



Safer Recruitment Policy

1. Purpose

Edfords Care Farm is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. This Safer Recruitment Policy aims to ensure that all staff, volunteers, and contractors are suitable to work in an environment where vulnerable people, animals, and land-based activities are involved.

We recognise that safer recruitment practices are a key part of preventing harm and abuse.

2. Scope

This policy applies to:

- Paid staff (full-time, part-time, temporary)
 - Trustees and directors
 - Volunteers
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3. Safer Recruitment Principles

We will:

- Deter unsuitable applicants through clear safeguarding messages.
- Identify and reject candidates who are unsuitable to work with vulnerable people.
- Act consistently, fairly, and in line with employment and equality legislation
- Maintain confidentiality and data protection at all times

4. Advertising and Job Descriptions

- All recruitment adverts will include a statement of commitment to safeguarding.
- Job descriptions and person specifications will clearly outline:
 - Safeguarding responsibilities
 - Required qualifications, experience, and values
- Posts involving regulated activity will be clearly identified.

Example statement:

“This post is subject to safer recruitment checks, including an enhanced DBS check with barred list information where applicable.”

5. Application Process

- All applicants must complete an application form; CVs alone will not be accepted.
 - Application forms will require:
 - Full employment history with explanations for gaps
 - Details of relevant experience working with vulnerable people
 - Declaration of any criminal convictions (as permitted by law)
 - *Short listed candidate/s will be asked about relevant criminal records as part of pre-recruitment checks. If a relevant criminal record is disclosed, we will ensure an open and fair discussion takes place before making a final offer. Failure to disclose information that is then later revealed on a DBS check (criminal record check) could lead to withdrawal of an offer of employment. After receiving the DBS check, we will discuss any matters revealed that have not been previously addressed, before reconsidering the conditional offer of employment.*
 - Shortlisting will be carried out by at least two people where possible.
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6. Interviews

- Interviews will be conducted by a minimum of two trained interviewers.
 - Interview questions will explore:
 - Attitudes toward safeguarding
 - Understanding of boundaries and professional conduct
 - Motivation for working on a care farm.
 - Scenarios relevant to care farming (e.g., working with animals, risk management, challenging behaviour) may be used.
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7. Pre-Employment Checks

An offer of employment will be **conditional** upon satisfactory completion of the following checks:

- **Identity verification** (photo ID and proof of address)
- **Enhanced DBS check** (with barred list check where required)
- **Right to work in the UK**
- **Two references**, including:
 - One from the most recent employer
 - One that specifically comments on suitability to work with vulnerable people.
- **Qualifications and training verification**

No individual will start work unsupervised until all checks are complete.

8. Volunteers and Students

- Volunteers and students will undergo recruitment checks proportionate to their role.
 - Where DBS checks are required, these must be completed before unsupervised access.
 - All volunteers will receive safeguarding induction and ongoing supervision.
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9. Induction and Training

All new staff and volunteers will receive:

- Safeguarding induction on their first day
 - A copy of relevant safeguarding policies and procedures
 - Clear guidance on:
 - Reporting concerns
 - Professional boundaries
 - Health and safety, including animal and land-based risks.
 - Ongoing safeguarding training appropriate to their role
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10. Probation and Supervision

- All new staff will complete a probationary period.
- Regular supervision will be provided to:
 - Monitor conduct and performance.
 - Reinforce safeguarding responsibilities.
 - Provide support and address concerns early.

11. Allegations and Concerns

Any concerns about the conduct of staff or volunteers will be managed in line with:

- The Safeguarding Policy
- Whistleblowing Policy
- Local safeguarding procedures

Where necessary, concerns will be referred to the Local Authority Designated Officer (LADO).

12. Record Keeping and Confidentiality

- Recruitment records will be stored securely and in line with data protection legislation.
- A single central record of recruitment checks will be maintained where required.
- Information will only be shared on a need-to-know basis.

13. Policy Review

This policy will be reviewed:

- Annually
- Following any safeguarding incident
- In response to changes in legislation or guidance

Approved by: C Howes

Date issued: Dec 2025

Last reviewed: 01 September 2026

Next review date: 31 August 2027