

## Mind Tower Hamlets, Newham and Redbridge

### Safer Recruitment Policy

Item	Detail
Policy Title	Safer Recruitment Policy
Version	1.0
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#### 1. Summary

This policy sets out Mind in Tower Hamlets, Newham and Redbridge's (MindTHNR) approach to safer recruitment and selection of all staff, volunteers, trustees, agency workers and contractors.

It ensures that recruitment practices are robust, consistent and aligned with safeguarding responsibilities, so that people who use our services are protected from contact with individuals who may pose a risk of harm.

#### 2. Who this policy is for

This policy applies to:

- All staff involved in recruitment and selection
- All managers and team leaders
- People and Culture team and senior leadership
- Volunteers and volunteer coordinators
- Trustees involved in recruitment decisions

It applies to the recruitment of all staff, volunteers and others working on behalf of MindTHNR across all services.

#### 3. Policy statement

MindTHNR is committed to safeguarding and promoting the welfare of adults and children who come into contact with the organisation.

We recognise that safer recruitment is a critical preventative safeguarding measure. It is essential in reducing the risk of harm by ensuring that only suitable individuals are appointed to roles within the organisation.

We are committed to ensuring that recruitment decisions are made fairly, transparently and on the basis of merit, while also taking all reasonable steps to identify and mitigate safeguarding risks.

We will ensure that safeguarding considerations are embedded at every stage of the recruitment process, from role design through to induction and ongoing supervision.

MindTHNR also recognises the value of lived experience and is committed to inclusive recruitment practices. A criminal record will not automatically prevent an individual from working or volunteering with the organisation. Decisions will be made on a case by case basis, taking into account the relevance of any disclosure to the role and the level of risk.

#### 4. Safe and fair recruitment commitment

MindTHNR is committed to treating all applicants equally and fairly based on their skills, experience and ability to fulfil the duties required. This is regardless of any protected characteristics (ethnicity, gender or gender re-assignment, religion or belief, sexual orientation, physical/mental disability, age, pregnancy or maternity, marriage or civil partnership).

We recognise the valuable contribution that people with convictions from all kinds of background can make to our organisation as employees or volunteers and we welcome applications from them. We understand that obtaining gainful employment enables people who have put their criminal past behind them to become productive, financially independent members of society.

We also recognise that those who have been subject to investigations, allegations and disciplinaries in relations to conduct and capability in employment deserve an opportunity to demonstrate how they have learnt and changed their conduct as a result of their previous experiences, and we require all applicants to openly share all relevant information with us, but we would like to reassure applicants that any information provided will be considered fairly.

**We ask all applicants** to share information about past allegations, disciplinaries and investigations at the application stage and seek to verify the information through employment references and other pre-employment checks (where appropriate). At interview, or in a separate confidential discussion, we will ensure that an open and measured discussion takes place on the subject of any allegations, investigations and disciplinary matters which might be relevant to the post.

**We do not ask applicants** questions about previous cautions or convictions at the initial application stage to ensure that we comply with data protection requirements under UKGDPR, and consider applicants, first and foremost on the grounds of their skills, qualifications, experience, and ability to do the job. Instead, we will only ask those applicants who have been selected for interview to complete a criminal record self-declaration form or provide a written disclosure statement to give them the opportunity to provide sufficient information. At interview, or in a separate confidential discussion, we will ensure that an open and measured discussion takes place on the subject of any offences that might be relevant to the position.

We also ensure that all those employed by MindTHNR who are involved in the recruitment process have received appropriate guidance and training in safe and fair recruitment, including the relevant legislation that governs criminal record disclosure. We ensure that staff are suitably trained to identify and assess the relevance and circumstances of offences and/or previous conduct that has been disclosed.

We comply fully with the Disclosure and Barring Service (DBS) Code of Practice and relevant legislation including the Rehabilitation of Offenders Act 1974, the Equality Act 2010 and UK GDPR.

## 5. Roles and responsibilities

Safer recruitment is a shared responsibility across the organisation, with clear roles in place to ensure accountability and oversight.

**Hiring managers** are responsible for leading recruitment processes in line with this policy. They must ensure that roles are clearly defined, that safeguarding risks are considered from the outset, and that all required checks are completed before an individual is appointed. Hiring managers are also responsible for identifying and exploring any gaps, inconsistencies or concerns during the recruitment process and for seeking advice where needed.

**The People and Culture team** provides oversight, guidance and quality assurance across all recruitment activity. They are responsible for ensuring that recruitment processes are compliant with employment legislation, safeguarding requirements and organisational policies. They oversee pre-employment checks, including identity verification, references and DBS processes, and ensure that these are completed and recorded appropriately before an individual begins their role. Where concerns arise, People and Culture will support risk assessment and ensure that decisions are clearly documented.

**The Designated Safeguarding Lead and Deputy DSL** provide advice and oversight on safeguarding matters within recruitment. They support decision making in complex or high-risk cases and ensure that safeguarding considerations are appropriately addressed.

**Recruitment panels** are responsible for applying selection criteria consistently, conducting interviews, and assessing candidates' suitability for the role, including their ability to work safely with vulnerable people.

## 6. Preparing to recruit

Recruitment must be planned carefully to ensure that safeguarding considerations are embedded from the outset.

Before a role is advertised, the hiring manager must ensure that there is a clear and accurate job description and person specification. These documents must reflect the responsibilities of the role, including any safeguarding duties.

The level of contact that the role will have with adults or children must be assessed, and this assessment must inform the level of DBS check required. This decision must be proportionate to the role and aligned with DBS guidance. This stage is critical in ensuring that recruitment processes are safe, consistent and appropriate to the level of risk.

## 7. Advertising a vacancy

All vacancies at MindTHNR must be advertised in a way that is clear, transparent and reflective of the organisation's safeguarding responsibilities.

All advertisements must include sufficient information to enable candidates to understand the nature of the role, the expectations of the post, and the standards required to work safely within the organisation. This includes a clear description of the duties, responsibilities, and requirements of the role, as well as the skills, experience and values expected of the successful candidate.

Particular attention must be given to clearly outlining the safeguarding responsibilities associated with the post, as set out in the job description and person specification. This ensures that candidates are aware, from the outset, of their responsibilities in relation to safeguarding adults and children, and the standards of conduct expected when working with vulnerable individuals.

Where applicable, advertisements must clearly state whether the role is exempt from the Rehabilitation of Offenders Act 1974. MindTHNR operates in line with the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, including subsequent amendments in 2013 and 2020. These provisions allow for certain roles, particularly those involving work with vulnerable groups, to require disclosure of relevant criminal history. However, the organisation recognises that some convictions and cautions are classified as 'protected' and therefore do not need to be disclosed, nor can they be taken into account in recruitment decisions. Recruiting managers and applicants should refer to the Ministry of Justice guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, as well as the Disclosure and Barring Service filtering guidance, for further information on which offences must be declared and how filtering is applied.

All advertisements must also include a clear statement of MindTHNR's commitment to safeguarding and promoting the welfare of adults and children, alongside a statement confirming that appropriate pre-employment checks, including Disclosure and Barring Service checks where required, will be undertaken.

In addition, candidates must be signposted to relevant organisational policies, including the Safeguarding Policy so that they are able to understand the organisation's approach to safeguarding, safer recruitment and the fair treatment of applicants with criminal records.

Adverts should also reflect the organisation's commitment to equality, diversity and inclusion, and actively encourage applications from individuals from diverse backgrounds, including those with lived experience.

## 8. Application and shortlisting

Applications must be assessed in a fair, transparent and consistent manner, using the criteria set out in the person specification for the role. MindTHNR uses standardised recruitment application forms appropriate to the type of role being recruited. While forms may differ to reflect the nature of staff, volunteer and trustee appointments, all forms collect core information required to support safer recruitment decision making, including employment or volunteering history, references, safeguarding declarations and information relevant to suitability for role.

The Hiring Panel is responsible for reviewing all applications and making shortlisting decisions based solely on the evidence provided by candidates in relation to the essential and desirable criteria. Decisions must be made objectively and free from bias or pre-judgement, ensuring that all applicants are treated equally and consistently throughout the process. Where possible, a clear closing date for applications should be set and adhered to. Shortlisting should normally take place once all applications have been received, allowing for a full and fair comparison of candidates against the agreed criteria.

However, the organisation recognises that there may be occasions where there is an operational need to progress recruitment at pace. In such circumstances, Hiring Managers may adopt a more flexible approach by reviewing applications as they are received while the advert remains live. Where this approach is taken, it is essential that fairness and consistency are maintained. All candidates must be assessed against the same criteria, and no offer of appointment should be made until all applications have been considered or appropriately closed. Unsuccessful applicants must be informed in a timely manner.

During the shortlisting process, Hiring Panels must pay particular attention to any gaps in employment history, inconsistencies within the application, or other areas that may require further exploration. Applicants will normally be expected to provide a full chronological history of employment, education and other relevant activity, and any unexplained gaps or discrepancies must be explored as part of the recruitment process. These issues should not automatically be used to exclude candidates without consideration but must be reviewed

carefully to ensure that any potential safeguarding risks are appropriately understood and assessed. Where the field of applicants is considered to be weak or does not meet the required standard, the Hiring Manager may decide to re-advertise the role. Before doing so, it is recommended that advice is sought from the People and Culture team to consider whether alternative approaches may strengthen the candidate pool.

As part of safer recruitment practice, candidates may be asked to complete a self-declaration in relation to their criminal record or any information that may be relevant to their suitability to work with adults or children. This allows for early and transparent discussion where appropriate and supports fair and informed decision making.

References form an important part of the shortlisting and selection process. Wherever possible, a minimum of two professional references should be obtained. One reference should normally be from the candidate's current or most recent employer. Where the candidate has previously worked with adults and/or children, a reference should also be obtained from the candidate's most recent role involving work with vulnerable adults and/or children, even where this is not their current role.

