



Safe Recruitment Policy

1. Introduction

1.1 Empowered To Thrive CIC is committed to ensuring the safety and well-being of all participants involved in our programs, activities, and events. This Safe Recruitment Policy outlines the guidelines and procedures for the recruitment of staff and volunteers to uphold the highest standards of safety and protection.

2. Scope

2.1 This policy applies to all personnel involved in the recruitment process, including but not limited to hiring managers, human resources personnel, and volunteers responsible for assisting in recruitment efforts.

3. Application Process

3.1 All applicants for staff and volunteer positions at Empowered To Thrive CIC are required to complete an application form. This form will gather essential information, including personal details, qualifications, relevant experience, and references.

3.2 Application forms will be reviewed by designated recruitment personnel to ensure that applicants meet the minimum requirements for the position.

4. Recruitment and Selection

4.1 Job descriptions and person specifications for staff and volunteer positions will be clearly defined, outlining the responsibilities, skills, and qualifications required for each role.

4.2 All interviews and assessments will be conducted in a professional and structured manner, focusing on the applicant's suitability for the position.

4.3 Background checks, including criminal record checks and reference checks, will be conducted for all staff and volunteer positions.

5. Recruitment of Staff and Volunteers

5.1 Offer letters will be provided to successful candidates, outlining the terms and conditions of their role, including responsibilities, reporting structure, remuneration (if applicable), and any other relevant details.

5.2 All staff and volunteers will be required to sign a declaration of understanding and agreement to abide by Empowered To Thrive CIC' policies and procedures, including those related to safeguarding and conduct.

6. Induction and Training

6.1 All newly recruited staff and volunteers will receive a thorough induction, which includes an overview of Empowered To Thrive CIC' mission, policies, procedures, and expectations.

6.2 Specific training related to safeguarding, health and safety, and relevant aspects of the role will be provided to staff and volunteers to ensure they are adequately prepared for their responsibilities.

7. Ongoing Monitoring and Review

7.1 Empowered To Thrive CIC will continuously monitor and review the effectiveness of its recruitment processes to ensure compliance with legal requirements and to identify opportunities for improvement.

8. Confidentiality and Data Protection

8.1 All recruitment-related information, including application forms, interview notes, and reference checks, will be handled with strict confidentiality and in accordance with data protection regulations.

9. Reporting Concerns

9.1 Any concerns regarding the recruitment process, including potential safeguarding issues, should be reported immediately to the designated safeguarding officer which is **Jo Gray**.

10. Review

10.1 This policy will be reviewed annually to ensure its effectiveness and compliance with legal requirements.

Review and Monitoring:

This policy will be reviewed annually and updated as necessary to ensure its effectiveness and compliance with legal requirements.

Date of Adoption: 01/04/2025

Reviewed By: Jo Gray - Director

Next Review Date: 01/04/2027

Signed: _____

