# **Safe Recruitment Policy**

**Introduction**

The safe recruitment of employees, Trustees, volunteers and contractors (Staff) is a key component of the Livingstone Tanzania Trust’s Safeguarding Policy.

Livingstone Tanzania Trust (LTT) is committed to providing a supportive and flexible working environment where our staff can thrive and enable our organisation to achieve our goals. We recognise that in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share our commitment.

We recognise the value of, and seek to achieve a diverse workforce, which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all who work with us is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity for all.

We will uphold our obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, gender, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

The aims of our recruitment policy are:

* to ensure that the best possible staff are recruited on their merits, abilities and suitability for the position;
* to ensure all who are successfully recruited have provided 2 references that have been taken up
* to ensure the position is risk assessed for safeguarding purposes and that those who are recruited have, should they be working with children or vulnerable adults, undertaken appropriate levels of DBS checks and other pre-employment checks as necessary.
* To ensure that those recruiting for positions where safeguarding is a concern are themselves have knowledge and experience of current international development safeguarding practices.

All applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent, and have an Enhanced Disclosure & Barring Service Check.

We are committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s).

This policy was reviewed in August 2023 and will be reviewed again in August 2025