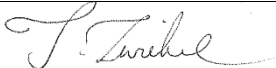


Sunbeams

SAFER RECRUITMENT POLICY

Document Control Sheet

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Approved By	Jessica Zwiebel, Safeguarding Officer and Trustee
Signature	

Revision History

Version	Date	Author	Description of Change	Approved By
1.0	Sep 2014	Admin	Initial release outlining safer recruitment principles and procedures.	Board of Trustees
2.0	Sep 2015	Admin	Review	Board of Trustees
3.0	Sep 2016	Admin	Review	Board of Trustees
4.0	Sep 2017	Admin	Minor update to DBS requirements.	Board of Trustees
5.0	Sep 2018	Admin	Review	Board of Trustees
6.0	Sep 2019	Admin	Review	Board of Trustees
7.0	Sep 2020	Admin	Small clarification on reference-checking process.	Board of Trustees
8.0	Sep 2021	Admin	Review	Board of Trustees
9.0	Sep 2022	Admin	Review	Board of Trustees
10.0	Sep 2023	Admin	Minor update to interview documentation.	Board of Trustees
11.0	Jan 2024	Admin	Review	Board of Trustees
12.0	Apr 2024	Admin	Review	Board of Trustees
13.0	Sep 2024	Admin	Review	Board of Trustees
14.0	Jan 2025	Admin	Review	Board of Trustees
15.0	Apr 2025	Admin	Review	Board of Trustees
16.0	Jul 2025	Admin	Review	Board of Trustees
17.0	Sep 2025	Admin	Comprehensive review; strengthened safer recruitment checks and updated templates.	Board of Trustees

1. Purpose and Scope

The purpose of this policy is to ensure that all recruitment and selection processes at Sunbeams are carried out safely, fairly, and in compliance with statutory guidance and organisational values.

Sunbeams are committed to safeguarding and promoting the welfare of children and young people, and to ensuring that every individual who works for or volunteers with the charity is suitable, competent, and appropriately supported.

This policy applies to the recruitment of:

- Paid employees (including administrative and clinical staff);
- Volunteers, mentors, and sessional staff.
- Contractors and others working directly with Sunbeams' beneficiaries.

2. Legal and Regulatory Framework

This policy is underpinned by the following legislation and guidance:

- Children Act 1989 and 2004
- Safeguarding Vulnerable Groups Act 2006
- Charity Commission guidance CC30: Safeguarding and protecting people for charities and trustees (2023)
- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Out-of-School Settings (2024)
- Rehabilitation of Offenders Act 1974
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR
- Charities Act 2011

Sunbeams also follow the principles of fair, transparent, and inclusive recruitment as set out in the Fundraising Regulator Code of Practice and ACAS guidance on recruitment and selection.

3. Policy Statement

Sunbeams are committed to safer recruitment practices to:

- Deter, identify, and prevent unsuitable individuals from working with children or vulnerable groups.
- Ensure equality, diversity, and fairness in all recruitment decisions.
- Promote a safe, competent, and professional workforce.
- Uphold Sunbeams' values of integrity, respect, and safeguarding excellence.

All appointments, whether paid or voluntary, will be made on merit, following a structured and consistent process that includes robust pre-employment checks.

4. Principles of Safer Recruitment

Sunbeams will ensure that:

- Recruitment materials clearly state the organisation's safeguarding commitment.
- All applicants are subject to appropriate vetting and referencing.
- At least one panel member involved in recruitment has completed Safer Recruitment Training.
- Pre-appointment checks are completed before work commences.
- Decisions are made in a transparent, accountable manner and recorded securely.
- All recruitment activity complies with the Equality, Diversity & Inclusion Policy and relevant employment law.

5. Roles and Responsibilities

Role	Key Responsibilities
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Trustees	Approve the policy and monitor compliance with safer recruitment standards.
Director (Policy Owner)	Oversees all recruitment and ensures consistent application of this policy. Reports on compliance to Trustees annually.
Safeguarding Lead	Provides guidance and oversight on suitability and risk assessment.
Volunteer / Mentor Coordinator	Implements screening, DBS, and induction processes for mentors and volunteers.
HR / Admin Officer	Maintains secure recruitment files and ensures data protection compliance.
All Staff Involved in Recruitment	Follow this policy and complete required training.

6. Recruitment Procedures (Employees and Staff)

6.1 Advertising and Promotion

- All job advertisements will include Sunbeams' safeguarding statement and a link to the Safer Recruitment Policy.
- Adverts will clearly outline essential and desirable criteria, closing dates, and selection methods.
- Posts will be advertised fairly to attract a diverse pool of candidates.

6.2 Application Process

- All applicants must complete a standard Sunbeams Application Form; CVs alone are not accepted.
- Applications are shortlisted against the job description and person specification by at least two trained staff.
- Any gaps in employment or history must be explored and clarified.

