



# **Blue Flamingo Community Hub CIC**

## **Safer Recruitment Policy**

*Policy Owner: Blue Flamingo Community Hub CIC*

*Date policy approved: 10.02.2026*

## **Statement of Intent**

Blue Flamingo is committed to safeguarding and promoting the welfare of our members (adults at risk). We expect all staff and volunteers to share this commitment. This policy ensures that our recruitment process deters, identifies and rejects people who might be unsuitable to work with vulnerable adults.

## **The Recruitment Process**

Every role at Blue Flamingo (paid or voluntary) will go through the following stages:

- Role Definition: Every role will have a clear Job Description or Volunteer Role Profile which explicitly states the individual's responsibility for safeguarding.
- Advertising: All recruitment adverts will include our 'Safeguarding Commitment Statement':

*"Blue Flamingo is committed to safeguarding adults. All appointments are subject to satisfactory references and a DBS check."*

- Application: We do not accept CVs alone. All applicants must complete a standard Application Form which includes a full employment/volunteering history and a declaration of any criminal record.

## **Pre-Appointment Vetting Checks**

All members of staff are required to complete:

1. Identity Check: Verification of name, address, and Right to Work in the UK using original documents.
2. References: A minimum of two satisfactory references. One must be from the most recent employer/volunteer manager. We will specifically ask referees if they have any safeguarding concerns.
3. DBS (Disclosure and Barring Service) Checks. As our work does not involve regulated activity and are not working in an unsupervised

capacity, a Basic DBS is required. This will be obtained for all staff and volunteers.

### **Gaps in History:**

Any gaps in employment or volunteering history must be explored and explained during the interview.

### **Interviews**

- Interviews will be conducted by at least two people (usually the ED and a Session Coordinator).
- At least one panel member will have completed formal Safer Recruitment Training.
- We will ask specific "Values-Based" questions to explore the candidate's attitude toward vulnerable adults and their understanding of boundaries.

### **Post-Appointment: Induction & Probation**

- Induction: All new recruits must complete the Blue Flamingo Induction, which includes reading the Safeguarding Policy, Volunteer Policy, and signing the Volunteer Agreement.
- Probation: New staff/volunteers will undergo a 3-month settling in period where their conduct and adherence to the values of Blue Flamingo are monitored by the Executive Director.

### **Referral to the DBS**

We have a legal duty to refer any individual to the DBS if they have harmed a vulnerable adult or if we believe they pose a risk of harm and have been removed from their role (or would have been removed if they hadn't resigned).