

Kindling Transformative Interventions Ltd.

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Safer Recruitment Policy

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Agreed by Directors 19th September 2025

Introduction

Kindling Transformative Interventions (Kindling) is committed to ensuring that the processes of recruiting new members of staff and freelancers reflects its commitment to Equal Opportunities and to safeguarding and promoting the welfare of all staff and training participants, including children and vulnerable adults. Kindling expects all staff and volunteers to share this commitment.

Policy

Where appointments are made to posts (for employees) or freelance roles working with children or vulnerable adults, it is vital that kindling applies recruitment and selection procedures that identify people who are unsuited to such work. The measures described in this policy should be applied in relation to everyone who regularly encounter children or vulnerable adults in their work as trainers, consultation or at events.

Aims

This policy aims to ensure the following

- To recruit the best-suited person to the job (right skills, qualifications, experience and attitude).
- To help deter, reject or identify people who are unsuited to working with children and vulnerable adults.
- To seek to create an on-going safe and secure environment for all Kindling services and events by ensuring all staff are suitably trained.
- To ensure, as far as is possible, the workforce reflects the wider community

Recruitment Procedures

In order to ensure safer recruitment Kindling will

- Ensure all vacancies have a Job Description and a Person Specification which will be adhered to in the selection process.
- For voluntary roles ensure that all vacancies have a Role Description and Person Specification.
- All applicants will be judged only on how well they meet the requirements of the Person Specification and the relevant skills, knowledge and experience they will bring to the post.
- All posts will be advertised as widely as possible and under-represented groups are encouraged to apply.
- Application packs will be available in accessible formats if requested. e.g. large print.
- All Job and Role Descriptions will reflect the Equal Opportunities policy and include a condition requiring all workers to accept and promote the Equal Opportunities Policy.
- Job Descriptions will be scrutinised to ensure they do not ask for unnecessary requirements or qualifications. Kindling accepts that there may well be other less formal types of experience or qualification that could also be considered.
- Kindling will meet all reasonable out of pocket expenses for in person interviews including child or dependent care costs, accessible transport and personal assistance.
- Equal Opportunities monitoring information will be treated in the strictest confidence and will be separated from the returned application forms.
- Accurate records will be kept of all monitoring statistics.

For jobs specifically involving contact with children or vulnerable adults Kindling will also,

- Ensure that the organisation's commitment to safeguarding training participants is clear in its advertisements.
- Ensure that the Job Description refers to the responsibility for safeguarding and promoting the welfare of children, young people or vulnerable adults.
- Ensure that the Person Specification includes specific reference to suitability to work with or near to children or vulnerable adults.
- Obtain and scrutinise comprehensive information from applicants and take up and satisfactorily resolve any discrepancies or anomalies.
- Obtain independent professional and character references that answer specific questions to help assess an applicant's suitability to work with or near children and follow up any concerns. These references will be taken prior to interview for all positions that involve working with children and vulnerable adults.
- Where practicable, conduct a face-to-face panel interview to explore the candidate's suitability to work with or near children as well as his/her suitability for the post.

- Verify the successful candidate's identity.
- Verify, where necessary, that the successful applicant has all the academic or vocational qualifications claimed.
- Check the applicant's previous employment history and experience. Any gaps in employment history will be questioned.
- Candidates must disclose any convictions or cautions (non-disclosure subsequently discovered may lead to dismissal)
- Verify that the applicant has the health (including mental health) and physical capacity for the job. Check if the candidate is on any medication that could affect the role that they are applying for.
- Conduct any statutorily required checks in force from time to time (e.g. Enhanced DBS checks and checking barred lists).
- Ensure staff are familiarised with our Child Protection Policies and Safer Working Practices

We aim to provide an environment that is free of any form of discrimination. If any individual feels that they have been discriminated in any way they must report it to a senior staff member or Local Authority Designated Officer.