

Inspire Neurodiversity and Wellbeing CIC
Safer Recruitment Policy
Version 1.1 | Approved by Board of Directors
Effective Date: 17th December 2025



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Policy Title: Safer Recruitment Policy

Organisation: Inspire Neurodiversity and Wellbeing CIC

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Next Review Date: December 2026

Policy Statement:

Inspire Neurodiversity and Wellbeing CIC is committed to safeguarding and promoting the welfare of children and vulnerable adults. We operate a "Zero-Tolerance" approach to harm, starting with a rigorous and transparent recruitment process for all staff and volunteers.

Purpose:

To ensure that all individuals working with our community are suitable, qualified and share our commitment to safety and professional integrity.

Principles:

Vigilance: We actively seek to deter and identify individuals who may pose a risk to service users.

Transparency: All recruitment steps are documented and audited as part of our Risk Management strategy.

Equity: We ensure that neurodivergent applicants are supported throughout the recruitment process.

Responsibilities:

Board of Directors: To oversee the final approval of all appointments and ensure compliance with the Disclosure and Barring Service (DBS).

Designated Safeguarding Lead (DSL): To verify all vetting documents and ensure safeguarding training is completed before any community engagement.

Vetting Requirements:

Enhanced DBS: All personnel in regulated activity must hold a valid Enhanced DBS check.

Reference Checks: A minimum of two professional references must be verified for all roles.

Right to Work: Verification of identity and the legal right to work in the UK.

Implementation:

Interview Process: Every candidate will be interviewed by at least two people with specific questions focused on safeguarding attitudes.

Trial Period: All new volunteers will complete a **3-month initial trial period**. This allows us to provide mentorship, ensure the volunteer is comfortable in their role and verify that our high safeguarding standards are being consistently met.

Reviewed and Signed by the Board of Directors

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