



**Horses for Good**

Helping horses, helping people

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## Horses for Good: Safer Recruitment Policy

### Introduction

Horses for Good has a commitment to safeguarding and protecting vulnerable children and adults by implementing robust safer recruitment practices.

The purpose of this policy is to ensure that the trustees, employees and volunteers we recruit are suitable to work with children and vulnerable adults. Please read it alongside our safeguarding policy and procedures:

[https://www.horsesforgood.org.uk/onewebmedia/2024\\_HFG%20Safeguarding%20Policy%20.pdf](https://www.horsesforgood.org.uk/onewebmedia/2024_HFG%20Safeguarding%20Policy%20.pdf)

### Applying for roles at Horses for Good

When applying for a role as a trustee, employee or volunteer, all applicants must complete an application form/volunteer's agreement which provides details of at least two references. Incomplete application forms will not be accepted.

### Interviews

All roles will have an interview appropriate for the role offered. The exact nature of the interview will depend on the role. Interviews will be in person unless there is a good reason, for example, health and safety concerns or locality.

### At the interview

At interview all candidates are required:

- to explain any gaps in their employment (based on their job history)
- to set out clearly their attitudes towards working with children and vulnerable adults
- to advise if they are aware of a reason they should not undertake work with children and vulnerable adults. This includes criminal convictions, cautions, and any other legal restrictions or pending cases that might affect their suitability to work with children/vulnerable adults
- to bring proof of qualifications necessary for the role, if appropriate



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## **Procedure for successful applicants**

If an applicant is successful at interview, the role will be offered provisionally and advised that this is subject to:

- appropriate references being obtained
- a satisfactory DBS check at the highest level applicable to the role or, where appropriate, equivalent overseas checks
- successful proof of identity and right to work in the UK

No formal offer will be made until the above steps have been successfully completed. Volunteers will not be allowed on Horses for Good's premises unsupervised while checks are being carried out.

We will provide a copy of our safeguarding policy and procedures and our code of conduct and will ask trustees/employees/volunteers to verify that they have been read.

All employees/trustees/volunteers are required to undertake safeguarding training at a level appropriate to their role.

If we have any concerns about an individual's suitability to volunteer with vulnerable children or adults either before or once they have begun their role, we have a duty to follow this with additional training or checks as required.

Employees/volunteers will be line managed by Nathaly Stobbe or Claire Tucker on a day-to-day basis, with trustees taking an overseeing role.

## **Appropriate references**

The application form/volunteer's agreement requires candidates to provide at least two references, including when recruiting overseas. One of these should be from the candidate's most recent employer.

Following the interview, we will contact referees for successful candidates directly and in writing for references. As part of the reference process we ask the referee to advise:



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- their relationship with the candidate
  - how long they have known the candidate
  - if there is a reason they are aware of as to why the candidate would not be suitable to work with children or vulnerable adults

If a reference is not clear, or there appears to be a difference between the reference and the information provided in the application form/volunteer's agreement or at interview, we will discuss this directly with the referee before making any formal offer.

The applicant will be required to obtain a DBS check at the highest level available for the role, and/or equivalent overseas checks where available.

### **Criminal Records Checks for overseas candidates**

Whilst some foreign offences can occasionally appear on DBS checks, this is unlikely, and DBS does not have access to criminal records in other countries.

An overseas criminal record check or 'Certificate of Good Character' will be conducted in the country concerned, or via the embassy in the UK.

If it is not possible to obtain an overseas criminal record check or where there are concerns that the check may be incomplete or inaccurate, as much information as possible will be requested via additional references.

Where the overseas applicant is applying for a role which involves working with children or vulnerable adults, any decision making will be referred to the trustees as higher risk. The trustees will assess the risk and be satisfied that they have taken all reasonable steps to protect people from harm. The trustees may wish to consider additional monitoring.

Government guidance states that UK Visas and Immigration (UKVI) are likely to refuse a visa application where they consider that it is possible for the applicant to obtain a criminal record certificate but they have failed to do so.

### **Successful proof of identity and right to work in the UK**

Successful candidates for trustee/employee/volunteer roles working with children and



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vulnerable adults must provide proof of both name and date of birth (by photo ID) and address.

For all roles as employees, applicants (both from the UK and overseas) must prove their right to work in the UK, which includes specific requirements around identity documents.

An applicant's right to work will be checked online if we have been given a Home Office 'share code' or we will check their original documents. Further guidance: <https://www.gov.uk/check-job-applicant-right-to-work>

Workers employed from overseas will require a certificate of sponsorship to apply for a visa (including where this is unpaid work). Further guidance: <https://www.gov.uk/uk-visa-sponsorship-employers>.

This Policy has been approved by the trustees.

Last updated: October 2024

Review date: October 2025