



## Safe Recruitment

### Policy

#### *Introduction*

The purpose of this policy is to set out the minimum requirements of a recruitment process for Trustees and Volunteers for Land of Oak & Iron Trust (LOIT) that aims to:

- attract appropriate people for LOIT activities;
- deter prospective applicants who are unsuitable for work with children, young people, vulnerable adults or the elderly;
- identify and reject applicants who are unsuitable for work with children, young people, vulnerable adults or the elderly.
- Ensure volunteers have sufficient information to work safely within LOIT activities

#### *Statutory Requirements*

Where there are some statutory requirements for the appointment of volunteers working with children and vulnerable adults, they must always be met, recognising that those requirements will change from time-to-time.

#### *Identification of Recruiters*

Subject to the availability of training, LOIT will move towards a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures for example where the benefits are universal to all users, or where the benefit is minimal to individual trustees.

#### *Inviting Applications*

The Land of Oak & Iron Trust is committed to safeguarding children, young people, vulnerable adults and the elderly. Advertisements for posts or for volunteers – whether in newspapers, journals or on the LOIT website – will include a statement that makes it clear that, depending on the role, LOIT may carry out background checks to assess suitability for the role.

Volunteers will, as a minimum, be supplied with or given access to (e.g.: on LOIT internet web site) the following:

- role description;
- LOIT's safeguarding policies;
- LOIT's safe recruitment policy;

## *Appointment of Trustees and Volunteers*

Trustees will be selected and appointed by the current Trustees.

Volunteers will be engaged by the LOIT Trustees, LOIT Group Leader or Sub-group Leader.

Whoever engages a new Volunteer is responsible for ensuring that the volunteer has access to all the relevant information they require to work safely within the LOIT activities including the Induction material.

The person engaging a new Volunteer will inform the Trustees - who will keep a register of Volunteers, recording all information provided and any training provided.

## *Induction*

All volunteers who are new to LOIT will receive an induction leaflet that will include information on LOIT's safeguarding policies, guidance on safe working practices and essential contact details

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