In some circumstances, additional references may be required in order to establish a more complete understanding of the candidate's employment history, conduct, suitability and safeguarding practice. This may include situations where there are gaps in employment, short periods of employment, inconsistencies in information provided, limited recent employment history, or where references do not sufficiently address safeguarding related matters.

References must be considered alongside all other information gathered during the recruitment process, including application forms, interviews, self-declarations, DBS information and any other relevant checks. The organisation may also carry out online searches as part of its due diligence on shortlisted candidates. This may include publicly available information that is relevant to the individual's suitability for the role. Any information identified through such searches must be handled sensitively and, where relevant, discussed with the candidate as part of the selection process. Online searches must be conducted in a consistent and proportionate manner and should not be used to unfairly disadvantage candidates.

All shortlisting decisions and the rationale for those decisions must be recorded to ensure transparency, accountability and auditability.

## 9. Selection and interview

The selection and interview stage is a critical component of safer recruitment and provides an important opportunity to assess not only a candidate's skills and experience, but also their suitability to work in an organisation that supports adults and children who may be vulnerable or at risk.

MindTHNR recognises that individuals in a wide range of roles, not only those in direct frontline delivery, may hold positions of trust or have access to service users, sensitive information or organisational systems. For this reason, safeguarding considerations must be embedded consistently across all recruitment processes, regardless of the role.

The interview process must be designed to support the identification of any potential safeguarding risks, as well as to assess the candidate's values, behaviours and understanding of professional boundaries. Interview panels should take a broad and considered view of risk and must not limit safeguarding discussions to roles that are explicitly client facing.

During the interview, candidates must be asked questions that explore their motivation for working with adults and children, their understanding of safeguarding responsibilities, and the personal values and behaviours that support safe and ethical practice. This includes exploring how candidates understand boundaries, respond to risk, and manage situations where individuals may be vulnerable or in distress.

The interview also provides an opportunity to clarify and explore information provided within the application. Candidates may be asked to talk through their career history, employment experience, education and relevant roles as part of the interview process, particularly where this supports clarification of timelines, responsibilities or previous safeguarding related work.

All gaps in employment or education history must be identified and discussed with the candidate. Where reasons for leaving previous roles are unclear, these must be explored to ensure that there are no underlying safeguarding concerns. Any inconsistencies, anomalies or discrepancies in the candidate's application, CV or supporting statement must be addressed during the interview process. These discussions should be conducted in a professional and respectful manner, allowing candidates the opportunity to provide context and explanation. However, panels must ensure that all relevant areas are explored sufficiently to support informed and safe decision making.

Selection decisions must be based on the information gathered throughout the recruitment process, including application, interview, references and any other relevant checks. Decisions must be evidence-based, clearly recorded, and capable of being justified if reviewed.

Where safeguarding concerns arise at any stage of the recruitment process, these must be discussed with the Designated Safeguarding Lead before a decision is made.

## **10. Conditional offers and pre-employment checks**

All offers of employment or volunteering are conditional and subject to satisfactory completion of pre-employment checks.

These checks are a critical part of safer recruitment and must be completed before an individual is allowed to begin work, particularly in roles involving contact with service users.

Pre-employment checks may include verification of identity, confirmation of right to work in the UK, references, verification of qualifications, health declarations where appropriate, and a DBS check at the appropriate level.

No individual will be permitted to begin unsupervised work with service users until all checks have been completed and approved.

## 11. References

References form a critical part of the safer recruitment process and provide an important opportunity to verify a candidate's suitability for the role, including their conduct, reliability and ability to work safely with vulnerable people.

**For paid roles**, MindTHNR requires a structured and comprehensive approach to referencing in order to ensure that employment history is appropriately verified and that any potential safeguarding risks are identified. A minimum of two professional references must be obtained. These should normally cover a continuous period of at least two years and, where practicable, provide sufficient assurance regarding the candidate's employment history over the previous five years.

Where a candidate has previously worked in roles involving contact with adults and/or children, at least one reference should be obtained from the candidate's most recent role involving vulnerable adults and/or children, even where this is not their current role.

Where a candidate has held multiple employments within the previous five years, the organisation will consider whether additional references are required to obtain a sufficiently complete understanding of the candidate's employment history, conduct and safeguarding suitability. Where appropriate, references may be sought from more than two employers, particularly where there are short term roles, gaps in employment, safeguarding responsibilities, concerns identified during recruitment, or where additional assurance is required.

References for paid roles must be obtained directly from the referee and should be sufficiently detailed to confirm the candidate's employment history, conduct and suitability for the role. Any gaps, inconsistencies or concerns identified through references must be explored and resolved before an appointment is confirmed. Where necessary, this may involve follow up discussions with the referee or the candidate. Decisions must be clearly recorded, particularly where professional judgement is required.

**For volunteer roles**, MindTHNR adopts a proportionate and flexible approach to referencing, recognising that volunteers may not have recent or continuous employment history. The purpose of references in this context is not to verify employment history in full, but to provide reasonable assurance regarding the individual's character, reliability and suitability to work within a service supporting vulnerable people.

Volunteers are normally required to provide two references. Where possible, at least one reference should be from a professional, educational or volunteering context, such as an employer, tutor, volunteer coordinator or community leader. However, where a professional reference is not available, a character reference from a person in a position of responsibility may be accepted, provided that they are able to comment on the individual's suitability and conduct. Referees must not be family members or partners.

**References for volunteers** are assessed proportionately, taking into account the nature of the role, the level of contact with vulnerable adults and/or children, and the volunteer's previous employment, education or community experience. MindTHNR recognises that some volunteers may not be able to provide the same level of employment history or professional references expected for paid roles, particularly where individuals are entering volunteering following periods of unemployment, caring responsibilities, study, recovery, lived experience or other non-traditional pathways.

However, safeguarding considerations remain central to volunteer recruitment decisions. Wherever possible, volunteers should provide references that offer sufficient assurance regarding their character, conduct, reliability and suitability to work within a safeguarding focused environment. Where references are limited, unavailable, or do not fully meet preferred criteria, recruiting managers must ensure that any potential risks are considered alongside the wider recruitment information available, including interviews, DBS information, self-declarations, role suitability, supervision arrangements and the nature of the volunteering role.

Any decision to proceed where references do not fully meet preferred standards must be justified, recorded and proportionate to the level of safeguarding risk associated with the role. Additional safeguards, restrictions or support arrangements may be implemented where appropriate.

Across both staff and volunteer recruitment, references must always be considered alongside other information gathered during the recruitment process, including application forms, interviews, and where applicable, Disclosure and Barring Service checks. Where references raise safeguarding concerns or questions about suitability, these must be escalated and addressed before any appointment is confirmed.

## 12. Disclosure of criminal records and Rehabilitation of Offenders Act

MindTHNR is committed to fair, lawful and transparent recruitment practices in relation to criminal records, while ensuring that safeguarding responsibilities remain paramount.

The organisation operates in accordance with the Rehabilitation of Offenders Act 1974 (ROA) and the Exceptions Order 1975, including subsequent amendments. These legal frameworks determine what information applicants are required to disclose when applying for roles.

Where a role is covered by the Rehabilitation of Offenders Act 1974 and is not exempt, applicants will only be required to disclose unspent cautions and convictions.

Where a role is exempt from the Rehabilitation of Offenders Act 1974 under the Exceptions Order 1975, and where appropriate the Police Act 1997 Regulations, applicants will be required to disclose all unspent cautions and convictions, as well as any adult cautions or spent convictions that are not protected under the legislation.

MindTHNR recognises that certain convictions and cautions are defined as protected and therefore do not need to be disclosed. Where such information is disclosed, it will not be taken into account in recruitment decisions. Applicants will be directed to relevant Ministry of Justice and Disclosure and Barring Service guidance to support understanding of disclosure requirements and filtering rules.

The organisation will make clear in all job adverts, recruitment materials and application forms whether a role is subject to a criminal record check, and the level of that check, including whether it involves regulated activity with adults, children or both.

Applicants must provide accurate and truthful information throughout the recruitment process. Where inaccurate, incomplete or inconsistent information is identified, this will be explored with the applicant. Any evidence of deliberate misrepresentation, omission of relevant safeguarding information, or intent to deceive may result in the application being withdrawn or, if already appointed, may lead to disciplinary action.

Where an individual applies for a role involving regulated activity and knowingly fails to disclose information relevant to their suitability to work with vulnerable adults and/or children, the organisation may also consider whether the circumstances meet the threshold for referral to the Disclosure and Barring Service or any other relevant professional or regulatory body.

Where a role involves regulated activity, applicants must be aware that it is a criminal offence to apply for such a role if they are barred from engaging in regulated activity with the relevant group. MindTHNR will not appoint any individual who is barred from working with adults or children to a role that involves regulated activity.

All offers of employment or volunteering for roles requiring a DBS check will be conditional on satisfactory completion of that check. No individual will be permitted to commence work in such roles until confirmation has been received and all conditions have been met.

Where criminal record information is disclosed through self-declaration, DBS checks or other pre-employment processes, this will be discussed openly and sensitively with the applicant before any decision is made. MindTHNR is committed to ensuring that applicants are treated fairly and that decisions are made on a case by case basis, taking into account the relevance of the information to the role and the level of risk.

### 13. DBS update service, re-checks and portability

MindTHNR is committed to maintaining ongoing assurance that individuals working within the organisation remain suitable to carry out their roles safely. Safer recruitment is not limited to the point of appointment and must be supported by appropriate ongoing monitoring.

Where appropriate, individuals may be required to subscribe to the Disclosure and Barring Service (DBS) Update Service. This enables the organisation to carry out periodic status checks and confirm whether any new information has been added to an individual's DBS record since the original certificate was issued.

