



The **Daffodil** Project CIC

Safer Recruitment Policy

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1. Policy Statement

The Daffodil Project CIC is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safer recruitment is a key part of this commitment. We ensure that all recruitment and selection practices comply with current safeguarding legislation and statutory guidance, including **Keeping Children Safe in Education** and **Working Together to Safeguard Children**.

This policy sets out our approach to recruiting staff, volunteers, and contractors safely and appropriately, ensuring that safeguarding is embedded at every stage of the process.

Summary:

- Commitment to safeguarding through safer recruitment.
 - Compliance with legislation and statutory guidance.
 - Applies to staff, volunteers, and contractors.
 - Safeguarding checks built into every stage.
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3. Scope

This policy applies to all permanent, temporary, and volunteer positions where individuals will have contact with children or vulnerable adults, or access to sensitive data.

4. Safer Recruitment Principles

We ensure the following principles are upheld:

- The policy is reviewed annually and remains up to date with legislation and guidance.
 - All recruitment procedures are in line with *Working Together to Safeguard Children (2018)* and the *Care Act 2014*.
 - All roles include safeguarding responsibilities in job descriptions and person specifications.
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5. Recruitment Process

5.1 Advertising and Application

- All job adverts will state our commitment to safeguarding and that a DBS check is required.
- Applicants must complete a structured application form (no CVs accepted as standalone).
- Any gaps in employment history are explored and clarified at interview.

5.2 Interviews

- Face-to-face interviews are conducted where possible.
- Interview panels include at least one person trained in safer recruitment.
- Candidates are asked about safeguarding scenarios and responsibilities.
- Identity is verified at interview (passport or photo ID and proof of address).

5.3 Pre-Employment Checks

- Enhanced DBS checks are required for all roles involving children or vulnerable adults.
 - DBS filtering rules are followed, and disclosures are handled securely and confidentially.
 - Where applicable, overseas criminal record checks are also requested.
 - Three professional references are required, including one from the most recent employer.
 - References are requested directly and must comment on the applicant's suitability to work with children or vulnerable adults.
 - We verify right to work, qualifications, and employment history prior to starting.
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6. Supervision, Induction, and Appraisal

- All new staff and volunteers receive a structured induction including safeguarding procedures.
 - Supervision and annual appraisals help monitor performance and identify further training needs.
 - Any safeguarding concerns raised during employment are logged and handled through our internal safeguarding framework.
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7. Disclosure and Barring Referral

- The Daffodil Project CIC complies with the Disclosure and Barring Service (DBS) referral process.
 - We have a duty to refer individuals who have caused harm, or may pose a risk of harm, to a child or vulnerable adult.
 - All DBS disclosures are risk-assessed by the Designated Safeguarding Lead and recorded confidentially.
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8. Internal Audit and Quality Assurance

- The organisation audits its recruitment practices at least annually.
 - Any discrepancies in applications or references are investigated.
 - Safer recruitment training is refreshed regularly for all relevant staff.
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9. Commissioned Services and Agencies

- External agencies, freelancers, or contractors must provide evidence of their own safe recruitment processes.
 - No individual may work with our service users until we receive proof of a satisfactory DBS check and references.
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10. Embedding a Safe Culture

- Safer recruitment is embedded across all operations.
 - Safeguarding culture is reinforced during training, supervision, and day-to-day interactions.
 - Reports of misconduct or allegations post-employment are fully documented and addressed.
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Signed:

Magdalena Van De Voort



Director & DSL

The Daffodil Project CIC

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