

## **Safer Recruitment Policy**

### **Introduction**

#### **Part 1**

There are occasions when supporters and other interested parties, including individuals from UK charities, volunteer their services through Breadline to assist with ongoing partner projects in Moldova. Examples include: assistance with summer camps for children, training and advice in connection with special needs, agriculture and animal husbandry and mission, personal interest in certain projects.

Breadline does not identify itself as a “sending organisation”. Instead it acts as a facilitator of relationships between churches, other organisation and individuals with our partners in Moldova. Visitors/volunteers may be directly working with children centred projects such as summer camps, or staying in homes where there might be children or vulnerable adults. Breadline recognises its responsibility for safeguarding when introducing people to their partners for the first time.

They will do this through the use of partnership agreements and being available to offer advice and support. In the case of a group visit to Moldova, the partnership agreement requires the group leader to sign to say that safer recruitment has been undertaken, that the required DBS certificates have been seen and that the codes of conduct has been signed. If it is an individual, the sending church/organisation will need to sign the agreement. If the volunteer/visitor is from a personal relationship with a Breadline trustee or member of staff, the lead recruiter/safeguarding officer or second recruiter may need to see the DBS and receive the signed codes of conduct.

This policy is primarily aimed at those volunteers visiting Moldova for the first time in partnership with Breadline. It is based on the Global Connections Code of Best Practice in Short-Term Mission which is designed to apply to gap year, individual placements, and team trips up to two years in duration. This policy includes:

1. Selection Process
2. Pre-Trip Briefing
3. Legal Issues
4. DBS Checks
5. Management and Pastoral Care in the Field

## 6. Post-Trip Evaluation and Debriefing

### 1. SELECTION PROCESS

**Selection of volunteers known to Breadline and sending churches/agencies.** In most instances volunteers who wish to visit our partners are either personally known by Breadline Trustees and/or the Executive Director (ED), Assistant Director (AD), or are members of existing churches and charities we partner in the UK. However, whether volunteers come forward through existing links or not, we still have responsibility to them and our partners to ensure that all who we send are suitable for the placement and selected accordingly.

If volunteers are known by individual Trustees, the ED/AD or sending churches/agencies, the selection will be based on the judgement of these parties but in co-ordination with our partners through the ED/AD.

**Selection of potential volunteers previously unknown.** In the event of potential volunteers coming forward outside of the relationships above then the ED/AD, with the assistance of the Trustee and the appropriate specialist knowledge for the volunteer's task, will assume responsibility to vet, select and to interview accordingly. If the applicant is a member of a particular church/agency the ED/AD will consult the applicant's church leaders in this process. They will inform the Trustees and partners of the outcome and make recommendations accordingly. Applicants will be given a final decision within 30 days.

**Pre-information.** The Group organiser/ED/AD will brief all potential volunteers on the ethos and mission of Breadline and our partners. They will also make it clear from the outset relevant timescales for the placement/ trip and the financial responsibilities of the applicant - e.g. flights, accommodation and food, fund raising if applicable (i.e., summer camps for children if participating).

### 2. PRE-TRIP BRIEFING

The ED/AD will provide an up to date pre-trip briefing pack for the volunteer or their sending church/agency which will include the following information and a code of conduct which will need to be signed:

- Visit programme (including aims, task descriptions if required, expectations).
- Lines of accountability (supervisors in place, clear lines of authority, responsibility and accountability).
- Background information on Moldova.
- Cultural observations, including expected behaviour and relationships.
- The receiving church/partner.

- Health and safety issues arising from the risk assessment. (see “Risk Assessment and Volunteers” in Risk Assessment Policy)
- Healthcare and medical guidelines - as per pre-information booklet.
- Legal liability and insurance
- Misconduct/discipline/grievances.
- Handy hints - e.g., clothing, photos, gifts, translation, contact numbers and action in event of emergency.
- Safeguarding
- Use of social media

### **3. LEGAL ISSUES**

Breadline has the legal responsibility to provide the necessary information relating to the projects where the volunteers are working. This includes cultural issues, safeguarding information, expectations of the work involved and codes of conduct. The volunteer must have a DBS and sign the codes of conduct in order to be able to visit our partners. They also need to have read our safeguarding policy and agree to abide by it or by a safeguarding policy in place with their sending organisation.

Breadline’s insurance covers volunteers visiting our partners for clerical trips only. This includes trustees and people who have been invited to give expert advice to projects. This does not include manual workers, healthcare professionals or people volunteering for practical activities such as summer camps.

