

Safe recruiting procedures for employees, suppliers, members & volunteers

1. When recruiting for a role, provide a job description/brief to applicants or those approached for a role.
2. Obtain a CV from individuals. If they haven't worked with members of WCT before, seek a minimum of 2 references, if offering a role.
3. Make sure that both current products & public liability insurance cover details are provided and passed to the Secretary from individuals and organisations.
4. DBS certificate/reference number and date must be provided and recorded in the safeguarding register.
5. If they are appointed regularly make sure that they provide updated current insurance and DBS details.
6. Every individual engaged to provide a service or volunteer must be provided with a copy of WCT's safeguarding policy whether by specific reference to its location on the website or electronic copy directly to them.
7. When recruiting new members ask them to read the Safeguarding policy which they can find on the website. If they have any questions, they can raise them with the Safeguarding officer or another member of the Steering Group in their absence.

Reviewed by the Steering Group on 12/02/2025