Where the Update Service is used, the individual's consent will be obtained prior to any status check being carried out. Individuals are responsible for maintaining their subscription to the Update Service where this forms part of the organisation's safer recruitment arrangements.

Where an individual is not subscribed to the Update Service, or where it is not appropriate to rely on it, MindTHNR will require a new DBS check to be carried out at appropriate intervals. MindTHNR will normally carry out DBS re-checks every three years. However, the frequency of re-checks may be adjusted where roles present a higher level of safeguarding risk or where required by commissioners, partner organisations or regulatory expectations.

All staff and volunteers have an ongoing responsibility to inform the organisation of any police involvement, cautions, charges or convictions that arise during their engagement, so that appropriate safeguarding action can be taken. They must also inform the organisation if they become subject to any safeguarding related investigation, disciplinary process, professional conduct concern, or restriction relating to work with vulnerable adults and/or children in any other paid or voluntary role.

MindTHNR will normally require a new DBS check to be completed for all new staff and volunteer appointments, even where an individual is registered with the DBS Update Service or holds a DBS certificate obtained through another organisation.

In exceptional circumstances, the organisation may consider relying on an existing DBS certificate where the individual is subscribed to the DBS Update Service, provided that the organisation is satisfied that:

- the level of the DBS check is appropriate for the role
- the workforce and type of regulated activity are equivalent to the role being applied for
- the individual's identity can be verified
- the certificate remains current and suitable for reliance
- sufficient safeguarding assurance can be established through risk assessment and other recruitment checks

In such circumstances, a status check will be completed through the DBS Update Service with the individual's consent before any final recruitment decision is made.

Where the organisation considers relying temporarily on an existing DBS certificate, an expired DBS Update Service status, or pending DBS information, a formal risk assessment must be completed and approved before the individual commences or continues in role. This process is set out in Appendix 9.

The organisation reserves the right to require a new DBS check at any stage where it considers this necessary to ensure appropriate safeguarding assurance.

Where there are any concerns arising from a DBS status check, or where new information becomes available, this will be managed in line with the organisation's risk assessment process.

#### 14. Risk assessment of criminal records and suitability

Where a criminal record or other relevant information is disclosed through a self-declaration, Disclosure and Barring Service (DBS) check, references or any other part of the recruitment process, MindTHNR will carry out a structured risk assessment to determine the individual's suitability for the role.

The purpose of the risk assessment is not to exclude individuals on the basis of a criminal record, but to ensure that any potential risks are properly understood, considered and managed in line with the organisation's safeguarding responsibilities.

Each case will be considered on an individual basis. The assessment will take into account the nature and context of the role, including the level of contact with adults or children, the degree of supervision, and whether the role involves regulated activity. It will also consider the nature and seriousness of the offence or concern, the circumstances in which it occurred, and the relevance of this information to the responsibilities of the role.

In carrying out the assessment, the organisation will consider a range of factors including the nature and seriousness of the offence or concern, the length of time that has passed since it occurred, the age of the individual at the time, whether there is a pattern of behaviour, and whether there is evidence of rehabilitation, insight or positive change. Consideration will also be given to the context in which the behaviour occurred, including whether it took place within a work setting or involved abuse of a position of trust, as well as the explanation provided by the individual and any mitigating circumstances. Where relevant, the organisation may also consider potential safeguarding, reputational and organisational risks associated with the appointment.

The organisation will also assess whether the nature of the role could present opportunities for re-offending or place the individual in a position where there is increased risk to service users, staff or others. Where appropriate, consideration will be given to whether safeguards

can be put in place to reduce or manage any identified risks, such as supervision arrangements or role adjustments.

All risk assessments must be completed in a clear and structured manner and must be documented in full. Decisions must be evidence-based, proportionate and defensible.

The outcome of the risk assessment must be reviewed and formally signed off by both the Designated Safeguarding Lead and the Director of People and Culture. This ensures that decisions are made with appropriate safeguarding oversight and organisational accountability.

In exceptional circumstances, particularly where concerns relate to serious violence, sexual offences, exploitation, significant safeguarding concerns, repeated offending patterns, complex discretionary police information, or where there is uncertainty regarding the organisation's ability to safely manage identified risks, the matter may be escalated to the Chief Executive Officer for further review and final decision making.

The Director of People and Culture retains responsibility for ensuring that the recruitment process is compliant and that decisions are applied consistently. The Designated Safeguarding Lead retains responsibility for ensuring that safeguarding risks have been appropriately identified, assessed and addressed.

Following this review, a decision will be made as to whether the appointment can proceed, whether additional safeguards are required, or whether the offer should be withdrawn. All decisions must be clearly recorded, including the rationale for the outcome.

To support consistent, proportionate and defensible decision making, MindTHNR has developed a series of fictional case examples demonstrating how criminal records, safeguarding concerns and discretionary police information may be assessed in practice across different types of roles and circumstances. These examples are intended to support safer recruitment training, management oversight and governance understanding, and demonstrate how the organisation balances safeguarding responsibilities, proportionality, rehabilitation and risk management in recruitment decision making. These examples are provided in Appendix 8.

Where a decision is made to proceed with an appointment despite identified risks, this must be supported by a clear plan outlining any conditions, safeguards or monitoring arrangements that will be put in place.

In all cases, information relating to criminal records and risk assessments will be handled sensitively and in accordance with data protection legislation, with access restricted to those who need it for safeguarding and recruitment purposes.

## 15. Volunteers

Volunteer recruitment must be proportionate to the role but must still meet safeguarding requirements.

Volunteers must go through an appropriate recruitment process, which may include an application, informal interview, references and a DBS check where required.

Volunteers must have a clear role description, understand the boundaries of their role, and receive appropriate induction, training, supervision and support relevant to the nature of their volunteering activity.

Volunteers may undertake activities involving direct engagement with service users where this is appropriate to the role and where suitable safeguarding arrangements are in place. The level of supervision, oversight and independence permitted within a volunteer role must be proportionate to the nature of the role, the level of contact with vulnerable adults and/or children, the experience and competence of the volunteer, and the safeguarding risks associated with the activity.

Where volunteer roles involve higher levels of responsibility, lone working, one to one contact, unsupervised engagement, access to sensitive information, or increased safeguarding risk, the organisation may require enhanced recruitment arrangements and additional safeguards. This may include more comprehensive application information, enhanced interviews, additional references, further training requirements, increased supervision arrangements, role restrictions, or individual risk assessments.

Decisions regarding the level of oversight and safeguarding controls required for volunteer roles must be clearly documented and proportionate to the identified risks. MindTHNR recognises that volunteer involvement may present safeguarding risks which require ongoing oversight and mitigation, particularly where volunteer roles involve relationship-based support, informal environments, or more flexible recruitment pathways. The organisation has therefore completed an overarching Volunteer Safeguarding Risk Assessment to identify potential risks and the controls in place to manage them (see Appendix 7).

Additional individual risk assessments may also be completed where concerns arise during recruitment or volunteering activity.

The organisation uses a structured recruitment and pre-engagement checklist to ensure that all required checks are completed and approved before a volunteer begins their role.

Volunteers must sign a volunteer agreement before commencing their role. This agreement does not create a contract of employment but sets out expectations, boundaries, responsibilities and standards of conduct.

## 16. Agency Workers, Contractors and Third Party Personnel

MindTHNR recognises that agency workers, consultants, contractors, sessional workers, students, placements and other third party personnel may have access to service users, sensitive information, premises or organisational systems. Appropriate safeguarding assurance must therefore be obtained before such individuals undertake work on behalf of the organisation.

Where individuals are supplied through an agency or external organisation, responsibility for obtaining pre-employment checks may sit with the supplying organisation. However, MindTHNR remains responsible for ensuring that appropriate safeguarding assurance has been obtained before permitting access to services, service users or organisational systems.

Before engagement, the recruiting manager must ensure that written confirmation is obtained that all relevant checks have been completed, including where applicable:

- Identity verification
- Right to work checks
- Appropriate Disclosure and Barring Service checks
- References
- Verification of qualifications or professional registration where required
- Any other safeguarding checks relevant to the role

Where the role involves regulated activity, MindTHNR must obtain confirmation of the DBS level completed, the workforce checked, and whether barred list checks have been undertaken where required.

The organisation reserves the right to request additional information, seek further assurance, require a new DBS check, or decline engagement where safeguarding assurance is insufficient.

The recruiting manager must ensure that a record is retained of all safeguarding assurances received for agency workers, contractors and other third party personnel. This should normally include:

- Name of individual
- Organisation supplying the individual
- Role undertaken
- Confirmation of DBS level and workforce
- Date assurance received
- Name of person providing assurance
- Any risk assessments completed
- Approval to commence work

Where concerns are identified, a risk assessment must be completed in consultation with the Designated Safeguarding Lead and People and Culture before any engagement proceeds.

## 17. Induction and ongoing safeguarding

Safer recruitment does not end at appointment. All new staff and volunteers must receive a structured induction, including safeguarding training and clear guidance on their responsibilities.

They must understand how to recognise and report safeguarding concerns and must be aware of organisational procedures.

Managers are responsible for ensuring that staff and volunteers are appropriately supported and supervised, particularly during the early stages of their role.

## 18. Record keeping

All recruitment processes must be documented and records must be stored securely in line with data protection requirements. This includes records of applications, shortlisting decisions, interview notes, references and pre-employment checks.

Accurate record keeping supports transparency, accountability and safeguarding assurance.

## 19. Training

All staff involved in recruitment must receive training that enables them to carry out recruitment processes safely, consistently and in line with the organisation's safeguarding responsibilities.

At a minimum, this includes completion of the organisation's core safeguarding and onboarding training, which is delivered through the internal e-learning platform. This training provides staff with an understanding of safeguarding principles, recognising risk, professional boundaries, and the organisation's expectations in relation to safer recruitment.

