

# Breathing Space Therapeutic Services CIC



## **Safer Recruitment and Selection Policy 2026**

## **Introduction**

Breathing Space Therapeutic Services CIC (BSTSCIC) are committed to the fair treatment of its staff, potential staff or users of its services, regardless of ethnicity, gender identity, religion, sexual orientation, responsibilities for dependants, age, disability or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications and experience. This policy supports us to determine whether an individual is suitable to work, be responsible for, and have regular contact with children. It is crucial that our recruitment culture helps to identify and eliminate people who might pose a safeguarding or welfare threat.

The recruitment procedure at BSTSCIC:

- An enhanced disclosure is always carried out for any position at BSTSCIC. All application forms, job adverts and recruitment information will contain a statement that an enhanced disclosure will be requested in the event of the individual being offered the position.
- Candidates will receive a job description and person specification for the role applied for.
- Candidates applying for a position must complete our application form (we do not accept CVs).
- Full employment history is asked for on our application form. Employment history will be discussed in the interview and candidates will be asked to explain any gaps.
- Two written references are required on the application form, the candidate's last employer will always be asked for a reference.
- Original copies of candidates' qualification certificates will be seen by the Directors and copies will be made.
- An online search is conducted as part of our due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with the applicant at interview.

## **Once an offer of employment has been made:**

- An Enhanced Disclosure Barring Service (DBS) check is carried out for all employees. During this check we will ask for 2 original identity documents.
- BSTSCIC will pay for the DBS check to be carried out.
- A health declaration form is completed which must satisfy us that the candidate is suitable to care for children.
- A photocopy of one item of photographic ID is taken for their personal file to support the candidate's right to work in the UK.
- Both referees will be contacted, and references sought.
- A probationary period is set, reflecting the terms and conditions of your employment.