

Safer Recruitment Policy

Board approved: 30 March 2026

Changes made since the [last version](#):

1. Formatting throughout
2. Addition of a contents page
3. Update to staff roles and contact information

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1. Policy Statement

Arts Emergency promotes the safety and welfare of children, young people and adults at risk across our programmes. The aim of the Safer Recruitment policy is to use robust practices to help deter, reject or identify people who might abuse children, young people, or adults at risk, or are otherwise unsuited to working with them. These procedures must be followed by hiring managers recruiting members of staff as well as programme officers recruiting volunteers.

This policy sits alongside Arts Emergency's Safeguarding Children Policy, Safeguarding Adults at Risk Policy, and wider Recruitment Guidelines.

2. Safeguarding Team

The best route to submit a safeguarding concern is via the Safeguarding form on Arts Emergency's website: www.arts-emergency.org/safeguarding

However, you can contact members of our Safeguarding Team directly via the contact details below.

- Joe Burton, Head of Mentoring, Designated Safeguarding Officer (DSO)
joe@arts-emergency.org
- Danny Kilbride, Mentoring Manager, Deputy Designated Safeguarding Officer (DDSO)
danny@arts-emergency.org
- Alex Keramidas, Safeguarding Lead Trustee
alex_kera@yahoo.co.uk

3. Procedures

3.1. Recruitment of staff and volunteers

Arts Emergency will take the following measures when recruiting staff or volunteers to work with children, young people or adults at risk:

- Arts Emergency will carry out enhanced checks with the Disclosure and Barring Service (DBS) when recruiting any member of staff or volunteer who is regularly required to work with children, young people or adults at risk.
- Ensuring that all staff appointed to work with children, young people and adults at risk, receive detailed and appropriate induction and training on safeguarding policy and practice within the organisation. For volunteer mentors, this will be part of their programme training. For staff, this will be given by the Designated Safeguarding Officer upon joining the organisation.

- All staff and volunteers are required to commit to Arts Emergency's Code of Conduct for working with young people.
- All recruitment copy will state Arts Emergency's commitment to safeguarding and safer recruitment, making it clear in job descriptions and advertisements that recruitment is contingent upon a successful enhanced DBS check.
- We recognise that DBS checks do not replace or lessen the need for a continuing culture of vigilance even after appointments are made, and ongoing safeguarding is a core part of our work.
- We will always clearly identify in job descriptions when any role involves working with children, young people and adults at risk and make reference to responsibilities for safeguarding, the Code of Conduct, and the values and behaviours expected.

In particular for volunteers:

- A staff member will meet each volunteer for an online suitability check, before undertaking a volunteer's DBS.
- The organisation will require a reference for volunteers that comments on the applicant's professional practice and suitability to work with children and young people.
- Volunteer mentors will be required to watch the Safeguarding refresher training before working with a new child, young person or adult at risk.

In particular for staff:

- Applications will be shortlisted by a minimum of 2 people, within the guidelines set out in the organisation's wider recruitment policy. Interviewers will always scrutinise information in application forms, resolve any gaps or anomalies in employment history at interview or beforehand.
- A personal interview will always take place before engaging anyone to work with children, young people and adults at risk. We will include questions in the interview about safeguarding, the Code of Conduct or working with people at risk.
- The organisation will require two references for staff that comments on the applicant's professional practice and suitability to work with children and young people.
- Staff will be expected to refresh their safeguarding knowledge regularly during all team training, as directed by the Designated Safeguarding Officer.

3.2. Identifying and rejecting unsuitable applicants

If during the recruitment process, the recruiting member of staff has concerns about the suitability of an applicant, they receive a concerning reference, or a flagged DBS, they will refer this directly

to the Designated Safeguarding Officer. The Designated Safeguarding Officer will work with the appropriate members of the Safeguarding Team to make a final decision on the suitability of a candidate.

- In the case of a flagged DBS, the Designated Safeguarding Officer will use the 'DBS decision questionnaire' to help them decide on the suitability of a candidate. If the DBS is for a volunteer working with a young person from a partner school, we may be required to request that the volunteer also share the relevant information with the school before proceeding.
- If a concern has been raised about a volunteer or staff member either directly or via a reference, the Designated Safeguarding Officer will investigate the concerns.

3.3. Responding to concerns

Any concerns regarding the suitability of employees and volunteers should be reported to the Designated Safeguarding Officer, or a member of the wider Safeguarding team as soon as possible.

The best way to do this is via the Safeguarding form on Arts Emergency's website:
www.arts-emergency.org/safeguarding

You can also contact our Safeguarding Team directly (contact details in Section 2).