Staff involved in recruitment are expected to apply this knowledge in practice, including understanding how to identify potential safeguarding risks during recruitment, how to assess suitability, and how to follow the organisation's recruitment procedures.

Additional guidance and support will be provided by the People and Culture team where required, particularly in more complex recruitment processes or where safeguarding concerns arise.

Where roles involve higher levels of safeguarding responsibility, or where recruitment decisions are complex or high risk, further support, advice or training may be provided to ensure that decisions are made safely and appropriately.

The organisation will review training needs periodically to ensure that staff involved in recruitment remain confident and competent in applying safer recruitment practices

## 20. Monitoring and review

MindTHNR will monitor safer recruitment practices through audits, supervision and governance processes.

Where concerns or patterns of risk are identified, these will be reviewed and addressed.

This policy will be reviewed regularly and following any significant safeguarding incident to ensure that it remains effective and up to date.

## 21. Related policies

This policy should be read alongside the Safeguarding Policy, and the Recruitment and Selection Policy.

## 22. Appendices

Appendix 1: Pre-employment checks (Employees)

Appendix 2: Pre-employment checks (Volunteers)

Appendix 3: Risk assessment template (criminal records and suitability)

Appendix 4: Professional Reference form

Appendix 5: Character Reference form

Appendix 6: Criminal record self-declaration form

Appendix 7: Volunteer safeguarding risk assessment

Appendix 8: Example risk assessment scenarios and decision-making guidance

Appendix 9: Risk assessment for reliance on existing or pending DBS information

Appendix 10: Staff Application Form

Appendix 11: Volunteer Application Form

## Appendix 1: Recruitment and Pre-Employment Checklist (Employees)

Candidate name	
Job role	
Department	
Recruiting manager	

This data will be held in line with the Data Protection Act 2018 and UK GDPR requirements and documents will be stored and archived in line with our Data Protection Policy.

<b>Section A: Recruitment and Selection</b>			
<i>All items below must be completed before a contract is issued.</i>			
<b>Document</b>	<b>Completed</b>	<b>Date</b>	<b>Notes</b>
Identity verified (original documents seen)	<input type="checkbox"/>		
CV	<input type="checkbox"/>		
Application form completed and reviewed	<input type="checkbox"/>		
Employment history reviewed and gaps explored	<input type="checkbox"/>		
Job pack	<input type="checkbox"/>		
Interview notes	<input type="checkbox"/>		
Interview scoring sheets	<input type="checkbox"/>		
Conditional offer letter	<input type="checkbox"/>		
Reference 1 (most recent employer)	<input type="checkbox"/>		
Reference 2 (must cover at least 2 years or 5 years for schools)	<input type="checkbox"/>		
Reference 3 (if applicable)	<input type="checkbox"/>		
Right to Work check	<input type="checkbox"/>		
DBS check completed at appropriate level	<input type="checkbox"/>		
DBS certificate seen and verified	<input type="checkbox"/>		
DBS Update Service status checked (if applicable)	<input type="checkbox"/>		
Self-declaration form completed	<input type="checkbox"/>		
Risk assessment completed (if applicable)	<input type="checkbox"/>		
Professional qualifications/certificates verified (if relevant)	<input type="checkbox"/>		
Final approval to appoint confirmed	<input type="checkbox"/>		
Hiring Manager reviewed references & DBS	<input type="checkbox"/>		

<b>Section B: Pre-Contract Authorisation</b>			
I confirm that all required recruitment and pre-employment checks have been completed, reviewed, and are satisfactory. Approval is granted to issue an employment contract and start induction plan.			
<b>Name</b>		<b>Signature</b>	

<b>Role</b>		<b>Date</b>	
<b>Proposed start date</b>			

**Section C: Post-Contract Onboarding Actions**

*All items below must be actioned as part of onboarding*

<b>Document</b>	<b>Completed</b>	<b>Date</b>	<b>Notes</b>
Signed contract	<input type="checkbox"/>		
Payroll new starter form	<input type="checkbox"/>		
HMRC starter form	<input type="checkbox"/>		
Health Declaration	<input type="checkbox"/>		
IT form set up	<input type="checkbox"/>		
Mandatory training sent to work email	<input type="checkbox"/>		
ID badge prepared	<input type="checkbox"/>		
Policies Checklist	<input type="checkbox"/>		
New Hire Mandatory Training Commenced	<input type="checkbox"/>		
Induction plan drafted	<input type="checkbox"/>		

## Appendix 2: Recruitment and Pre-Engagement Checklist (Volunteers)

Volunteer name	
Role/placement	
Department	
Volunteer coordinator	
Proposed start date (if known)	

This data will be held in line with the Data Protection Act 2018 and UK GDPR requirements and documents will be stored and archived in line with our Data Protection Policy.

<b>Section A: Recruitment and Selection</b>		
<i>All items below must be completed before a contract is issued.</i>		
Document	Completed	Notes
Volunteer application Form	<input type="checkbox"/>	
Role description,	<input type="checkbox"/>	
Informal interview notes	<input type="checkbox"/>	
Formal reference	<input type="checkbox"/>	Dates covered:
Character reference	<input type="checkbox"/>	Dates covered:
DBS check completed at appropriate level	<input type="checkbox"/>	
DBS certificate seen and verified	<input type="checkbox"/>	
Service Lead/Head of Service reviewed references & DBS	<input type="checkbox"/>	
Mandatory training sent	<input type="checkbox"/>	
Mandatory training (including Safeguarding Awareness) completed	<input type="checkbox"/>	
Volunteer agreement signed	<input type="checkbox"/>	
Induction completed	<input type="checkbox"/>	
Supervision arrangements in place	<input type="checkbox"/>	
Final approval to start confirmed	<input type="checkbox"/>	
Criminal Record Self Declaration completed (where required)	<input type="checkbox"/>	

<b>Section B: Pre-Contract Authorisation</b>		
<i>Approval is required before the volunteer may begin their role.</i>		
I confirm that all recruitment and suitability checks listed above have been completed, reviewed, and are satisfactory. I approve this individual to begin volunteering.		
<b>Name</b>		<b>Signature</b>
<b>Role</b>		<b>Date</b>

### Appendix 3: Risk assessment template (criminal records and suitability)

This risk assessment must be completed where a criminal record, police intelligence, safeguarding concern, or other relevant information is identified during the recruitment process.

The assessment must be completed by the Hiring Manager and reviewed and approved by the Designated Safeguarding Lead and the Director of People and Culture before any appointment is confirmed.

Section A: Role and safeguarding context	
<b>Candidate name:</b>	
<b>Role:</b>	
<b>Service:</b>	
<b>Level of DBS check required:</b> (Basic / Standard / Enhanced / Enhanced with barred list)	
<b>Does the role involve regulated activity?</b> Yes / No	
<b>Level of contact with service users:</b> (e.g. direct, indirect, supervised, unsupervised)	
<b>Does the role involve lone working?</b> Yes / No	
<b>Does the role involve access to sensitive information?</b> Yes / No	
<b>Name and role of Assessor (Hiring Manager)</b>	

Section B: please record all relevant information disclosed through DBS, self-declaration, references or other checks.	
<b>Offence / concern:</b>	
<b>Date:</b>	
<b>Age at time:</b>	
<b>Outcome / sentence:</b>	
(Repeat as necessary)	
<b>Has any other relevant information been disclosed by the police which causes concern?</b> Yes / No	
<b>If yes, provide details:</b>	
<b>Is the individual barred from working in regulated activity?</b> Yes / No	
<b>If yes, provide details: (Note: if yes, the individual cannot be appointed to regulated activity)</b>	

--

<b>Section C: Assessment of behaviour and context</b>
<b>Is there a pattern of offending or concerning behaviour?</b> Yes / No
<b>If yes, provide details:</b>
<b>Are the offences or concerns relevant to the role?</b> Yes / No
<b>If yes, provide details:</b>
<b>What were the circumstances surrounding the offence(s)?</b>
<b>Applicant's attitude to the offence(s) (e.g. insight, accountability, minimisation)</b>
<b>Evidence of change or rehabilitation</b>
<b>Has the individual's situation changed since the offence(s)?</b> Yes / No
<b>If yes, provide details:</b>
<b>Is the individual currently involved in any support, intervention or rehabilitation programme?</b> Yes / No
<b>If yes, provide details:</b>

<b>Section D: Role-related risk considerations</b>
<b>Does the role present opportunities for re-offending?</b> Yes / No
<b>If yes, provide details:</b>
<b>Does the role involve one-to-one or unsupervised contact with vulnerable individuals?</b> Yes / No
<b>If yes, provide details:</b>
<b>Does the role involve direct contact with the public?</b> Yes / No

<b>If yes, provide details:</b>
<b>Level of supervision available in the role:</b>
<b>Does the role involve access to finances or items of value?</b> Yes / No
<b>If yes, provide details:</b>
<b>Does the role involve a high level of trust or authority?</b> Yes / No
<b>If yes, provide details:</b>

<b>Section E: References and recruitment checks</b>
<b>Have references been obtained and reviewed?</b> Yes / No
<b>If yes, provide details:</b>
<b>Do references raise any concerns regarding conduct or safeguarding?</b> Yes / No
<b>If yes, provide details:</b>
<b>Have any gaps in employment or education been identified?</b> Yes / No
<b>If yes, provide details:</b>
<b>Have all gaps been satisfactorily explained?</b> Yes / No
<b>If yes, provide details:</b>
<b>Has the candidate been subject to any disciplinary processes, allegations or safeguarding concerns?</b> Yes / No
<b>If yes, provide details:</b>
<b>Have all discrepancies or concerns been followed up with the candidate?</b> Yes / No
<b>If yes, provide details:</b>
<b>Is there sufficient evidence of the individual's suitability for the role?</b> Yes / No
<b>If yes, provide details:</b>

<b>Section F: Risk of harm analysis</b>
<b>Nature of potential risk</b> (e.g. safeguarding risk, financial risk, reputational risk)
<b>Who may be at risk?</b>
<b>Likelihood of risk occurring</b> 1 = Very unlikely 2 = Unlikely 3 = Likely 4 = Very likely
<b>Impact if risk occurs</b> 1 = Minor 2 = Moderate 3 = Serious
<b>Overall risk level</b> (Low / Medium / High)
<b>What measures are already in place or proposed to reduce risk?</b>
<b>Are additional controls required?</b> Yes / No
<b>If yes, provide details:</b>
<b>Who is responsible for implementing these actions and by when?</b>
<b>Section G: Additional safeguards</b> Where concerns have been identified, or where an individual is commencing work prior to completion of all checks, additional safeguards must be clearly outlined. Examples may include: <ul style="list-style-type: none"> <li>• increased supervision</li> <li>• restricted duties</li> <li>• phased responsibilities</li> <li>• regular review meetings</li> </ul>
<b>Details of support and supervision arrangements:</b>

**Decision and Rationale**

<b>Outcome (tick one):</b>
----------------------------

- Appointment can proceed
- Appointment can proceed with conditions
- Appointment should not proceed

**Rationale for decision:**

**Declaration and sign-off**

I confirm that this assessment has been completed fully, and that all relevant information has been considered.

