



MARCHES FAMILY NETWORK
RECRUITMENT POLICY

1. All staff whose role entails coming into contact with the children/young people we support, and trustees, are subject to an enhanced DBS disclosure which will be handled in accordance with the DBS's Code of Practice
2. Decisions on suitability for employment will be taken from:
 - References
 - Previous employment
 - Qualifications
 - Identity checks
 - Completion of a staff suitability form (from September 2014)
 - Medical checks, if appropriate/necessary
 - Careful consideration of information given by applicants
3. We require all prospective applicants to declare their convictions and/or cautions, including court orders which may disqualify them from working with children or may affect their suitability to do so.
4. We work within HSCB (Herefordshire Safeguarding Children Board) Safer Recruitment Guidelines.
5. The Manager and at least one member of the Trustee Board will hold a current Safer Recruitment certificate.

Approved by Trustee Board **March 2016**

Signed

Print Name

Review date **March 2018**