



SAFER RECRUITMENT POLICY

- All staff will be interviewed by at least 2 members of the team and **references** sought from their previous employers to check suitability.
- Following receipt of all training records and certificates and suitable references, only then will the applicant be offered a position within BO CIC.
- All sessional staff, associated and volunteers must have an up-to-date enhanced DBS before starting work with BOCIC. If this is not possible, they must be supervised by another DBS checked person at all times.
- All staff, including associates and regular volunteers will have undertaken a minimum level 2 safeguarding training by an external body e.g. NSPCC. This training is updated annually.
- Associates and volunteers who work with other organisations and have completed safeguarding training annually, need to provide evidence of this training.
- All training records are updated and monitored centrally by BOCIC.
- All sessional staff and volunteers will receive a copy of the BO CIC safeguarding policy and NDA policy as part of their induction and must read and sign the documents to confirm they have read and understood them.
- **Newly recruited sessional staff and volunteers will receive BO CIC safeguarding training within 1 month of starting with BO CIC.**
- In some cases, it is in the best interests of the child for their carer to accompany them to Forest School. In these cases, clear guidance must be provided for both volunteers, practitioners and the parent involved. At our Alternative Provision and SEND holiday club programmes, all carers need an enhanced DBS to attend in a group setting. **The carer must receive a copy of the safeguarding policy and sign confirmation of understanding.**