



SAFER RECRUITMENT POLICY

Policy Statement

Colourful Minds are committed to safeguarding and we are invested in promoting the welfare of all vulnerable individuals.

Aims and Objectives

Colourful Minds deter unsuitable applicants from applying roles with vulnerable adults, children and young people. All candidates are treated fairly, consistently and in compliance with all relevant legislation.

Recruitment and Selection Procedures

Our safer recruitment practices will be enforced at each stage of the recruitment process and the steps we take to ensure the practices are adhered to. The process will be in the form of:

1. Advertising – via social media platform and website
2. Application Forms – via electronic correspondence or post (external applicants only)
3. Job Descriptions – supplied at same time as application form
4. References – candidates must supply two referees from recent employment (or education setting if they've been in education for last two years or more, or work coach if they've been unemployed for last two years or more – external applicants only)
5. Interviews – will take place face to face and we endeavour to offer recruitment or rejection within a week of completing all interviews

Information on pre-contract checks

At the stage of accepting recruitment offer, we will then request a DBS check. Temporary volunteers such as students and work experience must pay and provide for their own DBS checks. Permanent volunteers will receive a fully funded DBS check. We have the right to refer to the DBS Update Service if needed. Identity checks in the form of formal identification will be required such as a passport or driving licence.

Induction

Once all identity and DBS checks have cleared, the volunteer then undertakes the induction process. Permanent volunteers will be supervised for a minimum period of 4 weeks and temporary volunteers will be supervised at all times.

Induction process includes:

1. First Aid training (required for alone working and peer leading – permanent volunteers only)
2. Basic Safeguarding training (required for permanent volunteers that have contact with service users only)
3. Rota of shadowing each committee member and/or volunteer's role in which new volunteers will be assessed for competence in required areas that their job description entails
4. Reading all policies

Contract End

As per Confidentiality Statement, here at Colourful Minds we ensure safety is adhered to at all times to protect service users and committee information/property. With this in place, the following procedure must be followed by the committee member/volunteer with the Chairperson (or named person in the absence of the Chairperson) as a witness:

1. Any stored information on electronic devices, paper work or external files (eg USB stick) that are the property of Colourful Minds must be:
 - Returned to Chairperson if no other copies available and/or
 - Permanently deleted/destroyed
2. Colourful Minds email addresses to be deactivated
3. Colourful Minds sim cards to be returned
4. Colourful Minds ID badges to be destroyed and lanyards to be returned
5. Colourful Minds uniform (if not personalised) to be returned
6. Committee member or volunteer to be deleted from the Colourful Minds Maintain X Team account

7. Admin access to any Colourful Minds social media accounts must to be deactivated
8. Admin access to the Colourful Minds bank account, global online social platforms for giving (eg JustGiving) and online payment systems (eg PayPal) must be deactivated including the return of bank cards, cheque/paying in books, statements and deactivating any apps downloaded associated with the accounts
9. Admin access to the Colourful Minds Vistaprint to be deactivated in the form of the named person in charge of website changing passwords
10. Admin or committee/volunteer access to any online conversations with other organisations or support networks to be deleted (in the event that the resigning committee member or volunteer wishes to still be included as a service user, they can still be an active user in the Colourful Minds WhatsApp Chat group but must be deactivated as a Group Admin if they have that access as part of their job role)
11. Keys or any devices that access/lock Colourful Minds properties to be returned
12. Any miscellaneous materials and/or named assets that are the property of Colourful Minds to be returned
13. Petty cash to be counted and returned
14. Admin access to the generic Colourful Minds email to be deactivated in the form of the named person in charge of this account changing passwords.

In the event that a volunteer/committee member resigns/is dismissed from post within 12 months of receiving initial mandatory training/DBS checks OR within 6 months of receiving mandatory training renewals, the volunteer/committee member is liable to reimburse Colourful Minds for any expenditures that have occurred.

Our commitment to the welfare and safety of our families and staff are paramount at Colourful Minds and we intend to review this policy annually.

Zoe McGuirk

Secretary/Peer Lead

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