

Safer Recruitment Policy		
Date Approved: 9/6/23	Authorised by: Cliff Evans	
Review Date: 9/6/24	Signed: 	
Page no: 1	Position: Trustee	

Policy statement

TAC takes its responsibilities for safeguarding and child & Vulnerable Adult protection very seriously. The recruitment process is part of this commitment. We will ensure a rigorous yet inclusive process of recruitment to ensure we provide our clients with the highest quality of staff, RDA coaches, instructors and volunteers whilst ensuring a fair, transparent and inclusive process to encourage diverse applicants. We will use all available checks to ensure that unsuitable individuals are not able to successfully complete the recruitment process.

Key aims of this policy

This policy will provide clarity for applicants, clients, current and potential funders of our commitment to safeguarding and rigour employed in our recruitment process.

Responsibilities

The Volunteer Co-ordinator is responsible for overseeing the process for the recruitment of volunteers. Volunteers are recruited through a range of methods, direct recruitment, word of mouth, volunteer websites and /or self-referrals. The Trustees will ensure that the Volunteer Co-ordinator is suitably trained and knowledgeable to undertake this role to the high standards expected to comply with the commitment to safer recruitment.

Recruitment and selection procedures

To ensure fair recruitment a clear process of application is laid out for each vacancy and reasonable adjustments to this process made as required to be compliant with the Equalities Act 2010. Any successful applicant will undergo a DBS check to ensure they have not been barred from working with vulnerable individuals and have no unspent convictions in relation to offences not protected by the Rehabilitation of Offenders Act 1974.

Induction

All staff and volunteers have mandatory induction training which includes safeguarding training. Ongoing training is provided as a result of TAC's appraisal process, National RDA coaching pathways, British Horse Society Qualifications and job specific skill enhancement.

Key relevant legislation and guidance

- Safeguarding Policy
- Equality and Diversity Policy
- Code of Conduct
- Recruitment Policy
- [Working together to safeguard children 2018](#)
- Equalities Act 2010
- Rehabilitation of Offenders Act 1974