



The **Wild** Ways

Safer Recruitment Policy

Effective Date	01/08/2024
Policy Description	A framework for safe hiring practices, prioritising child protection, transparency, and safeguarding responsibilities.
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Organisation	The Wild Ways / The Wildheart Foundation / Raising A Wild Child / The Wild Child PDA Foundation

Overview

Safer recruitment means taking steps to ensure that only individuals suitable for working with young people and families are appointed, thereby keeping them safe from harm and risks. This policy applies to everyone working on behalf of The Wild Ways, along with our sister organisations: Raising a Wild Child, The Wildheart Foundation, and The Wild Child PDA Foundation - the board of directors, paid staff and volunteers. The following process will be adopted and applied consistently when appointing a YPG (Young Person Guide), Associate, or Volunteer.

Advertising

When advertising to recruit staff or volunteers, the following information will be included:

- The aims of the organisation and, where appropriate, specific project goals.
- A detailed role description, including required qualities, qualifications, and standards.
- A statement that the organisation is an equal opportunities employer, committed to child safeguarding standards.

Pre-Application Information

Pre-application information sent to potential applicants will include:

- A job or role description, including roles and responsibilities.





- A person specification clearly stating qualifications and experience required.
- An application form.
- A self-disclosure form (see Recruitment of Candidates with a Criminal Record Guidance).

Application Forms

All applicants, whether paid or voluntary, full-time or part-time, must complete an application form. Incomplete applications will not be considered.

References

Applicants must provide contact details for two written references (not relatives), one of which should be from a previous or current employer. References will be requested once a position is offered, and they will be sought directly from the referee. References provided by the candidate will not be accepted. Where necessary, referees may be contacted by phone or email to clarify any anomalies, with detailed written notes kept of such exchanges. Referees will always be asked about:

- The candidate's suitability for working with children, young people, or adults.
- Any disciplinary warnings related to the safeguarding of children, young people, or adults at risk.
- The candidate's overall suitability for the position.

All appointments are subject to satisfactory references and an enhanced DBS check or Scottish equivalent prior to the provisional start date.

Disclosures

All individuals with significant access to or responsibility for children, young people, or adults at risk must complete an enhanced level DBS check. All advertised roles will clearly state that the candidate will be subject to a DBS check. Applicants must disclose any previous or pending convictions. Any Young Mentor, aged 16-18 years old, will also be subject to an advanced level DBS check.





Shortlisting

Shortlisting of candidates will be based on the person specification for the post and will be conducted by a minimum of two trained staff members.

Interview Process

Interviews will be conducted by at least two trained staff members. If only one staff member is present, the interview will be recorded and shared with the broader team. Selection methods will be outlined in advance, and candidates will be asked if they need any special arrangements. All candidates will be asked the same set of questions to explore their experience, suitability for the role, attitude, motivations, and to check identity and any gaps in work history.

Appointment

The successful applicant will be invited to join on a self-employed basis. The applicant must provide evidence of a current enhanced DBS certificate (issued within the last 12 months). Applicants are required to register for the DBS update service. All staff and volunteers will undergo formal safeguarding training, including an overview of the organisation's [Safeguarding and Child Protection Policy](#) and Procedures. Safeguarding training will be refreshed annually.

Training

Once recruited, all new staff and volunteers will receive:

- Safeguarding training and written guidelines to ensure awareness of relevant procedures.
- Training and written guidelines on safer working practices.
- Training and written guidelines on allegations management and whistle-blowing.
- Training and written guidelines on reporting procedures if there are concerns that a child or young person is at risk of harm.

Probation Period

All new staff will be subject to a probation period of six months (which may be extended if necessary). The probation period serves as a trial period to assess an employee's suitability for the role.

