

## **UNCOMMON SAFER RECRUITMENT POLICY**

This policy outlines Uncommon's commitment to a safe recruitment process that protects children and vulnerable individuals by rigorously screening all candidates for suitability. It describes the standards, checks, and procedures in place to prevent unsuitable individuals from gaining positions of trust within Uncommon.

### **Aim**

Uncommon is committed to safeguarding children and vulnerable adults. We adhere to National Safer Recruitment Procedures and relevant legislation to ensure a thorough and consistent recruitment process.

### **Purpose**

This policy outlines Uncommon's commitment to rigorous recruitment practices that prioritize the safety and well-being of children and young people, preventing unsuitable individuals from gaining positions of trust.

### **Scope**

Applies to the recruitment of:

- Staff
- Hosts (session facilitators)
- Any personnel interacting with vulnerable individuals through Uncommon.

### **Recruitment Process**

- Job advertisements will state Uncommon's safeguarding commitment and expectations for applicants.
- Applicants must provide references addressing their suitability to work with vulnerable groups.
- Role descriptions will include safeguarding responsibilities, background checks, and training requirements.

## **DBS Checks & Interviewing**

- All candidates undergo a structured interview with questions focused on safeguarding attitudes and experience.
- Successful candidates must complete an enhanced DBS check (or international equivalent), renewed annually.

## **Training & Supervision**

- New staff, hosts, and volunteers receive safeguarding training during induction, covering:
  - Uncommon's safeguarding policies
  - Identifying and reporting concerns
  - Safeguarding roles and responsibilities
- Refresher training is required regularly or when policies/laws update.
- Ongoing supervision will emphasize safeguarding responsibilities.
- Policy breaches or concerns are addressed per Uncommon's disciplinary procedures.

## **Reporting Concerns During Recruitment**

Any concerns arising during recruitment, such as inconsistent references or safeguarding disclosures, will be reviewed. If necessary, job offers may be withdrawn.

## **Policy Review**

This policy is reviewed annually or when significant legal or best practice changes occur.