



# MHW Foundation CIO

## Safer Recruitment Policy

### MHW Foundation CIO

Date Adopted: 12/10/2025

#### **1. Purpose and Scope**

This policy sets out the approach of MHW Foundation CIO to recruiting, selecting, and managing trustees, staff, volunteers, contractors, and partner organisations safely and fairly. It applies to all individuals engaged in any capacity to deliver, support, or represent the charity's services. The purpose is to ensure that people who work or volunteer for MHW Foundation CIO are suitable for their roles and do not pose a risk to children, young people, or adults at risk.

#### **2. Policy Statement**

MHW Foundation CIO is committed to safer recruitment practices that protect the people we serve, maintain public trust, and uphold our duty of care. All recruitment decisions will be made on merit, in accordance with equality and safeguarding legislation, and follow a transparent and consistent process. No appointment will be made without appropriate pre-employment checks.

#### **3. Principles of Safer Recruitment**

Our safer recruitment process is based on the following principles:

- Transparency and fairness in all recruitment decisions.
- Safeguarding and protection of vulnerable people as the highest priority.
- Equality and inclusion, ensuring no discrimination on any protected characteristic.
- Verification and accountability, through thorough background checks and documentation.
- Ongoing vigilance, ensuring suitability beyond initial appointment.

#### **4. Roles and Responsibilities**

Anthony Young (Safeguarding Lead & Recruitment Authoriser): Oversees all recruitment, ensuring DBS checks and pre-employment vetting are completed.

Lisa Vieyra (Trustee Reviewer): Provides independent oversight for senior, trustee, or sensitive appointments.

Hiring Managers and Supervisors: Implement the recruitment process and maintain full records.



All Staff, Volunteers, and Contractors: Must comply with this policy and immediately disclose any criminal convictions or safeguarding concerns that arise during their role.

## **5. Recruitment and Selection Procedures**

Stage 1 - Planning and Advertising:

All job descriptions and adverts will include a clear statement of MHW Foundation CIO's commitment to safeguarding and promoting welfare. Each role will be risk-assessed to determine the appropriate level of DBS check.

Stage 2 - Application and Shortlisting:

Applicants must complete the official application form, providing a full employment history and explaining any gaps. Shortlisting will be carried out by at least two individuals to ensure fairness.

Stage 3 - Interview and Assessment:

Interviews will test both professional competence and safeguarding attitudes. Questions will explore applicants' values, understanding of safeguarding, and responses to hypothetical scenarios.

Stage 4 - Pre-Employment Checks:

Before appointment, the following must be completed:

Identity verification (original documents only)

Right to work in the UK verification

Enhanced DBS check (for roles involving regulated activity)

At least two verified references, one from the most recent employer

Employment history and qualifications verified

Confidentiality and Code of Conduct agreement signed

Stage 5 - Offer, Induction, and Probation:

All offers are conditional pending satisfactory checks. Induction will include safeguarding, confidentiality, behaviour management, and organisational values. A probationary period (normally three months) will be applied to all new appointments.

## **6. DBS (Disclosure and Barring Service) Checks**

MHW Foundation CIO requires Enhanced DBS checks for all individuals engaged in regulated activity or working directly with vulnerable people. DBS certificates must be renewed every three years or sooner if there is a change in role or circumstances. Contractors and partner organisations must provide written evidence that equivalent DBS and safeguarding checks have been completed. DBS checks will be renewed every 3 years, or sooner if required by the role, legislation, or funder requirements.



## **7. Dealing with Criminal Records**

Having a criminal record will not necessarily prevent an individual from working or volunteering with MHW Foundation CIO. Each case will be considered individually, taking into account the nature of the offence, its relevance to the role, and the time elapsed. Where safeguarding concerns arise, advice will be sought from the Local Authority Designated Officer (LADO) or the DBS as appropriate.

## **8. Recruitment of Volunteers and Trustees**

All volunteers and trustees are subject to safer recruitment checks proportionate to their roles. This includes completion of an application form, interview, identity check, references, and DBS check where applicable. Volunteers will receive induction and training equivalent to staff members, including safeguarding, confidentiality, and equality training. Where agency or partner staff deliver services on behalf of MHW Foundation CIO (e.g. therapy providers), the organisation will obtain written assurance of their compliance with this policy and their safeguarding checks.

## **9. Training, Supervision, and Ongoing Monitoring**

All staff, volunteers, and trustees must complete safeguarding and safer recruitment training during induction and refresher training every two years. Supervision and appraisal meetings will monitor continued suitability for the role. Any safeguarding or conduct concerns arising during employment will trigger review of suitability and, where necessary, disciplinary or safeguarding action.

## **10. Record Keeping and Confidentiality**

All recruitment documentation, including application forms, interview notes, references, and DBS records, will be stored securely in line with the Data Protection Act 2018 and UK GDPR. Information will only be shared with authorised personnel and retained only as long as necessary for legal and safeguarding purposes.

## **11. Concerns During Recruitment**

If any information obtained during recruitment raises concerns about an applicant's suitability, the recruitment process will be paused. The Safeguarding Lead will review the matter and, if required, consult with the LADO, DBS, or Charity Commission. Any attempt to conceal information or falsify documentation will result in automatic disqualification from appointment.

## **12. Review and Monitoring**

This policy will be reviewed annually by the Board of Trustees to ensure ongoing compliance with legislation and best practice. Lessons learned from recruitment processes or safeguarding cases will inform updates to procedures and training.



### **13. Links to Other Policies**

This policy should be read in conjunction with:

Safeguarding Policy (Adults and Children)

Allegations and Complaints Policy

Whistleblowing Policy

Data Protection and Privacy Policy

Equality, Diversity & Inclusion Policy

Code of Conduct

### **14. Trustee Sign-Off**

This Safer Recruitment Policy was approved and adopted by the Trustees of MHW Foundation CIO on 12 October 2025.

Signed: *A Young* (Anthony Young, Chair of Trustees)

Date: 12 October 2025