



POLICY / PROCEDURE

Safer Recruitment Policy, including Induction of Staff /Apprentices/ Volunteers

FAO: Staff / Volunteers

This policy applies to anyone responsible for recruiting and inducting staff and volunteers in Sirona Therapeutic Horsemanship and all who participate in short listing and interview panels.

Principles of Sirona Therapeutic Horsemanship:

- is committed to promoting the welfare of children, young people and adults at risk and keeping them safe;
- is committed to equity, valuing diversity and working inclusively across all of our activities;
- aims to have a workforce that represents a variety of backgrounds and cultures and can provide the relevant knowledge, abilities and skills for our organisation.

Purpose of this policy:

- ensuring compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (KCSIE) 2025, and all subsequent updates, the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance), and any guidance or code of practice published by the Disclosure and Barring Service (DBS);
- to recruit the best people available to join our workforce;
- to take all reasonable steps to prevent unsuitable people from joining our organisation;
- to recruit and manage our staff and volunteers in a way that complies with legislation designed to combat inequality and discrimination;
- to do all we can to achieve and maintain a diverse workforce;
- to ensure that our recruitment and selection processes are consistent and transparent;
- to ensure candidates are judged to be competent before we make them an offer of a job;
- to ensure that new members of staff and volunteers are given a proper induction.



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By implementing this policy Sirona Therapeutic Horsemanship recognises that:

- our workforce is our most important resource;
- unsuitable individuals sometimes seek out opportunities via employment or volunteering to have contact with children in order to harm them;
- children, young people and adults at risk benefit from our efforts to recruit a skilled and committed workforce from a diverse range of backgrounds;
- new staff and volunteers cannot perform their role effectively unless they are inducted properly and receive ongoing support and supervision.

Sirona Therapeutic Horsemanship recruits and inducts its workforce by:

- advertising all posts through appropriate media (unless advertising an internal vacancy in accordance with relevant employment and equal opportunities law) and in a way that ensures that we attract high quality applicants from diverse backgrounds and clearly outlines Sirona's commitment to the safeguarding of children and young people;
- providing an application pack with relevant information for anybody who expresses an interest in an advertised job;
- ensuring that all applications for both paid and volunteer positions are made using our standard application form and disqualification declaration form in addition to CV if supplied;
- involving more than one person to shortlist applicants for interview;
- having at least two people conducting a face-to-face interview with anyone we may want to appoint;
- ensure that a minimum of one person on the interview panel has attended 'Safer Recruitment Training' and this is renewed every 3 years;
- incorporating the views and perspectives of children and adults at risk into the recruitment and selection process whenever appropriate;
- obtaining two references, two pieces of identification and original copies of any necessary qualifications from candidates;
- ensure references are followed up by a telephone call to verify ID the referee



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- ensure that references for apprentices are also obtained, with one from their previous educational establishment who are made aware of the personal characteristics required for the post at Sirona
- carrying out DBS checks and any other necessary vetting procedures for each member of staff or volunteer working with children and adults at risk, in line with DBS and other official guidelines;
- providing a three-month induction for all new staff and volunteers;
- ensuring that all staff are made aware, during their induction period, of how to keep children and or adults at risk safe in our organisation;
- appointing all staff and volunteers on a trial period initially, with a review before they are confirmed in post;
- using the list of processes below to ensure a consistent procedure for recruitment and induction.

Recruitment and induction process:

1. Need for recruitment identified.
2. Vacancy advertised in appropriate media.
3. All applications reviewed.
4. Shortlist created of suitable applicants.
5. Interview questions and tests agreed.
6. Chosen applicants invited to interview.
7. Interviews conducted; every applicant's identity and qualifications verified.
8. Preferred applicant selected.
9. Provisional offer of job made, depending on references and DBS processes being completed satisfactorily.
10. Any confidential information submitted by the candidate is considered and discussed with the candidate.
11. Take up of references and checks completed.
12. Are all issues arising from the references, checks and self-disclosed information resolved? Yes - confirm the offer on a trial probation period of six months (3 months if 1-year fixed term). No - withdraw the job offer.



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13. Start date agreed; formal contract drawn up and sent to applicant.
14. Induction period planned.
15. New staff member starts and induction programme followed through.
16. New staff member is added to the Single Central Register which is stored on the Google Drive, and records identity checks, enhanced DBS with barred list, right to work, qualifications, references, and safeguarding training. The Single Central Register is maintained by the office coordinator in 'real time' and is reviewed termly with the Safeguarding Lead or their Deputy.
17. Progress reviewed after a maximum of three months.
18. After the probation period, are you satisfied with their progress? Yes - confirm new staff member in post. Not completely - extend the trial period for a maximum of three further months and agree a further support package. No, progress has been highly unsatisfactory - end the contract at this point.
19. After nine months, are you still unsatisfied with the new recruit's progress? Yes - end contract at this point. No - confirm new staff member in post.

Overseas Vetting Checks

Where a candidate has lived or worked outside of the UK, Sirona will carry out additional checks to ensure their suitability to work with children and young people. These checks are in line with Keeping Children Safe in Education 2025. Required Checks May Include:

1. Certificate of Good Conduct - Required where the individual has spent a significant period living abroad and obtained from the relevant country or embassy.
2. International Police Checks - Sought where available from the country in which the individual resided. Where not available, alternative evidence will be obtained.
3. Verification of Professional Status - For roles involving teaching or specialist delivery, checks will be made to confirm; professional qualifications, prohibition orders, professional registration status (where applicable)



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4. Additional Safeguards - Where formal checks cannot be obtained, Sirona will; seek additional references, request a detailed employment history and carry out a risk assessment before confirming appointment

Decision Making

All overseas vetting information will be considered alongside other safer recruitment checks. Any concerns will be discussed with the candidate and a documented risk assessment will inform the final decision.

Employment Gaps

Candidate will be asked to give reason for any gaps in employment on the application form and also asked to complete a disqualification declaration form. Periods of inactivity lasting 31 days or more will raise further investigation which may include checking social media posts or requesting clarification and supporting evidence directly from the candidate during the initial interview.

Supporting evidence may include requesting information from referees, bank statements indicating location and activity, travel itineraries or visa stamps, certificates of education or training, ugh independent sources, letters from freelance clients, parental leave records, correspondence from unemployment agencies or documents from healthcare providers.

If the evidence is inconclusive an evaluation of risk will be carried out by the recruitment board, this will include and assessment the level of risk posed by the gap and consultation with the board of trustees if the risk is significant.

Sirona Therapeutic Horsemanship are committed to reviewing our policy and good practice annually.