**Hiring Manager**

Name:

Signature:

Date:

I confirm that this assessment has been completed fully, and that all relevant information has been considered.

**Designated Safeguarding Lead**

Name:

Signature:

Date:

I confirm that this assessment has been completed fully, and that all relevant information has been considered.

**Director of People and Culture**

Name:

Signature:

Date:

## Appendix 4: Professional Reference Form

Please return to [peopleandculture@mindthnr.org.uk](mailto:peopleandculture@mindthnr.org.uk)

**Please note: If replying by email, please ensure that your reply is sent from your professional email address**

### Regulation 19 – Fit and proper person requirements

The post applied for is subject to Regulation 19(3)(a) of the Health and Social Care Act (Regulated Activities) Regulations 2014 which requires us to ensure all “Persons employed” by our organisation (including agency, bank staff and volunteers) must:

Be of good character, have the qualifications, competence, skills, and experience which are necessary for the work to be performed by them, and be able by reason of their health, after reasonable adjustments are made, of properly performing tasks which are intrinsic to the work for which they are employed.

In order to fulfil our legal requirements, we need to make available:

- Satisfactory evidence of conduct in previous employment concerned with the provision of services relating to health or social care or children or vulnerable adults;
- Satisfactory verification as to reasons why employment ended, if candidate was employed in a position where their duties involved work with children or vulnerable adults.
- It is therefore essential to require a reference from a previous employer, and the employee cannot be expected to find work of this type unless his or her employer provides a full and frank reference to a prospective employer. When completing this reference organisations have a responsibility to ensure that the reference is accurate and does not contain any misstatement and nothing significant is omitted.

### UKGDPR/Data Protection Act 2018

This form contains personal data as defined by UKGDPR/DPA 2018. It may include special category data ([Article 9](#)) and/ criminal offence data ([Article 10](#)) which has been requested for the purposes of recruitment and safeguarding adults at risk and/or children. As we are the organisation requesting this data, we will protect any information disclosed within the form in line with data protection requirements and ensure it is not passed to anyone who is not authorised to see the information. The content of the reference may be discussed with the applicant; in addition, the applicant may request and be granted access to the reference.

**HOWEVER**, if this reference is marked as **confidential**, the UKGDPR/DPA 2018 creates an exemption from: The right to be informed (privacy information) The right to make a subject access request. Therefore, if this reference is marked as confidential, and the applicant/former employee makes a subject request BOTH the company who issued it and the company who received it would be exempt from having to provide a copy to the applicant/former employee. If this reference is marked confidential, it can only be disclosed to whom it is addressed and will not be released to a third party. To ensure that a recruitment process remains open, transparent, and fair to all applicants we request that you only consider using this confidential exemption on a case-by-case basis and justify and document

reasons below for relying on the confidential exemption (For example, the employee was subject to investigation for safeguarding related conduct concerns but left before investigation completed).

Referees also need to be aware that a confidential reference could be subject to disclosure in an employment tribunal or county court claim.

Do you want this reference to be treated as confidential? **YES/NO**  
**If yes, please give reasons:**

Applicant Details	
Full name of Applicant	
Date of Birth	
Employee number (if known)	
Job Title:	
Salary on leaving (if known)	
In what capacity have you known the applicant?	<input type="checkbox"/> Employer/Registered Manager <input type="checkbox"/> Line Manager <input type="checkbox"/> HR Local <input type="checkbox"/> HR Centralised <input type="checkbox"/> Other (please state):
Please confirm exact employment dates:	From: To:
Reason for leaving/considering leaving your employment:	
Would you re-employ the applicant in the same job as they currently hold or held?	Yes/No
Please give reasons for you answer	
Would you re-employ the applicant in any role within your organisation?	Yes/No
Please give reasons for you answer	
Did the applicant leave your organisation before the conclusion of an investigation relating to conduct or safeguarding concern, (incl. conduct, capability, or performance) under any of your employment policies?	Yes/No
If yes, please give details (please include details any warnings or sanctions that could have been imposed, if the individual had not left before an investigation had concluded).	
Are there any warnings on the applicant's record (Disciplinary, Performance or Absence related) that have not been disposed of?	Yes/No
If yes, please give details	

Are you aware of any recent/outstanding allegations that were being considered by the individual's professional body (including any referrals to the professional body)?	Yes/No
If the individual is employed in a position where they are subject to a fit and proper persons check, have they been investigated for, or been found not fit to practice?	Yes/No
If yes, please give details	
How many days' sickness has the applicant had over the past two years and in how many periods?	Days: Periods:

**Please rate the applicant's professional skills and character using the scale below which can be tailored based on your job description**

<b>Please tick a box against each of the following:</b>	<b>Poor</b>	<b>Fair</b>	<b>Average</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>N/A or Unknown</b>
Punctuality/timekeeping							
Customer care skills							
Ability to adapt to change							
Ability to deal with conflict							
Ability to manager and prioritise own workload							
Team working skills							
Communication skills							
Problem solving skills							
General attitude							
Leadership (if relevant)							
Please enter any relevant comments you would like to make regarding the above applicant's suitability for this post:							
<b>Referee Details</b>							
<b>The individual giving the reference must agree with the statement:</b> <i>"The answers given above have been provided in good faith and are correct to the by of my knowledge and belief".</i>							
<b>Full Name:</b>							
<b>Job Title:</b>							
<b>Organisation Name:</b>							
<b>Telephone Number:</b>							
<b>Email Address:</b>							

## Appendix 5: Character Reference Form

Please return to [peopleandculture@mindthnr.org.uk](mailto:peopleandculture@mindthnr.org.uk)

MindTHNR is committed to safer recruitment and safeguarding adults and children who come into contact with our services. This reference form is used where a professional or employment reference is not available or where an additional character reference is required as part of a proportionate safer recruitment process.

The information provided within this form will be used to help assess the applicant's suitability, reliability, conduct and ability to work safely and appropriately within a safeguarding focused organisation.

Character references should normally be provided by someone who knows the applicant in a personal, community, educational, voluntary or professional capacity and who is able to comment meaningfully on their character, behaviour and suitability. References must not be provided by family members, partners, or individuals living at the same address as the applicant.

### UK GDPR and Confidentiality Notice

This form contains personal data as defined under UK GDPR and the Data Protection Act 2018. It may also contain safeguarding related information and special category data provided for the purposes of recruitment, safeguarding and suitability assessment.

MindTHNR will process this information in accordance with data protection legislation and will ensure that access is restricted to authorised individuals involved in the recruitment and safeguarding process.

The content of this reference may be discussed with the applicant as part of a fair and transparent recruitment process unless there is a lawful reason to treat the reference as confidential.

Referees should ensure that all information provided is accurate, fair, factual and based on information known to them personally.

<b>A. Applicant Details</b>	
Name of applicant	
Role applied for	
Service/team (if known)	
<b>B. Referee Details</b>	
Name of referee	
Address	

Telephone number	
Email address	
Occupation / role	
Organisation / community group (if applicable)	
<b>C. Relationship to Applicant</b>	
In what capacity do you know the applicant?	
How long have you known the applicant?	
How frequently are you in contact with the applicant?	
Are you related to the applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you live with the applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes to either of the above, please provide details	
<b>D. Suitability and Character Assessment</b>	
How would you describe the applicant's character and conduct?	
Please comment on the applicant's reliability and trustworthiness	
Please comment on the applicant's ability to maintain appropriate boundaries and behave respectfully towards others	
Are you aware of any concerns relating to the applicant's conduct, behaviour or suitability to work with vulnerable adults and/or children	

**SECTION E: Confidentiality Request**

Do you wish this reference to be treated as confidential?

- Yes  
 No

**If yes, please explain why:** (Please note that confidentiality cannot always be guaranteed and references may be disclosed where required by law or where there is a lawful basis to do so.)



**Declaration**

I confirm that:

- the information provided within this reference is accurate to the best of my knowledge
- I understand that this information may be used as part of a safer recruitment and safeguarding assessment
- I have provided this reference honestly and in good faith
- I understand that MindTHNR may contact me to clarify information contained within this form

Name	
Signature	
Date	

## Appendix 6: Criminal record self-declaration form

This form must be completed by candidates who have been shortlisted for a role, or at the point of conditional offer, where the role requires a criminal record check or is exempt from the Rehabilitation of Offenders Act 1974.

The purpose of this form is to enable open and transparent discussion where relevant, and to support fair and informed decision making as part of the safer recruitment process.

<b>Candidate details</b>	
<b>Full name:</b>	
<b>Role applied for:</b>	
<b>Service (if known):</b>	
<b>Date:</b>	

### Important information for applicants

Mind in Tower Hamlets, Newham and Redbridge is committed to fair and lawful recruitment practices.

