



Safer Recruitment Policy

Woodventurers Woodland Learning are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment.

When undertaking any recruitment process (including recruitment of volunteers), Woodventurers Woodland Learning will take the following steps:

- All job descriptions and person specifications will include a specific reference to suitability to work with children and young people and refer to the responsibility for safeguarding and promoting the welfare of children and young people
- Comprehensive information from applicants will be obtained and scrutinised and any discrepancies or anomalies will be investigated and resolved
- Independent professional and character references relating to an applicant's suitability to work with children and young people will be obtained
- A face to face interview will be held with all successful applicants prior to engagement; If a face to face interview is not possible due to current government guidelines (covid or other), interviews will take place digitally with face to face practical elements carried out as soon as is permissible to do so.
- The identity, qualifications and previous employment history of the successful applicant will be verified before appointment
 - A check will be made to confirm the right of the successful applicant to work in the United Kingdom before appointment
 - Where the successful applicant has lived outside the United Kingdom, such further checks as are considered appropriate will be carried out before appointment
 - A check will be made on the successful applicant's mental and physical health
 - A check of the relevant mandatory lists (set out below) and a disclosure (currently DBS) check will be carried out in respect of the successful applicant before appointment
 - Any offer of employment or engagement will be made conditional upon the satisfactory completion of the above checks and verifications.



In extenuating circumstances (covid or other) in line with government guidelines, any formal documentation must be shown to Woodventurers Woodland Learning via digital meeting with a scanned copy retained by Woodventurers Woodland Learning until it is possible to see the same documents in the flesh.

Woodventurers Woodland Learning will ensure that:

An individual will not be recruited to work on the team where they are named on any of the following lists: The Protection of Children Act (PoCA) List (England and Wales); List 99 (England and Wales); The Protection of Vulnerable Adults (POVA) List (England and Wales); The Disqualified from Working with Children List (DWCL - Scotland); The Disqualification from Working with Children List (Northern Ireland); and The Disqualification from Working with Vulnerable Adults List (Northern Ireland).

An individual who is appointed and subsequently found to be named on any of these lists will be removed from the position forthwith.

An individual will be referred to the appropriate List where the grounds for referral under the Acts are met.

A disclosure check will be carried out on all new employees and further disclosure checks will be carried out periodically during their tenure (disclosure checks being conducted in accordance with the relevant legislation in force from time to time; currently via the Disclosure and Barring Service (DBS) in England, Wales and Northern Ireland and by Disclosure Scotland in Scotland).

WWL and CFS will obtain a DBS check for all Woodland Tutors, assistants, volunteers or other staff prior to employment, (if not employed elsewhere with a current check) or during the first month of their engagement if they are already employed and hold a DBS check elsewhere.

Policy written by Nicki Proietti

Reviewed by Toni Rogers Febraury 2022

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