



# Purple Elephant - Safer Recruitment Policy

Purple Elephant Safer Recruitment Policy outlines procedures for safer recruitment which will be adhered to.

This policy should be read together with the Safeguarding, Recruitment of Ex Offenders, Equalities and Whistleblowing policies.

## Safer recruitment statement

Purple Elephant is committed to:

- safeguarding and protecting all children, young people and vulnerable adults by implementing robust safer recruitment practices,
- identifying and rejecting applicants who are unsuitable to work with children, young people and vulnerable adults,
- responding to concerns about the suitability of applicants during the recruitment process,
- responding to concerns about the suitability of employees and volunteers once they have begun their role,
- ensuring all new staff and volunteers participate in an induction which includes safeguarding.

Taking a planned and structured approach will help to:

- minimise the risk of appointing someone unsuitable,
- ensure we select the right person for the role,
- make sure the process is fair,
- make sure there are records of the process for future reference.

## Safer recruitment procedure for staff

- Defining the role – job descriptions and person specifications will be included for each role and will highlight safeguarding responsibilities.
- Advertising the role – adverts will emphasise the importance of keeping children and vulnerable adults safe. It will make clear that it is subject to a DBS check.
- References – we will ask for at least 2 references and will follow up any discrepancies or queries. Any gaps in employment will be explored.
- Selection for interview will be done by at least 2 people.
- The interview panel and decision will be made by at least 2 people, with trustees agreeing the final appointment (for new staff).

- The identity of each applicant will be checked.
- Purple Elephant will identify and reject any applicant which is considered unsuitable for working with children and vulnerable adults.

All successful applicants are checked by the Disclosure and Barring Service. Applicants are informed of the need to carry out checks before posts can be confirmed. If an applicant is rejected because of information which has been disclosed in the checks, they have a right to know and to challenge incorrect information.

Applications for staff positions are exempt from the 1974 Rehabilitation of Offenders Act and therefore applicants have to declare previous convictions.

## **Safer recruitment procedure for volunteers**

- Advertising the role – if the role is advertised the adverts will emphasise the importance of keeping children and vulnerable adults safe. It will make clear if a DBS check is required.
- References – for most volunteer roles we will ask for at least 2 references and will follow up any discrepancies or queries. Selection will be delegated to the Service Manager.
- The identity of each applicant will be checked as appropriate.
- Purple Elephant will identify and reject any applicant which is considered unsuitable for working with children and vulnerable adults.

All successful applicants for volunteer roles where they will have face to face contact with children, young people or vulnerable adults will be checked by the Disclosure and Barring Service. Applicants are informed of the need to carry out checks before roles can be confirmed. If an applicant is rejected because of information which has been disclosed in the checks, they have a right to know and to challenge incorrect information.

Applications for volunteer positions are exempt from the 1974 Rehabilitation of Offenders Act and therefore applicants have to declare previous convictions.

## **Induction for new staff and volunteers**

Purple Elephant make sure all new staff and volunteers:

- have read and understand our policies and procedures,
- know how to spot the signs that a child or adult may be experiencing abuse,
- know how to respond appropriately if a child or adult makes a disclosure about abuse,
- know what to do if they have concerns about a child or adult's wellbeing.

Staff and volunteers will complete safeguarding training and receive supervision appropriate to their role.

Signed .....

Date .....

Sue Willis  
Service Manager

Signed .....

Date .....

Robert Ashford  
Safeguarding Trustee

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