

Multitude of Voyces

Safe Recruitment Policy

This policy sets out the Trustees' minimum requirements for the recruitment of Trustees, Associates, Subcontractors, Volunteers and others engaged in supporting the charity's work.

The purpose of this policy is to:

- Demonstrate the charity's commitment to Safeguarding all those working within the charity
- Attract the best possible applicants to vacancies
- deter prospective applicants who are unsuitable to work within the charity
- Identify and reject applicants who are unsuitable to work within the charity

The Trustees recognise that the charity's work is varied and involves personnel across a wide range of skill sets. The Trustees and Director/s take seriously the need for safe recruitment procedures and are mindful of the reputational importance of demonstrating, and, when necessary, insisting upon agreed requirements for recruitment of personnel.

The charity has no employees and is therefore exempt from certain obligations, however all personnel will be expected to comply with the charity's Policies.

Statutory requirements

Where the fulfilment of a person's role requires documentary evidence such as:

- Proof of identity
- Evidence of qualifications or training
- Proof of eligibility to live and work in the UK
- DBS check

the charity Director will be responsible for the collection of this data.

Non-statutory evidence

In some instances the charity may require confirmation of certain data such as:

- dates of non-accredited Safeguarding or other training or professional accreditation relevant to their role
- Self-employed status and VAT status
- Curriculum Vitae
- Professional and/or personal references
- Academic qualifications
- Permission from an employer to carry out work for the charity (see [Associates' role description](#))
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Inviting Applications

Wherever appropriate the charity will include the statement: 'Multitude of Voyces is committed to safeguarding children, young people, vulnerable adults and the elderly. All [self-employed] Subcontractors whose work for the charity requires them to have a DBS check (Basic or Enhanced) will be expected to be members of the Update service.

The Trustees will reserve the right to appoint workers to paid and voluntary roles as they see fit and will support those workers in carrying out their roles within the charity's limited obligations to self-employed workers.

Where the Trustees and/or Director/s may wish to seek external guidance on a matter regarding the safe recruitment of an individual, they will have the right to share their queries or concerns with the charity's member organisations Making Music/Federation of Small Businesses/National Council for Voluntary Organisations.