

THE SHIPWRECKED MARINERS' SOCIETY

SAFER RECRUITMENT POLICY

The purpose of this policy is to set out the minimum requirements of a recruitment process for The Shipwrecked Mariners Society, to enable the Society to,

- attract the best possible applicants to vacancies.
- deter prospective applicants who are unsuitable for work with our beneficiaries
- identify and reject applicants who are unsuitable for work with our beneficiaries.

Although the individuals we work with are not generally classed as vulnerable adults as per official definitions of this term, they are often vulnerable in a more general sense by virtue of their age or circumstance.

Roles and Responsibilities

It is the role of the trustees to

- Ensure the charity has effective policies and procedures in place for recruitment of all staff and volunteers
- Monitor the charities compliance with them.

It is the responsibility of the Chief Executive and other managers involved in recruitment to

- Ensure the charity operates safer recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work for the organisation.

Identification of Recruiters

The Shipwrecked Mariners Society will ensure at least one recruiter has successfully received accredited training in safer recruitment procedures.

Recruitment of Salaried Staff

Advertisements for staff – To ensure equality of opportunity the Society will advertise all vacant staff posts to encourage as wide a field as possible.

Prospective applicants will, as a minimum, be supplied with or given access to the following:

- job description and person specification.
- safeguarding policy.
- safer recruitment policy.
- the selection process for the post.

All applications must be submitted in writing (either on paper or by e-mail).

Short-listing

Short-listing of candidates will be against the person specification for the post.

Recruitment of Trustees and volunteers (Honorary Agents)

Recruitment of Trustees and volunteers will occur either informally (e.g. via personal recommendation) or where necessary via advertisement. In either case, candidates will be supplied with or given access to the following:

- description of their role.
- safeguarding policy.
- safer recruitment policy.

Candidates will be required to complete an application form, and in the case of Trustees, complete all necessary documentation to be registered as a Charity Trustee. Further details on the process for inducting Trustees are contained in the Society's Rules and Regulations.

References

References will be sought for all staff, Trustees and volunteers.

References or testimonials provided by the candidate will not be accepted.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidate's suitability for working with our beneficiaries.
- any disciplinary warnings that relate to the safeguarding of vulnerable adults or the elderly.
- the candidate's suitability for this post.

The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, but all staff vacancies will require an interview of short-listed candidates.

Interviews will generally be held in person, but where necessary may be conducted via videoconference.

Candidates will always be required:

- to explain satisfactorily any gaps in employment.
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters.
- to demonstrate their capacity to safeguard and protect the welfare of our beneficiaries.

Employment Checks

All successful applicants for a staff role are required:

- to provide proof of identity.
- to provide actual certificates of qualifications.
- to complete a confidential medical declaration (in conjunction with the Society's Group Life insurance).
- to provide proof of eligibility to live and work in the UK.

Induction

All staff who are new to The Shipwrecked Mariner's Society will receive induction training that will include –

- Relevant policies and procedures
- Suitable safeguarding training
- Information on what is expected of staff and volunteers when carrying out their role.

Record Retention/Data Protection

If an applicant is successful, the charity will retain relevant information provided during the application process on their personal file. All information will be stored securely and retained in accordance with our data retention policy. All Trustee and Interview notes of unsuccessful candidates will be kept for six months and then confidentially destroyed.

POLICY REVIEWS

Last Review	Apr 2026
Next Review	Apr 2027