Safer Recruitment and Ex Offenders Policy

United African Association

Registered Charity CIO 1192725
Unit F5B Barratt House Kingsthorpe Road Northampton NN2 6EZ
www.uaassociation.org

Policy owner	Board of Trustees
Version	1.0
Approval status	Approved by the Chair
Approval date	October 2026
Next review	October 2027
Applies to	Trustees staff volunteers contractors and relevant partners

Purpose

This policy ensures UAA recruits trustees, employees, volunteers and contractors fairly while assessing suitability and safeguarding risk for each role.

Scope

This policy applies wherever UAA works, including Barratt House, Leicester Street Community Centre, partner venues, the foodbank and food larder, community meals, welcoming spaces, youth activities, football, swimming, wellbeing sessions, allotment work, trips, outreach, home or hospital visits, online sessions, social media and transport arranged by UAA.

Legal and good practice framework

- Safeguarding Vulnerable Groups Act 2006
- Rehabilitation of Offenders Act 1974 and Exceptions Order
- Police Act 1997
- Equality Act 2010
- DBS Code of Practice and Charity Commission guidance

Responsibilities

Role	Responsibility
Board of Trustees	Approves the policy, receives assurance, provides resources and remains accountable.
Chief Executive or delegated manager	Implements the policy, allocates competent leads and escalates significant matters.
Policy lead	Maintains procedures, records, training and contact details and reports themes to trustees.
Staff volunteers and contractors	Follow the policy, attend required training and report concerns promptly.

Role assessment

Before advertising, UAA defines duties, supervision, contact with children or adults at risk, access to money or sensitive data, driving and lone working. The assessment determines selection checks and the legally eligible DBS level. UAA does not request a higher level of check than the role permits.

Recruitment controls

- Written role description and person requirements
- Proportionate application and identity checks
- Structured interview or suitability discussion
- At least two references for higher-risk roles, with one from a recent relevant setting where possible
- Right-to-work check for employees
- DBS and barred-list checks only where legally eligible
- Trustee eligibility declaration and conflict check
- Risk assessment of gaps, concerns or relevant disclosed information

Criminal records

UAA treats applicants fairly and does not discriminate automatically because of a conviction or caution. It considers relevance, seriousness, age at the time, time elapsed, pattern, explanation, rehabilitation, supervision and the risk inherent in the role. Only information UAA is legally entitled to ask about is considered.

Starting before checks

A person does not undertake unsupervised or regulated activity until required checks and risk decisions are complete. Any exceptional supervised start is documented, time limited, authorised and reviewed.

Recruitment records and renewal

Decisions are recorded confidentially. UAA uses the DBS Update Service where consent and rules allow and repeats checks or risk reviews according to role risk, contract requirements and any new information. Staff and volunteers must disclose changes relevant to their role.

Allegations and referrals

Safeguarding allegations are managed separately from recruitment decisions. Ending a role does not prevent police, local authority, DBS or Charity Commission referral.

Records and confidentiality

UAA will keep proportionate, accurate and secure records. Access is limited to people who need the information for their role. Records are retained and disposed of in line with the Data Protection and GDPR Policy and any legal, insurance or funding requirement.

Training and communication

The policy lead will include this policy in induction and arrange refresher or role-specific training where the level of risk requires it. Current procedures and reporting routes will be accessible to staff and volunteers.

Monitoring and review

The policy lead will monitor incidents, complaints, near misses, audit findings and feedback. The Board will review this policy at least annually and sooner after a serious incident, material legal or operational change, significant complaint or identified control failure.

Related UAA policies

- DBS Referral Policy
- Child Safeguarding Policy
- Adult Safeguarding Policy
- Equality Diversity and Inclusion Policy
- Code of Conduct Policy

Approval

Approved by the Chair



Raymond
Chair of UAA
Approval date: October 2026
Next review date: October 2027