

## Wiltshire Wildlife Trust (WWT) Safer Recruitment Policy

The purpose of the WWT Safer Recruitment Policy is to help deter, reject or identify people who may perpetrate abuse or are otherwise unsuitable to work in the position they have applied for by having appropriate procedures in place for appointing staff.

**Safeguarding is everyone's responsibility**, irrelevant of their role within Wiltshire Wildlife Trust. All of us have a responsibility for the protection of children and adults at risk from abuse and maltreatment or neglect.

The WWT Safer Recruitment Policy requires that the following criteria must be implemented as part of every recruitment process undertaken by the Trust:

1. The best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
2. All job applicants are considered equally and consistently;
3. No job applicant is treated unfairly on grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, gender or sexual orientation, marital or civil partnership status, disability or age or any other protected characteristic;
4. The recruitment process is compliant with all relevant legislation, recommendations and guidance, including all statutory guidance and any guidance or Code of Practice published by the Disclosure and Barring Service (DBS);
5. WWT meets its commitment to safeguarding and promoting the welfare of children, young people and adults at risk by carrying out all necessary pre-employment checks. This includes two references and a brief background check on any staff working with children, young people or adults at risk.
6. During the recruitment of any post which works with children, young people or adults at risk, there will be at least one lead person on the interview panel who has current safer recruitment training.
7. All advertisements and job descriptions for any role involving children, young people or adults at risk will include the statement - *Wiltshire Wildlife Trust is fully committed to safeguarding the welfare of all children, young people and adults at risk. All WWT staff will receive safeguarding training and must ensure that they comply with WWT's safeguarding policy.*"

8. The personnel team will lead on all agreed checks outlined above and no candidate will be employed until all agreed checks have been undertaken and the team have given 'the green light' to proceed. Any concerns flagged during these checks will be reviewed by the recruitment lead, HR lead and one of the designated safeguarding officers. They will then make a decision on next steps and whether the candidate is suitable to be employed in a role working children, young people or adults at risk.