The information you are required to disclose depends on whether the role you are applying for is covered by, or exempt from, the Rehabilitation of Offenders Act 1974 (ROA):

- If the role is **not exempt from the ROA**, you are only required to disclose unspent cautions and convictions
- If the role is **exempt from the ROA**, you are required to disclose:
  - all unspent cautions and convictions
  - any adult cautions or spent convictions that are not protected under DBS filtering rules

You are **not required to disclose protected cautions or convictions**, and these will not be taken into account.

If you are unsure what to disclose, you should refer to Ministry of Justice or Disclosure and Barring Service guidance.

### Declaration of criminal record information

Please provide details below of any relevant information that you are required to disclose.

If you have nothing to declare, please write "None".

### Disclosure

<b>Offence / caution / conviction:</b>
<b>Date:</b>
<b>Age at the time:</b>
<b>Outcome / sentence:</b>

(Continue on a separate sheet if necessary)

<b>Additional relevant information</b>
Please provide details of any other information that may be relevant to your suitability for the role, including: <ul style="list-style-type: none"><li>• ongoing investigations</li><li>• pending charges</li><li>• referrals to professional bodies</li><li>• any safeguarding-related concerns</li></ul> If none, please write "None".
<b>Are you currently barred from working with adults or children by the Disclosure and Barring Service (DBS)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you been referred to the DBS for consideration for inclusion on a barred list?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details:
<b>Have you ever been dismissed or asked to leave a role (paid or voluntary) due to misconduct or safeguarding concerns?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details:
<b>Have you ever been subject to a disciplinary process, investigation, or allegation relating to your conduct or behaviour (including safeguarding concerns)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details:
<b>Have you ever been subject to sanctions by a professional or regulatory body (where applicable)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details:

### **Consent and Declaration**

I confirm that:

- The information I have provided in this form is accurate and complete to the best of my knowledge
- I understand that providing false, misleading or incomplete information, or failing to disclose relevant information, may result in my application being withdrawn or, if appointed, may lead to disciplinary action, including dismissal
- I understand that this information will be used as part of a safer recruitment process to assess my suitability for the role
- I understand that Mind in Tower Hamlets, Newham and Redbridge will process the information I provide in accordance with data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
- I understand that my information will be used for recruitment purposes and, if appointed, may be retained as part of my personnel record in line with the organisation's data retention policies.
- I understand that any relevant information disclosed may be discussed with me as part of the recruitment process before a final decision is made.

By signing this form, I confirm that I have read and understood the above and consent to my information being used for these purposes.

**Signature:**

**Name:**

**Date:**

### **Confidentiality and data retention**

All information provided in this form will be handled confidentially and accessed only by those involved in the recruitment and safeguarding decision-making process.

Mind in Tower Hamlets, Newham and Redbridge processes personal data in accordance with its Data Protection and Confidentiality Policy and applicable legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

If you are appointed, this information may be retained as part of your personnel record.

If your application is unsuccessful, your information will be retained and securely deleted in line with the organisation's retention and anonymisation schedule.

## Appendix 7: Volunteer safeguarding risk assessment

This risk assessment outlines the potential safeguarding risks associated with the involvement of volunteers across MindTHNR services, and the measures in place to reduce and manage those risks.

It recognises that volunteers are a valuable part of service delivery, but that a proportionate and structured approach is required to ensure that safeguarding risks are understood, mitigated and monitored.

This assessment applies across all services and should be read alongside the Safeguarding Policy and Safer Recruitment Policy.

Risk Area	Example Risk	Existing Controls	Risk Level (Pre-Control)	Residual Risk	Additional Mitigations / Actions
Boundary crossing / grooming	Volunteer develops overly close or inappropriate relationship with a service user	Role boundaries defined; supervision arrangements determined according to role risk level; additional safeguards implemented where volunteers undertake independent or one to one activity.	High	Medium	Strengthen training on professional boundaries; reinforce supervision; clear guidance on contact outside service
Informal or peer-like relationships	Volunteer shares personal information or forms friendships that blur roles	Induction includes role expectations; staff oversight	Medium	Medium	Clear written guidance on boundaries; reinforce during supervision and team discussions
Inconsistent referencing	Volunteers unable to provide full employment history or professional references	Flexible referencing approach (character/professional references)	Medium	Medium	Strengthen induction and probation period; use structured informal

					interviews to assess suitability
Limited experience or training	Volunteer lacks experience in working with vulnerable individuals	Mandatory safeguarding awareness training; induction provided	Medium	Low	Ensure training completion before start; provide additional support during early engagement
Failure to recognise safeguarding concerns	Volunteer does not identify or report safeguarding issues	Safeguarding training provided; clear reporting process	Medium	Low	Reinforce reporting expectations; ensure volunteers know who to report to; refresher reminders
Online or out-of-service contact	Volunteer communicates with service users outside the service (e.g. social media, messaging)	General expectations around boundaries	High	Medium	Explicit policy prohibiting personal contact; reinforce in training and supervision
Over-reliance on supervision	Assumption that staff presence fully mitigates risk	Staff present during service delivery	High	Medium	Clarify that supervision does not remove risk; strengthen staff awareness and vigilance
Exposure to sensitive information	Volunteer has access to confidential or personal information	Limited access to systems; staff oversight	Medium	Low	Clarify information sharing boundaries; reinforce confidentiality expectations
Emotional dependency	Service users become dependent on volunteer support	Staff oversight; structured service model	Medium	Medium	Reinforce role clarity; ensure staff remain primary support; monitor through supervision

Role drift	Volunteer undertakes tasks beyond their role (e.g. providing advice, support beyond remit)	Role descriptions in place; staff oversight	Medium	Medium	Reinforce role boundaries regularly; supervision and check-ins
Risk of exploitation (by or towards volunteer)	Volunteer may exploit or be exploited by service users	Staff present; structured environment	Medium	Medium	Reinforce boundaries; ensure clear escalation routes; monitor interactions
Discretionary DBS information or unknown history	Limited background information available	DBS checks where required; risk assessments where concerns arise	Medium	Medium	Use structured risk assessment where concerns identified; DSL involvement in decisions
Inappropriate role allocation	Volunteer placed in role beyond skills, experience or emotional capacity	Recruitment discussion and role descriptions	Medium	Low	Ensure volunteer placements are matched to experience, confidence and support needs
Breach of confidentiality	Volunteer shares confidential, personal or sensitive information inappropriately, either intentionally or unintentionally	Confidentiality agreement signed, induction provided, GDPR and confidentiality expectations explained	Medium	Low	Reinforce confidentiality expectations during induction and supervision; ensure volunteers understand information sharing boundaries and escalation processes

### Summary of Risk Position

MindTHNR recognises that the involvement of volunteers within services supporting adults and children may introduce safeguarding risks, particularly where volunteer recruitment processes are intentionally more flexible and proportionate than those used for paid employment. This may include situations where volunteers are unable to provide a full employment history or standard professional references, or where they operate within informal and relationship-based service environments. The organisation also recognises that supervision alone does not remove safeguarding risk and that inappropriate behaviour, boundary crossing, grooming or poor practice can still occur within supervised settings.

The organisation nevertheless considers that the benefits of volunteering, including community participation, peer support, lived experience and social inclusion, are significant and that these can be achieved safely where appropriate safeguards are in place. MindTHNR has therefore adopted a layered safeguarding approach to volunteer involvement. This includes clear role descriptions and boundaries, structured recruitment and onboarding processes, safeguarding induction and mandatory training, defined supervision arrangements, restrictions on lone working with service users, and clear reporting and escalation procedures. Where concerns arise during recruitment or engagement, additional safeguarding risk assessments may also be undertaken to support decision making and identify any further controls required.

MindTHNR acknowledges that safeguarding risk can never be entirely eliminated. However, the organisation is satisfied that the combination of preventative measures, oversight arrangements and ongoing monitoring described within this assessment provides a proportionate and defensible approach to managing safeguarding risks associated with volunteers.

### **Review and Oversight**

This organisational risk assessment will be reviewed on an annual basis, or earlier where required following a safeguarding incident, serious concern, significant service change or learning review involving volunteers. The findings of this assessment will be used to inform safer recruitment arrangements, induction processes, supervision expectations, training requirements and wider service design.

The assessment should also be considered alongside any individual risk assessments completed in relation to specific volunteers where concerns, disclosures or safeguarding risks have been identified during recruitment or engagement. Oversight of this assessment sits with the Designated Safeguarding Lead and the Director of People and Culture as part of the organisation's wider safeguarding governance arrangements.

This assessment does not replace the requirement for service-specific or individual volunteer risk assessments where the nature of the role, service environment or identified concerns require additional safeguarding controls.

## Appendix 8: Example risk assessment scenarios and decision-making guidance

The examples below are fictional and are intended to support understanding of Mind in Tower Hamlets, Newham and Redbridge’s approach to safer recruitment, safeguarding risk assessment and decision making.

These examples are illustrative only and do not predetermine outcomes in real cases. All recruitment and volunteering decisions are made on an individual basis and take into account the nature of the role, the level of contact with vulnerable adults and/or children, the relevance and seriousness of the information disclosed, the context in which any behaviour or offence occurred, the length of time since the incident, evidence of rehabilitation or behavioural change, the individual’s openness during the recruitment process, and the organisation’s ability to implement appropriate safeguards and supervision.

MindTHNR recognises the value of lived experience and does not operate a blanket exclusion approach towards applicants with criminal records or previous conduct concerns. However, safeguarding considerations remain paramount and the organisation will not appoint individuals where safeguarding risks cannot be appropriately managed, or where the nature of the information disclosed is incompatible with the responsibilities and level of trust associated with the role.

