
Flow Community Drumming CIC

Safer Recruitment Policy

June 2025

Version 2



Last Update Date	02/06/2025
Last Reviewed	02/06/2025 G Lorimer
Latest Next Review Date	01/06/2026

Introduction

The purpose of this policy is to make sure that the staff and volunteers we recruit are suitable to work with children and/or adults at risk. It should be read alongside our organisation's safeguarding policy and procedures.

Applying for roles with Flow Community Drumming CIC.

When applying for any role as a staff member, or volunteer, all applicants are required to provide details of at least two references. Incomplete application forms should not be accepted.

Interviews

All roles will have an interview for the most appropriate candidates identified by the application.

The exact nature of the interview will depend on the role. Normally interviews will be in person unless there is a good reason (for example, health & safety).

At the interview

At interview, all candidates should be required:

- to explain any gaps in their employment (based on their job history)
- to advise of any matter which may be brought up during a DBS check

(If the role involves working with children and/or adults at risk:)

- to set out clearly their attitudes towards working with children and adults at risk
- to advise whether they are aware of any reason why they should not undertake work with children and/or adults at risk.

Steps to take for successful applicants

If an applicant is successful at interview, they can provisionally be offered the role, but **they must be advised that this is subject to:**

1. **Appropriate references being obtained;**
2. **a satisfactory DBS check at the highest level available to the role, or - where appropriate - equivalent overseas checks**
3. **Successful proof of identity and right to work in the UK**

No formal offer should be made until steps 1 - 3 have been successfully completed.
Further information on these steps is set out below:

1. Appropriate references

The application should require candidates to provide at least two references, including when recruiting overseas. One of these should be from the candidate's most recent employer.

Following the interview, you should contact referees for successful candidates **directly and in writing** for references. The candidate should not pass on references to you in a way which prevents you engaging with the referee. As part of the reference, you should ask the referee to advise:

- their relationship with the candidate
- how long they have known the candidate?
- if there is any reason they are aware of as to why the candidate would not be suitable to work with children or adults at risk?

If a reference is not clear, or there appears to be a difference between the reference and the information provided in the application form or at interview, you should discuss this directly with the referee before making any formal offer.

2. Consideration of a DBS check at the highest level available to the role, or - where possible - equivalent overseas checks.

The applicant will be required to obtain a DBS check at **the highest level available for the role**, and/or equivalent overseas checks where available.

Criminal Records Checks for overseas candidates

Whilst some foreign offences can occasionally appear on DBS checks, this is unlikely, and DBS does not have access to criminal records in other countries.

Wherever possible, an overseas criminal record check or 'Certificate of Good Character' should be conducted in the country concerned, or via the embassy in the UK. The process varies from country to country. Please see the government guidance for the relevant country:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

If it is not possible to obtain an overseas criminal record check, or where there are concerns that the check may be incomplete or inaccurate, **as much information as possible must be requested via additional references.**

3. Successful proof of identity and right to work in the UK

Successful candidates for roles, or **volunteer** roles working with children and adults at risk should provide proof of both name & date of birth (by photo ID) and address.

For all roles as **employees, applicants (both from the UK and overseas) must prove their right to work in the UK**, which includes specific requirements around identity documents. You can check the applicant's right to work online if they have given you a Home Office 'share code', or check their original documents. Further guidance:



<https://www.gov.uk/check-job-applicant-right-to-work>

Workers employed from overseas will require a certificate of sponsorship to apply for a visa (including where this is unpaid work). Further guidance:


<https://www.gov.uk/uk-visa-sponsorship-employers>.

4. REVISION HISTORY

This policy and related guidance will be reviewed as necessary and at least once a year.

Date approved or amended	Amendments	Signed
Version 2 02/06/2025	<ul style="list-style-type: none">Update Section 4. Review History to include review as necessary or at least once a year	 Grant Lorimer (Director)
Version 1 13/02/2025	<ul style="list-style-type: none">Initial Release	 Grant Lorimer

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Version 1 02/06/2025	<ul style="list-style-type: none"> Initial Release 	 Grant Lorimer (Director)