Where a sending organisation such as a church is involved, it is their responsibility to ensure that the group visiting is adequately covered by insurance. It is not the responsibility of Breadline.

All individuals should have their own travel insurance and appropriate professional insurance if required.

Therapy professionals are advised to take with them whatever forms they believe reflect best practice in relation to matters such as therapeutic touch and consent forms for treating.

### **4. DBS CHECKS (criminal records checks through the Disclosure and Barring Service)**

UK staff and volunteers working with children, young people and vulnerable adults both in the UK and abroad are subject to a DBS check. It is the responsibility of any sending organisation (church, charity or other organisation) to ensure that any volunteers who they recommend to work with Breadline partners in Moldova are DBS checked. If any volunteers are not part of a sending organisation it is the volunteer’s own responsibility to obtain a DBS. Breadline Trustees reserve the right to obtain character references for volunteers to help ensure their suitability for volunteering to

work with children, young people and vulnerable adults in Moldova. DBS certificates must be seen either by the group leader of the sending organisation, or by Breadline's lead recruiter/safeguarding officer or second recruiter.

## **5. MANAGEMENT AND PASTORAL CARE IN THE FIELD**

Sending organisations are responsible for nominating leaders for each team of volunteers sent. In the field leaders will be responsible to the host partner church leaders for maintaining discipline and pastoral care when required. The leader will also be responsible within one day of the event for informing their sending church and Breadline of any formal disciplinary matters arising and actions taken.

Where the sending organisation is supporting an individual, it is their responsibility to provide pastoral care before, during and after their trip. Breadline remains available to help and to give advice throughout.

## **EVALUATION AND DEBRIEFING**

The ED/AD, trustee or group leader will be responsible for obtaining some feedback from the volunteer on their thoughts on the trip and lessons learnt. This information could be used to improve practice in future visits.

## **Part 2**

### **The Safer recruitment of Trustees**

Following the advice of the Thirtyone:eight (formerly CCPAS), all trustees are recommended to have a DBS, whether they are visiting partners in Moldova or not.

### **Advice for consultants/visitors who are not primarily going to work with children or vulnerable adults**

There are occasions when we introduce consultants or other visitors to our partners who are not primarily going to work with children or vulnerable adults. Their role may be to advise on business or to observe projects. In these situations, it is not necessary to undertake safer recruitment. However, if they are staying in homes where there are children or vulnerable adults, or visiting projects, it is recommended that they obtain a basic DBS by following this link - <https://www.gov.uk/request-copy-criminal-record> This must be seen by Breadline's lead recruiter/second recruiter or safeguarding officer. Breadline still has a legal responsibility to share with them a copy of our visitors' information, safeguarding policy and codes of conduct to read, sign and return to us.

**Responsibility**

Overall responsibility for this policy and its implementation lies with the Board of Trustees. However, Breadline has a named lead recruiter/safeguarding officer/second recruiter through their membership of Thurtyone:eight. They must be made aware of all people being introduced to our partners and see the necessary safer recruitment/DBS documentation/signed code of conduct forms.

**Review**

This policy is reviewed regularly and updated every year.

**Policy approved:**

**To be reviewed:**

## Appendix - Safer Recruitment Checklist

Safer recruitment guidelines to be followed by groups visiting partners associated with Breadline. Trustees will expect groups to demonstrate that they have followed the safer recruitment process and provide a signed partnership agreement to ensure that all documentation is in place for any person attending a trip organised by a church or group associated with Breadline.

### **Safer recruitment Checklist for groups organising a trip to Moldova:**

- Each person to complete a person profile/application form, identifying two referees (one within the church and one who is not associated with the church).
- An informal interview to be conducted by group organiser in order to discern that the role is appropriate for the person who wishes to attend a trip.
- Group organiser to take up the two references (one from the church and one who is not associated with the church)
- Once the interview has taken place and two references have been received outlining the person is suitable then an offer of a place on a trip can be granted.
- If appropriate a DBS should be completed in line with process.
- Signed codes of conduct
- Agreement to identify which safeguarding policy is to be used

It is the responsibility of the group organiser to carry out the safer recruitment process and ensure all documentations are in place for each person. Failure to do this could result in trip being cancelled.

It is the responsibility of the Group organiser to carry out risk assessments for the trip.

The partner in Moldova will provide the role descriptions and itinerary for the trip. This will be with support of Breadline Director or assistant director.

The group organiser is required to liaise with Director/assistant director of Breadline to provide the signed Partnership Agreement prior to trip.

Breadline Director/assistant director will liaise with group organiser to discuss induction training for the team going out and culture guidelines and code of conduct.