The purpose of these examples is to support consistent decision making, management oversight, trustee understanding and safer recruitment training. The examples also demonstrate how the organisation considers both criminal convictions and non-conviction information, including discretionary police information disclosed through enhanced Disclosure and Barring Service checks.

Scenario	Information Identified	Role Applied For	Risks Considered	Mitigating Factors	Outcome and Rationale
Historic low-level offence with evidence of rehabilitation	The applicant disclosed a shoplifting conviction from 14 years ago, committed at age 18. No further offending history was identified.	Volunteer supporting community wellbeing activities	Trust, reliability and reputational considerations	The applicant discussed the offence openly and explained that it occurred during a period of homelessness and financial hardship. Strong references were received from more recent volunteering activities and there was	Volunteer approved. The offence was historic, low level, unrelated to the role and did not present an identifiable current safeguarding risk. Standard volunteer supervision and

				evidence of stability and positive community involvement.	boundaries remained in place.
Violence related offence with contextual safeguarding assessment	DBS disclosed a conviction for assault occasioning actual bodily harm from 8 years ago.	Peer support worker within adult mental health services	Potential risk of aggression or conflict escalation within emotionally challenging service environments	The applicant disclosed the offence during the recruitment process and discussed previous experiences of domestic abuse, substance misuse and unstable housing at the time of the offence. There was evidence of rehabilitation, stable employment and positive professional references, with no further offending history identified.	Appointment approved with enhanced supervision during the initial employment period. The organisation considered that the risks could be appropriately managed within the structure and supervision arrangements of the role.
Financial offence relevant to role responsibilities	DBS disclosed a conviction for fraud from 3 years ago.	Administrator role involving financial processing and access to petty cash	Financial abuse risk, organisational trust and reputational risk	The applicant disclosed the offence appropriately and recent references were satisfactory. However, the responsibilities of the role involved direct access to financial systems and service user payments.	Application not progressed for this role. Although evidence of rehabilitation was considered, the offence was assessed as directly relevant to the responsibilities and level of trust associated with the post.

Sexual offence incompatible with safeguarding responsibilities	Enhanced DBS disclosed a conviction relating to sexual communication with a child.	Recovery worker supporting vulnerable adults	Risk of sexual harm, abuse of trust and safeguarding risk to vulnerable adults and/or children	No mitigating factors sufficient to reduce safeguarding concerns were identified.	Application withdrawn. The organisation determined that the nature of the offence was incompatible with the safeguarding responsibilities and position of trust associated with the role, and that risks could not be safely mitigated.
Non conviction police information indicating safeguarding concerns	Enhanced DBS included local police information relating to repeated reports of concerning behaviour towards vulnerable individuals. No criminal conviction was recorded.	Volunteer supporting adults experiencing emotional distress	Grooming risk, boundary violations, emotional harm and abuse of trust	During discussion, the applicant minimised the concerns and demonstrated limited insight into the potential impact of their behaviour.	Volunteer application not progressed. Although there was no criminal conviction, the organisation considered the pattern and nature of the police information to present a significant safeguarding concern relevant to the role.
Discretionary police information considered alongside wider evidence	Enhanced DBS included discretionary police information relating to a historic domestic incident where no charges were brought.	Community wellbeing volunteer	Potential interpersonal conflict risk and reputational considerations	The applicant disclosed the incident voluntarily and provided context. References were positive and there had been no further incidents or	Volunteer approved. The organisation considered the information carefully but determined that the available evidence did not indicate an ongoing

				concerns identified over a significant period of time.	safeguarding risk incompatible with the role. Standard supervision and volunteer boundaries remained in place.
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MindTHNR does not make recruitment decisions solely on the basis of criminal records or DBS information. Decisions are informed by safeguarding responsibilities, proportionality, evidence of rehabilitation, role related risk and the organisation’s ability to implement appropriate safeguards.

The organisation recognises that some individuals with lived experience, including previous offending history, may bring valuable insight and strengths to services. However, the safety and wellbeing of adults and children accessing services will always take priority.

All decisions relating to criminal records, conduct concerns, safeguarding information or police intelligence must be clearly documented through the organisation’s safer recruitment risk assessment process and reviewed by appropriate safeguarding and People and Culture leads before a final decision is made.

## Appendix 9: Risk assessment for reliance on existing or pending DBS information

This assessment must be completed where Mind in Tower Hamlets, Newham and Redbridge (MindTHNR) is considering temporary reliance on:

- an existing DBS certificate issued for another organisation
- a DBS Update Service status
- pending DBS information
- an expired DBS Update Service subscription
- delayed DBS clearance or exceptional recruitment circumstances where a new DBS check has not yet been completed

The purpose of this assessment is to ensure that safeguarding risks are identified, assessed and appropriately managed before any decision is made to allow an individual to commence or continue in role.

This assessment must be completed before the individual starts work or volunteering activity where a new DBS check has not yet been fully completed and approved.

This assessment does not replace the requirement for a new DBS check where one is required by MindTHNR.

SECTION A – Individual and Role details	
Information	Details
Name of individual	
Role applied for/current role	
Service/team	
Hiring Manager	
Date of assessment	
Type of engagement	<input type="checkbox"/> Employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Agency <input type="checkbox"/> Contractor
Does the role involve regulated activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Workforce type	<input type="checkbox"/> Adults <input type="checkbox"/> Children <input type="checkbox"/> Both
DBS level required for role	<input type="checkbox"/> Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> Enhanced with Barred List
Has the individual started in role?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what safeguards are currently in place?	

<b>SECTION B: Existing DBS Information</b>	
<b>Information</b>	<b>Details</b>
Type of DBS certificate currently held	
Workforce and regulated activity associated with existing DBS	
Date of DBS certificate	
DBS certificate number (if appropriate to record)	
Is the individual registered with the DBS Update Service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the Update Service subscription current?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a DBS status check been completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of DBS status check	
Outcome of status check	
Was the DBS issued for another organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of previous organisation	

<b>SECTION C: Role and Workforce Comparison Assessment</b>	
<b>Consideration</b>	<b>Assessment</b>
Is the DBS level equivalent to the level required for the new role?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the workforce type equivalent to the new role?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the type of regulated activity equivalent to the new role?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the nature of the role sufficiently comparable to support reliance on the DBS information available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has consideration been given to whether relevant discretionary police information would reasonably have been disclosed for the new role type and workforce?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the individual's identity been verified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have references and other recruitment checks been reviewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**SECTION D: Safeguarding Risk Assessment**

Please consider the safeguarding risks associated with temporarily relying on existing or pending DBS information.

<b>Area of Risk</b>	<b>Assessment / Comments</b>
Nature of contact with adults and/or children	
Does the role involve one-to-one or unsupervised work?	
Level of safeguarding responsibility	
Access to sensitive information, medication, finance or property	
Level of supervision available	
Any concerns identified through references, interview, self declaration or other recruitment checks	
Any concerns relating to conduct, professional boundaries or safeguarding practice	
Any concerns relating to previous employment or volunteering history	
Potential reputational or organisational risks	

**SECTION E: Risk Mitigation Measures**

Please detail all safeguarding controls and mitigation measures that will be implemented while relying on the existing or pending DBS information.

<b>Mitigation / Safeguard</b>	<b>Details</b>
Level of supervision to be provided	
Restrictions on duties or responsibilities	
Restrictions or controls relating to lone working or independent contact with service user	
Restrictions on regulated activity	
Additional management oversight arrangements	
Additional safeguarding measures	
Date by which new DBS check must be completed	

<b>SECTION F: Overall Risk Evaluation</b>	
<b>Consideration</b>	<b>Assessment</b>
Overall safeguarding risk level	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High
Is the risk considered manageable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is reliance on the existing/pending DBS information considered proportionate and justified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is CEO escalation required?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>SECTION G: Rationale for Decision and Safeguarding Justification</b>
<p>Please explain:</p> <ul style="list-style-type: none"> <li>• why reliance on the existing or pending DBS information is considered appropriate</li> <li>• how safeguarding risks have been assessed</li> <li>• why the workforce and role type are considered sufficiently comparable</li> <li>• what safeguards and mitigation measures are in place</li> <li>• why the organisation considers the risks manageable and proportionate</li> </ul>

<b>Decision</b>	<b>Tick</b>
Approved to commence/continue in role with safeguards in place	<input type="checkbox"/>
Approved on a temporary basis pending new DBS clearance	<input type="checkbox"/>
Not approved to commence/continue in role	<input type="checkbox"/>

<b>Name</b>	<b>Role</b>	<b>Signature</b>	<b>Date</b>
Hiring Manager			
People and Culture Representative			
Designated Safeguarding Lead / Deputy DSL			
Chief Executive Officer (if applicable)			

## Appendix 10 – Staff Application Form

### Position applied for:

Information	Details
Job Title	
Service / Team	
Location	
Application Date	

### Personal details:

Information	Details
Full Name	
Previous Names (if applicable)	
Address	
Telephone Number	
Email Address	

### Right to Work

Do you have the right to work in the UK?
<input type="checkbox"/> Yes
<input type="checkbox"/> No
If yes, please provide details:

### Education, Qualifications and Training

Please provide details of relevant education, professional qualifications, training and memberships.

Qualification / Training	Institution	Date Achieved

### Employment History

Please provide a full chronological history of employment, education, volunteering and other relevant activity since leaving secondary education, including: Full time employment; Part time employment; Self employment; Voluntary work; Education and training; Career breaks; Periods of unemployment; Caring responsibilities; Any other significant activity.

All periods must be accounted for and include start and end dates.

**Important:** For each role listed, please state the reason for leaving.

Where you left a role while subject to an investigation, disciplinary process, safeguarding concern, professional conduct matter or capability process, please provide details. This information will not automatically prevent you from being appointed but allows MindTHNR to undertake fair and informed safer recruitment assessments.

