

SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS IN THE AREA MEETING

Recruitment and management of employees and volunteers

Page 1 of 1

Safe recruitment

The Trustees are working to ensure that all employees and volunteers working with children and vulnerable adults will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Safeguarding has been discussed at interview with the relevant person
- Written references have been obtained, and followed up where appropriate
- Disclosure and Barring Service clearance has been gained (when the role involves direct contact with children). We will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of West Wiltshire and East Somerset Area Meeting's safeguarding policy and knows how to report concerns.

Management of employees and volunteers - Codes of Conduct

As Trustees we are committed to supporting all workers and ensuring they receive support and supervision.

All workers /volunteers will be given access to the complete Safeguarding policy documents

The Trustees undertake to follow the principles found within the 'Abuse of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

Issued		<i>West Wiltshire and East Somerset Area Meeting of the Religious Society of Friends</i>
Revised	08/06/17	