

Safer Recruitment Policy

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CONTACT INFORMATION FOR RESPONSIBLE STAFF AND BOARD MEMBERS

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1. Introduction

1.1. This policy reflects Waging Peace's commitments to ensuring its recruitment processes result in the selection and involvement of individuals who are able to appropriately represent Waging Peace, and uphold its safeguarding and ethical obligations to the communities it serves. This policy should be read in conjunction with Waging Peace's Safeguarding Policy framework.

1.2. Waging Peace's approach to safe recruitment is built on the following principles:

- **Striving for equity, diversity, inclusion and anti-racism:** Waging Peace seeks to uphold its commitments to equity, diversity, inclusion and anti-racism throughout its recruitment practices.
- **Understanding risks:** Waging Peace's Safer Recruitment Policy reflects the risks its activities and volunteers may pose to the communities it supports, its safeguarding obligations and policy, as well as the risks an individual may pose to the individual as a whole (e.g. reputational risk).
- **Risk-based approach:** A risk-based approach is applied to determine what steps Waging Peace takes in respect of different roles and responsibilities.
- **Community first:** Waging Peace works within and supports communities, and should ensure that it can do so without disrupting existing community networks and support. For example, Waging Peace's involvement with an individual should not in any way limit or obstruct the individual's access to their existing support networks and connections.

2. Waging Peace's Safer Recruitment Processes

2.1. This policy applies to Waging Peace's informal and formal recruitment and ongoing work with individuals acting in any role in, or providing services of any nature to, the organisation ("Members"), including:

- Staff, including contractors, interns and others
- Trustees
- Volunteers

2.2. Waging Peace's actions under this policy should always be consistent with its commitment to equity, diversity, inclusion, and anti-racism. Waging Peace encourages its Members to voice any concerns, and believes that it will grow and develop through a culture of challenge and open discussion.

2.3. Waging Peace undertakes verification and diligence in respect of individuals that is commensurate with the risk of the individual's involvement and activities with Waging Peace. There are 3 main categories of risk into which activities may fall – High Risk, Medium Risk and Low Risk. These categories, and the verifications and diligence which are undertaken in such situations, are described below.

2.4. In addition, each individual who is involved with Waging Peace should be committed to uphold Waging Peace's values, and Waging Peace's safeguarding policies and processes. Waging Peace may consider from time-to-time formalising such commitments (for example, by introducing a 'code of conduct' or similar document which is acknowledged by the individuals it works with.)

3. High Risk Activities

3.1. What activities and roles are high risk?

- Direct, unsupervised contact with the individuals whom Waging Peace supports who are or may be under the age of 18, such as community-based work and visits.
- Long term staff who have routine contact with the individuals whom Waging Peace supports are also deemed to be conducting high risk activities.
- Individuals who are identified (either by Waging Peace staff, or on a self-identification basis) as 'key volunteers', or as playing a mentor role. This will typically be the case if an individual commits at least 5 hours a week to Waging Peace activities over a period of 3 months (or equivalent).
- It does not include activities that are explicitly categorised as Low Risk (below).

3.2 What steps will Waging Peace take in relation to individuals conducting high risk activities?

- Prior to undertaking High Risk activities with Waging Peace, individuals should undergo a DBS check, and Waging Peace should conduct at least one reference check.¹
 - Where an individual has limited history in the UK (and therefore a DBS check may prove to be of limited value), additional checks may be appropriate.

¹ For the purposes of this policy, a reference check can include a referral from an individual known to and trusted by Waging Peace.

- Where any reference check comes back unsatisfactorily, or anyone identifies any concerns or suspicions that an individual may pose a risk to the organisation (including reputationally) or any individuals associated with the organisation, the individual should not be permitted to conduct high or medium risk activities in connection with Waging Peace unless and until the issues have been investigated and resolved appropriately (to the satisfaction of the Designated Safeguarding Officer and/or Board Safeguarding Lead).
- In some cases, an Enhanced DBS Check may be appropriate. The Designated Safeguarding Officer and/or Board Safeguarding Lead will identify these situations on a case-by-case basis.
- There may be some urgent situations that arise where there is nobody available to undertake a high risk activity who has gone through all the checks. When this happens, the Designated Safeguarding Officer can make an exception on a temporary basis. In these cases, it is preferred that Waging Peace involve somebody it already knows and trusts. Waging Peace will then try to promptly undertake the checks needed.

4. Medium Risk Activities

4.1 What activities are medium risk?

- Activities that are not high risk, but which may present a risk to Waging Peace as an organisation, including to its reputation.
- Examples of such activities includes:
 - Serving as Trustee
 - Direct contact with the individuals Waging Peace supports who are over the age of 18 (except where such activities are considered high risk)

4.2 What steps will Waging Peace take in relation to individuals conducting medium risk activities?

- Waging Peace should conduct at least one reference check of individuals before they conduct medium risk activities.
- Where any reference check comes back unsatisfactorily, or anyone for any reason identifies any concerns or suspicions that the individual may pose a risk to the organisation (including reputationally) or any individuals associated with the organisation, the individual should not be permitted to conduct high or medium risk activities in connection with Waging Peace.

5. Low Risk Activities

5.1 What activities are low risk?

- Administrative activities, where there is no contact with individuals whom Waging Peace supports (for example, website design)
- Activities conducted by individuals in the community in support of individuals they already know and support – i.e. existing community support
- Minor *ad hoc* contact with individuals in the community, where the contact is of a limited nature – for example, dropping off a sandwich to an individual in need at the request of Waging Peace.

5.2 What steps will Waging Peace take in relation to individuals conducting low risk activities?

- Waging Peace does not undertake specific checks or verification in relation to individuals conducting low risk activities.
- However, Waging Peace still ensures that it identifies any concerns or suspicions that the individual may pose a risk to the organisation, or any individuals associated with the organisation, and evaluates such risks when they are identified.