From	To	Employer / Organisation	Position Held	Reason for Leaving

Supporting Information
Please explain how your skills, experience, knowledge and values meet the requirements of the role.

### References

Please provide details of two referees. One referee should normally be your current or most recent employer. Where you have previously worked with adults and/or children, one referee should normally be from your most recent role involving work with adults and/or children, even where this is not your current role. Referees must be able to comment on your conduct, suitability and performance. Personal references should not be provided in place of employment references unless specifically agreed by MindTHNR. MindTHNR may request additional references where necessary to support safer recruitment decision making, including where there are multiple employments within the previous five years, gaps in

employment history, short term roles, safeguarding responsibilities, or concerns identified during the recruitment process.

**Referee 1**

Information	Details
Name	
Organisation	
Job Title	
Relationship to Applicant	
Telephone	
Email	

**Referee 2**

Information	Details
Name	
Organisation	
Job Title	
Relationship to Applicant	
Telephone	
Email	

**Conduct and suitability declaration**

1. Have you ever been dismissed from employment, volunteering, office, consultancy or any other position due to misconduct?
<input type="checkbox"/> Yes
<input type="checkbox"/> No
If yes, please provide details:

2. Have you ever been subject to disciplinary action, safeguarding investigation, professional conduct investigation or similar process that may be relevant to this role?
<input type="checkbox"/> Yes
<input type="checkbox"/> No
If yes, please provide details:

3. Have you ever had professional registration suspended, restricted or removed?
<input type="checkbox"/> Yes
<input type="checkbox"/> No
If yes, please provide details:

4. Are you currently, or have you ever been, subject to any safeguarding investigation, disciplinary process, professional conduct concern, restriction, suspension, referral, or barring arrangement relating to work with adults and/or children?
<input type="checkbox"/> Yes
<input type="checkbox"/> No
If yes, please provide details:

5. Are you currently subject to any investigation, disciplinary process, professional conduct process, safeguarding concern, or regulatory enquiry that has not yet concluded?
<input type="checkbox"/> Yes
<input type="checkbox"/> No
If yes, please provide details:

6. Have you ever resigned from, left, or been dismissed from a role while subject to a safeguarding, disciplinary, capability or professional conduct investigation?
<input type="checkbox"/> Yes
<input type="checkbox"/> No
If yes, please provide details:

7. Do you know of any reason why you may be unsuitable to work with vulnerable adults and/or children?
<input type="checkbox"/> Yes
<input type="checkbox"/> No
If yes, please provide details:

### **Criminal Record Declaration**

MindTHNR operates in accordance with the Rehabilitation of Offenders Act 1974 and relevant DBS guidance.

Criminal record self-declaration information will be collected separately where required as part of the recruitment process.

**Safe and fair recruitment commitment:**

Mind in Tower Hamlets, Newham and Redbridge (MindTHNR) is committed to safeguarding and promoting the welfare of adults and children and expects all staff, volunteers and trustees to share this commitment.

We are also committed to treating all applicants fairly and consistently on the basis of their skills, experience, values and ability to fulfil the requirements of the role. Recruitment decisions will not be influenced by protected characteristics, including ethnicity, race, nationality, sex, gender reassignment, religion or belief, sexual orientation, disability, age, pregnancy or maternity, marriage or civil partnership status.

Applicants are expected to provide honest, accurate and complete information throughout the recruitment process. Information disclosed will be treated sensitively, confidentially and in accordance with data protection legislation.

MindTHNR recognises the value of lived experience and is committed to fair and proportionate recruitment practices. Applicants will not be excluded solely because of previous convictions, disciplinary matters or other historical concerns. Any information disclosed will be considered on an individual basis, taking into account its relevance to the role, safeguarding considerations, evidence of rehabilitation, and the level of risk presented.

As part of its safer recruitment arrangements, MindTHNR may verify information provided within an application, obtain references, conduct online searches where appropriate and proportionate, request safeguarding and conduct declarations, and undertake Disclosure and Barring Service (DBS) checks where required for the role. Applicants are expected to provide complete, accurate and truthful information throughout the recruitment process.

All recruitment and selection processes will be carried out in accordance with MindTHNR's Safer Recruitment Policy.

**Privacy Notice**

The information provided in this application form will be used for the purposes of employment recruitment, safeguarding and suitability assessment.

MindTHNR will process personal data in accordance with UK GDPR, the Data Protection Act 2018 and the organisation's Data Protection Policy. Information will only be accessed by individuals involved in the recruitment and safeguarding process.

If your application is unsuccessful, your information will normally be retained for six months and then securely destroyed, unless a longer retention period is required by law.

**Declaration**

I confirm that the information provided within this application is true, accurate and complete to the best of my knowledge.

I understand that any false statement, omission of relevant information, or deliberate attempt to mislead the organisation may result in my application being withdrawn or, if appointed, disciplinary action being taken.

I understand that MindTHNR will process my personal information for recruitment purposes in accordance with UK GDPR and the Data Protection Act 2018.

Name:
Signature:
Date:

## Appendix 11 – Volunteer Application Form

### Volunteer role applied for:

Information	Details
Volunteer role	
Service / Team	
Location (if applicable)	
Application Date	

### Personal details:

Information	Details
Full Name	
Previous Names (if applicable)	
Address	
Telephone Number	
Email Address	

### About You

Please tell us why you would like to volunteer with MindTHNR and what interests you about this opportunity:

### Relevant Experience, Skills and Interests

Please tell us about any employment, volunteering, education, training, caring responsibilities, community involvement, lived experience, hobbies, interests or other activities that you believe are relevant to this role:

Education, Qualifications and Training (if applicable)

Please provide details of relevant education, professional qualifications, training and memberships.

Qualification / Training	Institution	Date Achieved

### Employment History

Please provide a summary of your employment, volunteering, education and other relevant activities over recent years.

From	To	Organisation/Activity	Role description

**Where possible, please account for periods of employment, volunteering, education, caring responsibilities or other significant activity:**

--

### References

Please provide details of two referees.

Where possible, at least one referee should be able to comment on your suitability for a volunteer role. Referees should not be family members, partners, or anyone living at the same address as you.

MindTHNR may seek additional references where necessary to support safer recruitment decision making.

#### Referee 1

Information	Details
Name	
Organisation	
Job Title	
Relationship to Applicant	

Telephone	
Email	

## Referee 2

Information	Details
Name	
Organisation	
Job Title	
Relationship to Applicant	
Telephone	
Email	

## Conduct and suitability declaration

1. Have you ever been dismissed from employment, volunteering, office, consultancy or any other position due to misconduct?
<input type="checkbox"/> Yes
<input type="checkbox"/> No
If yes, please provide details:

2. Have you ever been subject to disciplinary action, safeguarding investigation, professional conduct investigation or similar process that may be relevant to this role?
<input type="checkbox"/> Yes
<input type="checkbox"/> No
If yes, please provide details:

3. Have you ever had professional registration suspended, restricted or removed?
<input type="checkbox"/> Yes
<input type="checkbox"/> No
If yes, please provide details:

4. Are you currently, or have you ever been, subject to any safeguarding investigation, disciplinary process, professional conduct concern, restriction, suspension, referral, or barring arrangement relating to work with adults and/or children?
---

<input type="checkbox"/> Yes
<input type="checkbox"/> No
If yes, please provide details:

5. Are you currently subject to any investigation, disciplinary process, professional conduct process, safeguarding concern, or regulatory enquiry that has not yet concluded?
<input type="checkbox"/> Yes
<input type="checkbox"/> No
If yes, please provide details:

6. Have you ever resigned from, left, or been dismissed from a role while subject to a safeguarding, disciplinary, capability or professional conduct investigation?
<input type="checkbox"/> Yes
<input type="checkbox"/> No
If yes, please provide details:

7. Do you know of any reason why you may be unsuitable to volunteer with at risk adults and/or children?
<input type="checkbox"/> Yes
<input type="checkbox"/> No
If yes, please provide details:

### **Criminal Record Declaration**

MindTHNR operates in accordance with the Rehabilitation of Offenders Act 1974 and relevant DBS guidance.

Criminal record self-declaration information will be collected separately where required as part of the recruitment process.

### **Privacy Notice**

The information provided in this application form will be used for the purposes of volunteer recruitment, safeguarding and suitability assessment.

MindTHNR will process personal data in accordance with UK GDPR, the Data Protection Act 2018 and the organisation's Data Protection Policy. Information will only be accessed by individuals involved in the recruitment and safeguarding process.

If your application is unsuccessful, your information will normally be retained for six months and then securely destroyed, unless a longer retention period is required by law.

**Safe and fair recruitment commitment:**

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Applicants are expected to provide honest, accurate and complete information throughout the recruitment process. Information disclosed will be treated sensitively, confidentially and in accordance with data protection legislation.

MindTHNR recognises the value of lived experience and is committed to fair and proportionate recruitment practices. Applicants will not be excluded solely because of previous convictions, disciplinary matters or other historical concerns. Any information disclosed will be considered on an individual basis, taking into account its relevance to the role, safeguarding considerations, evidence of rehabilitation, and the level of risk presented.

As part of its safer recruitment arrangements, MindTHNR may verify information provided within an application, obtain references, conduct online searches where appropriate and proportionate, request safeguarding and conduct declarations, and undertake Disclosure and Barring Service (DBS) checks where required for the role. Applicants are expected to provide complete, accurate and truthful information throughout the recruitment process.

All recruitment and selection processes will be carried out in accordance with MindTHNR's Safer Recruitment Policy.

**Declaration**

I confirm that the information provided within this application is true, accurate and complete to the best of my knowledge.

I understand that any false statement, omission of relevant information, or deliberate attempt to mislead the organisation may result in my application being withdrawn or, if appointed, disciplinary action being taken.

I understand that MindTHNR will process my personal information for recruitment purposes in accordance with UK GDPR and the Data Protection Act 2018.

Name:
Signature:

Date: