



# Libra Children Services

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## Recruitment Policy

2025 Version

### 1. Purpose

Libra Children Services (LCS) is committed to recruiting skilled, dependable, and compassionate individuals who uphold our values and support the safe delivery of supervised contact services. This policy outlines the principles and procedures used when recruiting volunteers, sessional staff, and others undertaking roles within LCS.

The policy should be read alongside the LCS Volunteer Policy, Safeguarding Policy and DBS Policy.

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### 2. Principles of Recruitment

LCS follows safer recruitment practices designed to ensure:

- children and families receive services from suitable, well-screened volunteers and staff
  - recruitment decisions are fair, objective, and transparent
  - diversity and inclusion are reflected throughout our processes
  - safeguarding responsibilities are prioritised at every stage
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### 3. Role Descriptions

Before advertising a vacancy, LCS prepares a clear role description including:

- purpose of the role
- position within the organisational structure
- scope of responsibilities
- required knowledge, skills, and values
- expectations and key performance measures



This ensures candidates understand what the role involves and what LCS expects.

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## 4. Person Specification

Person specifications will outline the qualities required of a suitable candidate. These may include:

- commitment to the aims and values of LCS
- understanding of safeguarding, confidentiality and health and safety
- ability to work sensitively with families
- willingness to use initiative and contribute to service improvement
- team working skills and reliability

Both essential and desirable criteria will be identified to support fair shortlisting.

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## 5. Advertising Roles

Vacancies may be advertised through:

- libraries and community venues
- online recruitment sites
- social media
- universities and career events
- LCS networks and partner organisations

All adverts will clearly state that an **enhanced DBS check** is required.

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## 6. Application Process

Prospective applicants will complete an application form that requests:

- personal details and contact information
- education and training
- relevant experience
- disclosure of criminal convictions (in line with DBS and Rehabilitation of Offenders guidance)

An equal opportunities monitoring form will accompany the application pack to support LCS in evaluating the reach and inclusivity of recruitment activity.



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## 7. Shortlisting

Shortlisting is based solely on the essential and desirable criteria identified in the role description and person specification. Notes will be kept to evidence decision making.

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## 8. Interviews

Interview questions are prepared in advance and relate directly to the role.

An interview panel will:

- review applications against the criteria
  - plan the structure and questioning
  - ensure a welcoming and appropriate interview environment
  - conduct the interview fairly and consistently
  - invite questions from the candidate
  - record decisions with clear justification
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## 9. Safer Recruitment Checks

### 9.1 DBS Checks

Successful candidates will undergo an **enhanced DBS check**. Start dates may be delayed until satisfactory clearance is obtained, depending on the nature of the role and level of responsibility.

### 9.2 References

Two references are required for all candidates. References may be written or verbal (with written confirmation). Any unclear or concerning information must be explored with the referee before a decision is made.

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## 10. Offers of Voluntary Service or Employment



Following successful interview, satisfactory references, and DBS clearance, LCS will issue a formal offer letter. This will outline:

- the probationary period (minimum of four contact sessions for volunteers)
- expenses arrangements, if applicable
- expected hours or shift patterns

- start date
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## 11. Contracts and Documentation

Once all checks and required paperwork are complete, the volunteer or staff member signs a written agreement setting out their responsibilities, conduct expectations, confidentiality obligations, and safeguarding duties. Copies are retained in the individual's secure file.

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## 12. Induction

A designated member of staff will provide induction covering:

- LCS policies, procedures, and codes of practice
- safeguarding and confidentiality
- health and safety
- role specific expectations

Volunteers will also be assigned a **buddy** for ongoing support.

Each volunteer receives:

- a Volunteer Information Pack
  - key policy documents
  - contact lists and rotas where relevant
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## 13. Volunteer Files

The Volunteers and Families Coordinator maintains individual volunteer files containing:

- application form
- interview notes
- references
- DBS clearance information
- training records
- any disciplinary notes where applicable



These records are stored securely and processed in line with the LCS Privacy (GDPR) Policy.

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## **14. Training and Development**

Volunteers, staff and committee members will receive appropriate training linked to their roles and responsibilities. Additional training requests are encouraged and supported where relevant to LCS activities.

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## **15. Ongoing Participation**

Volunteers who complete their probationary period are welcome to participate more actively in LCS development activities and governance structures where appropriate.

LCS values the contribution of volunteers and will provide references and support with CVs when requested, subject to GDPR requirements.

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