



[www.downsyndromedevelopment.org.uk](http://www.downsyndromedevelopment.org.uk)

## SAFER RECRUITMENT POLICY AND USE OF VOLUNTEERS DSDT

	Date	Name/signature
Last updated	14/6/2023	MR
Reviewed by Managing Director on behalf of the trustees	14/6/23	SS
Date for next review	Regularly	

### What is safer recruitment?

Safe recruitment means taking steps to ensure only individuals who are suitable for working with young people, whilst keeping them safe from harm and risks are appointed.

Safer recruitment is a set of practices to help make sure your staff and volunteers are suitable to work with children and young people. It's a vital part of creating a safe and positive environment and making a commitment to keep children safe from harm.

Safer recruitment should be a continuing process of improvement for every school, club, business or organisation whose work or services involve contact with children.

We follow guidelines from the NSPCC

<https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment>

### Our charity adheres to the following recruitment process:

#### Safer recruitment practice:

- In person interview
- Enhanced DBS disclosure
- Safeguarding and Down syndrome specific training
- 2 reference checks (one personal, one professional)
- Ongoing training and regular staff contact and reviews
- Exempt from the Rehabilitation Act 1974
- Our charity maintains thorough checks for anyone who works for us including agency workers, students and volunteers.
- Clear job descriptions, code of conduct: We have clear job descriptions set out and a code of conduct that all staff must abide by.
- Ongoing checks on suitability: We regularly check in with staff to check suitability and progress. This includes regular DBS checks and updates, training and communication.
- Staff undergo regular supervision which includes discussion of safeguarding concerns and impact.
- Staff roles and responsibilities: are clearly defined and set out and regularly updated and checked.
- Staff are provided with safeguarding training and safer recruitment training (either in person or online) and provided with our full policies and procedures document so that they understand our charity's safeguarding policy and procedures.

### Right to work in the UK

We check to see if a potential employee has the right to work in the UK by using the government guidelines

<https://www.gov.uk/check-job-applicant-right-to-work>

We follow this procedure:

[check the applicant's right to work online](#), if they've given you their share code

[check the applicant's original documents](#)

You can also check an applicant's right to work by using an identity service provider that offers Identity Document Validation Technology (IDVT). You can find out more about IDVT in the [employer's guide to right to work checks: 28 February 2023](#).

### Contact details:

**Registered charity and correspondence address:** 13 Saltwood Road, Seaford East, Sussex BN25 3SP

**Main office:** Chyngton Methodist Church, Millberg Road, Seaford, East Sussex, BN25 3ST

**Second office:** Unit Number 1b, The Sussex Innovation Centre, Falmer, Brighton, East Sussex, BN1 9SB

Tel: 01323 893 323 / 01323 890 654

**Website:**  
[www.downsyndromedevelopment.org.uk](http://www.downsyndromedevelopment.org.uk)

**Email:**  
[hello@downsyndromedevelopment.org.uk](mailto:hello@downsyndromedevelopment.org.uk)

Registered charity and correspondence address: 13 Saltwood Road, Seaford East, Sussex BN25 3SP

Main office: Chyngton Methodist Church, Millberg Road, Seaford, East Sussex, BN25 3ST

Second office: Unit Number 1b, The Sussex Innovation Centre, Falmer, Brighton, East Sussex, BN1 9SB

Tel: 01323 893 323 / 01323 890 654 Website: [www.downsyndromedevelopment.org.uk](http://www.downsyndromedevelopment.org.uk) Email: [hello@downsyndromedevelopment.org.uk](mailto:hello@downsyndromedevelopment.org.uk)

Down Syndrome Development Trust  
Company Number: 08346182  
Registered Charity Number: 1155830



[www.downsyndromedevelopment.org.uk](http://www.downsyndromedevelopment.org.uk)

## SAFER RECRUITMENT POLICY AND USE OF VOLUNTEERS DSDT

[DSDT Charity Policies | Down Syndrome Development Trust UK](#)

Down Syndrome Development Trust

**Company Number:** 08346182

**Registered Charity Number:** 1155830

**Registered charity and correspondence address:** 13 Saltwood Road, Seaford East, Sussex BN25 3SP  
**Main office:** Chyngton Methodist Church, Millberg Road, Seaford, East Sussex, BN25 3ST  
**Second office:** Unit Number 1b, The Sussex Innovation Centre, Falmer, Brighton, East Sussex, BN1 9SB  
Tel: 01323 893 323 / 01323 890 654 Website: [www.downsyndromedevelopment.org.uk](http://www.downsyndromedevelopment.org.uk) Email: [hello@downsyndromedevelopment.org.uk](mailto:hello@downsyndromedevelopment.org.uk)

*Down Syndrome Development Trust  
Company Number: 08346182  
Registered Charity Number: 1155830*