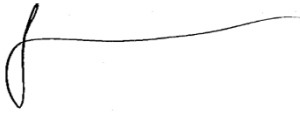
For any individual identified as a potential Trustee for Shoreditch Trust, we will undertake the following process:

1. Trustee Interview by Chair and Chief Executive;
2. Charity Commission guidance and governance information sent to prospective Trustee;
3. Observation of a Board Meeting
4. Job Description and Charity company documents sent to Prospective Trustee;
5. Background Checks completed;
6. Recommendation to appoint at Board meeting and decision;
7. Completion of Due Diligence documentation by Trustee;
8. Receipt and review of due diligence documentation by Chief Executive Officer/Deputy Chief Executive Officer;
9. Approval of appointment if full compliance is achieved;
10. Request Trustee personal details for upload to Companies House and Charity Commission;
11. Chief Executive Officer/Deputy Chief Executive Officer upload Trustee information to Companies House and Charity Commission websites;
12. Filing of all documentation;
13. Induction pack sent to Trustee;
14. Face-to-face induction of Trustee with signed record.

Notably, Shoreditch Trust will ensure that no Trustee has:

- Experienced bankruptcy or insolvency, or is entering a formal arrangement with a creditor;
- An unspent conviction for an offence involving dishonesty or deception (such as fraud);
- A conviction for an offence that would affect their suitability for working with vulnerable adults and/or children;
- Been removed as a company director or charity trustee because of wrongdoing.

Approved by Shoreditch Trust Board  
Signed Chair

A handwritten signature in black ink, consisting of a vertical stroke on the left that curves into a horizontal line extending to the right.

May 2023  
Review date: May 2025