



**WISE UP CIC**  
*Theatre, Creativity & Therapy Services*

## **SAFER RECRUITMENT POLICY**

The policy applies to all staff, volunteers and anyone working with, or on behalf of, Wise Up CIC.

### **Introduction**

This policy applies to all staff appointments within Wise Up CIC and to ensure that best practice recruitment and selection principles are adhered to. The safe recruitment of staff is the first step to safeguarding and promoting the welfare of our customers. As an employer, Wise Up CIC expects all staff and volunteers to share this commitment.

### **Purpose**

The successful recruitment and selection of quality staff is a key objective of Wise Up CIC to support the delivery of customer/user wellbeing. The aim is to recruit high calibre staff possessing the skills and values consistent with the objectives and values of Wise Up CIC.

In applying this policy, Wise Up CIC aims to:

- Eliminate unlawful discrimination
- Promote equality of opportunity
- Provide for good relations between people of diverse groups
- Select suitable candidates based on relevant qualifications, experience, aptitudes and appropriate assessment of an individual's potential for future development. The process is designed to ensure that objective measurable criteria are applied to the selection of candidates.

### **Responsibilities & Procedures**

#### **1. Policy**

It is the responsibility of the Director and trustees to:

1. Ensure Wise Up CIC has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with legal requirements
2. Monitor Wise Up CIC compliance with them.



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### **2. Recruitment**

1. Staff who are involved in the recruitment and selection process must be trained adequately and clearly understand the consequences of poor recruitment practices.
2. Job adverts shall be developed by the appointing manager following the Disclosure & Barring Policy and must be signed off by the Director before publishing.
3. Job descriptions must reflect the realistic requirements of the post about skills, qualifications and experience, and shall not include any unjustifiable requirements. The advert must be in keeping with the essential and desirable criteria for the role.
4. Job vacancies will be advertised across a minimum of three mediums to ensure a wide audience.
5. Wise Up CIC welcomes applications from all sections of the community and ensures that all applicants are treated fairly at every stage of the recruitment process. The recruiting manager must always follow the Equality & Diversity Policy.
6. Applicants will submit a cover letter and CV for assessment. Those chosen for interview will be held on digital file. Those not successful will be digitally deleted or paper based shredded.
7. Recruiting staff must ensure that throughout the recruitment and selection process no discriminatory practices occur. To minimise risk the Interview Questions are to form the basis of the interview and the Interview Score Sheet – is to be utilised for assessing interviewees.
8. All applicants invited to attend an interview will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in



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accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines.

9. After interviews have taken place the recruiting manager is to sit with the Director and assess and select a suitable candidate.

### **3. Conditional Offers of Employment**

a. Following the completion of the interview process for all candidates, both successful and unsuccessful, will be contacted by phone, wherever possible, within 3 working days by the Recruiting Manager and will be informed on the outcome of the interviews.

b. The recruiting manager will then run the pre-employment checks

Verification and identity check

Right to work checks

Professional registration and qualification checks

Employment History and reference checks

Disclosure and Barring Service Checks (Safeguarding Vulnerable Groups Act 2006) • Driving checks will also be carried out where appropriate.

c. It is the responsibility of the applicant to ensure that they are honest throughout their application and the recruitment process and to treat all staff involved in the process with dignity and respect. Should an applicant be found to have made a false declaration at any point during the recruitment process Wise Up CIC reserves the right to withdraw them from the process (or if an applicant has been appointed, to terminate employment).

d. Once all employment checks are successfully complete and the Recruitment Team is satisfied that the conditions have been met, they will issue a contract of employment (no later than 8 weeks after commencement in the post).



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### **4. Dealing with convictions**

Wise Up CIC operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence.
- how long ago the offence occurred.
- one-off or history of offences.
- changes in circumstances,
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Recruiting Manager. A decision will be made following this meeting with the Director/trustees. If relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Recruiting Manager will evaluate all of the risk factors above before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, Wise Up CIC may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

### **5. Induction Programme**

- All new employees will be given a copy of the Staff/Volunteers Handbook.
- Staff members are responsible for completing their own plans/expectations and will be followed up with their Line Managers throughout their probationary period.

### **6. Probationary Period**

All employment is subject to a 6-month probationary period and continuation of employment is subject to the successful completion of the appropriate training / induction.



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- Probationary periods can be extended should good reason be justified.
- Employment during the probation period can be retracted at any time if the candidate fails to comply with Wise Up CIC policies and procedures.

### **7. Flexible Working /Blended Working**

Wise Up CIC commitment to flexible working arrangements opens career opportunities for individuals who may not be in a position to work full time. Careful consideration must be given to whether a particular post can be job shared or whether adjustments can be made to the role to accommodate those who have an Equality Act Protected Characteristic (for further details, see Motivated Minds Equality & Diversity Policy) worked on a reduced number of hours, or worked in a more agile or flexible working pattern. If the appointing manager feels that such flexible arrangements are not possible, there must be a genuine business case and the manager must have clear and justifiable reasons for the fixed work pattern.

### **8. References**

Referees will be asked specific questions about the following:

- a. The candidate's suitability to work with children and young people.
- b. Any substantiated allegations.
- c. Any disciplinary warnings, including time-expired warnings, relating to the Safeguarding of children and young people; and
- d. The candidate's suitability for the post, including the candidate's ability and willingness to promote fundamental British values.

Reference requests will include the following:

- e. Applicants current post and salary; and
- f. Disciplinary record.

All appointments are subject to satisfactory references, vetting procedures and DBS clearance.



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### **9. Legislation**

Legislation	Description	Link
Data Protection Act 2018 and the General Data Protection Regulation (GDPR)	Data Protection Act 2018 and the GDPR allows for storage and sharing of information for safeguarding purposes, including information which is sensitive and personal, and should be treated as 'special category personal data'. Where practitioners need to share special category personal data, they should be aware that the Data Protection Act 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information. This includes allowing practitioners to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child/vulnerable adult at risk.	<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/711097/guide-to-the-general-data-protection-regulation-gdpr-1-0.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/711097/guide-to-the-general-data-protection-regulation-gdpr-1-0.pdf</a>
The Equality Act 2010,	No person must be treated any less favourably than others in being able to access	<a href="http://www.legislation.gov.uk/ukpga/2010/15/contents">http://www.legislation.gov.uk/ukpga/2010/15/contents</a>



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	effective services which meet their particular needs	
Safeguarding Vulnerable Groups Act 2006	This created the Independent Safeguarding Authority (ISA) which aims to prevent unsuitable people working with children and adults across all services.	<a href="http://www.legislation.gov.uk/ukpga/2006/47/contents">http://www.legislation.gov.uk/ukpga/2006/47/ contents</a>
Immigration, Asylum and Nationality Act 2006	The Act introduces civil penalties in the form of fines for employers who take on people over the age of 16 who are subject to immigration control (that is, have no entry clearance or leave to remain, or no valid permit to work in the UK).	<a href="http://www.legislation.gov.uk/ukpga/2006/13/contents">http://www.legislation.gov.uk/ukpga/2006/13/ contents</a>

Signed

**Elsbeth Roberts**

Reviewed    Nov 2025

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