



## OUR DEMENTIA CHOIR

*A registered charity for public benefit, to preserve and protect good health among people with dementia, their families, and carers, particularly but not exclusively through the provision of a choir.*

Registered Charity Number: 1187483

Head Office:  
c/o HSKS Greenhalgh  
Butt Dyke House  
Park Row  
Nottingham  
NG1 6EE

# Recruitment Policy – Version A

## 26 July 2022

### 1. Introduction

This policy is designed to ensure Our Dementia Choir (ODC) consistently uses best practices for recruiting and vetting individuals working and volunteering with adults at risk.

ODC is committed to creating a setting in which everyone feels welcome and safe. Respect for equality and diversity is embedded within our culture and is promoted and underpinned in our codes of conduct, policies, and procedures.

This policy applies to all trustees, staff, and volunteers as legally, anyone undertaking a role that involves contact with, or responsibility for, children or other vulnerable adults should be taken through a safer recruitment process.

Some individuals may not be suitable to work with adults at risk due to gaps in their understanding, skills, or knowledge, therefore ODC commits to carrying out a thorough check of a candidate's training and qualifications prior to commencement of any work.

ODC promises to safeguard and protect all vulnerable adults involved with the Choir through robust safer recruitment practices

### 2. Good Recruitment Practice

ODC will ensure the following forms the basis of safe recruitment and best practice when recruiting individuals to work with the Choir:

- Detailed application forms
- Self-disclosure
- Robust interviews that cover safeguarding, equality, and diversity knowledge and skills
- Identity checks
- The right to work in the UK
- Reference checks
- A thorough induction process
- Verification of qualifications and experience
- Risk assessments
- Enhanced Disclosure and Barring Service (DBS) check with relevant barred lists.

Once the person is in the role, there will be a probationary period and review, as well as regular safeguarding training that includes safeguarding adults at risk.



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### 3. ODC's Legal Duties

1. The ODC will not knowingly allow a barred person to work in Regulated Activity (see below).
2. The ODC will inform the DBS if an individual is removed from Regulated Activity because they have harmed, or because they pose a risk of harm to vulnerable groups (including children).

### More Resources

The eligibility guidance codes for DBS checks can be found on the [DBS website](#).

Finally, you can contact the DBS customer service team with any queries at [CustomerServices@dbs.qsi.gov.uk](mailto:CustomerServices@dbs.qsi.gov.uk).

This policy was adopted by the trustees on 26 July 2022

The next review date is on or before 1 September 2023



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