

## **SAFE RECRUITMENT**

### **INTRODUCTION**

The purpose of this policy is to set out the minimum requirements of a recruitment process for volunteers of PANTRY Support that aims to:

- ✓ attract the best possible applicants to volunteer;
- ✓ deter prospective volunteers who are unsuitable for work with PANTRY clients;
- ✓ identify and reject volunteers who are unsuitable for work with PANTRY clients.

### **INVITING APPLICATIONS**

Advertisements for posts – whether in the press or on-line – will include the statement:

Prospective applicants will, as a minimum, be supplied with or given access to the following:

- ✓ job description and personal specification;
- ✓ Small Charity Support's safeguarding policies;
- ✓ Small Charity Support's safe recruitment policy;
- ✓ The selection procedure for the post.

All applications must be in writing (either on paper or by e-mail).

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any details.

### **INDUCTION**

All volunteers who are new to PANTRY will receive induction training that will include PANTRY safeguarding policies and guidance on safe working practices.

Regular supervision will be held every 3 months for the first year of volunteering between the new volunteer(s) and the appropriate supervisor(s).

**REVIEW**

This policy will be reviewed every two years

Date.....

Signature (Chair).....

Signature (Secretary).....