6.3 Interviews

- Interview panels will include at least one person trained in safer recruitment.
- Structured questions will assess values, safeguarding awareness, and relevant skills.
- Candidates must bring original identification and qualification documents for verification.

6.4 Pre-Employment Checks

Before an offer of employment is confirmed, the following checks will be completed:

1. Enhanced DBS check (with barred list check where applicable).
2. Two satisfactory references, including the most recent employer or supervisor.
3. Right to work in the UK (passport, visa, or other documentation).
4. Verification of qualifications and professional memberships where relevant.
5. Health declaration (if applicable to role requirements).

No individual may commence employment until all checks have been satisfactorily completed.

7. Volunteer and Mentor Recruitment Procedures

7.1 Overview

Sunbeams' volunteer mentors play a vital role in supporting girls and young women aged 8–16 across Hackney and Haringey.

Given their direct contact with young people, all mentors are subject to rigorous screening, training, and ongoing supervision.

7.2 Recruitment Process

1. Enquiry and Application:

Prospective volunteers complete an online or paper application form,

outlining experience, motivation, and availability.

2. Initial Screening:

Applications are reviewed by the Volunteer Coordinator and Director. Shortlisted candidates are invited to an informal interview to assess suitability, commitment, and understanding of Sunbeams' values.

3. References and Checks:

- Two-character references are required, ideally one professional or from a community leader.
- Enhanced DBS check (child workforce) is mandatory.
- Identity and address are verified using official documentation.

4. Interview and Assessment:

- The interview explores communication skills, empathy, boundaries, safeguarding understanding, and reliability.
- Cultural sensitivity and ability to engage with Orthodox Jewish girls are key criteria.
- Notes are retained for transparency.

5. Training and Induction:

- All new mentors complete Sunbeams' induction training, covering safeguarding, confidentiality, boundaries, record keeping, and supervision.
- Training attendance is recorded.

6. Approval:

- Only after satisfactory checks, training, and references will mentors be formally approved by the Director.
- Approved mentors are matched to mentees based on age, location, interests, personality, and identified needs.

7. Ongoing Supervision:

- Mentors receive regular supervision and support throughout their placement.
- DBS and reference renewals are conducted every three years or sooner if necessary.

8. Matching Process (Mentors and Mentees)

Sunbeams recognises that effective matching between mentor and mentee is essential for safety, trust, and impact.

Matching considers:

- Age and developmental stage of the mentee.
- Shared interests, personality, and communication style.
- Cultural and religious considerations.
- Geographical proximity and meeting preferences.
- Any risk factors or safeguarding alerts identified in assessment.

No mentoring relationship will begin until both parties have been briefed on boundaries, confidentiality, and reporting procedures.

Parents and schools are notified once a match has been confirmed.

9. Eligibility Criteria

9.1 Mentors

Mentors must:

- Be aged 18 or over.
- Be female (to respect the cultural context of Sunbeams' service).
- Live within or near Hackney or Haringey.
- Successfully complete DBS, references, and training.
- Demonstrate maturity, empathy, and reliability.
- Agree to adhere to Sunbeams' Code of Conduct and Confidentiality Policy.
- Commit to a minimum of one year of mentoring, meeting regularly with their

mentee.

9.2 Mentees

Mentees must:

- Be girls aged 8–16 years.
- Be referred by a school, parent, or welfare organisation.
- Require emotional, social, or confidence support suitable for early intervention.
- Provide parental consent to participate.
- Agree to Sunbeams' participation guidelines.

10. Data Protection and Confidentiality

- All personal data collected during recruitment is handled in line with the Data Protection Act 2018 and UK GDPR.
- Recruitment and screening records are stored securely, accessible only to authorised personnel.
- Information will be retained for the duration of engagement and deleted securely after statutory retention periods.
- Applicants are informed how their data will be used and have the right to access their information.

11. Equality, Diversity, and Inclusion

Sunbeams values equality and fairness throughout recruitment and selection.

All candidates will be treated equitably, and recruitment decisions will be based solely on merit, ability, and role suitability.

Sunbeams recognises that, within the Orthodox Jewish community, operational roles are designated for women to maintain cultural and religious appropriateness in service delivery. This is permitted under Schedule 9 of the Equality Act 2010 (occupational requirement exemption).

12. Monitoring and Review

- The Director and Trustees review recruitment activity annually to ensure compliance and consistency with safer recruitment standards.
- Trends, concerns, or learning points from screening or incidents are discussed at management and Trustee meetings.
- This policy is reviewed every 12 months or sooner if there are changes to legislation or statutory guidance.
- Audit records and DBS logs are reviewed as part of Sunbeams' safeguarding monitoring framework.

Signed: _____

Position: Trustee

Date: _____