

# Safer Recruitment Policy



## Company Statement

The Company is committed to safeguarding and promoting the welfare of all staff, customers and children and expects all staff and volunteers to share this commitment. Therefore, it is vital that the Company applies recruitment and selection procedures that identify people who are suitable to work with children.

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## Who this policy affects

The measures described in this policy should be applied in relation to everyone who has responsibility for the care of children for any length of time and, at the discretion of the Head of Operations, those who regularly come into contact with children in a supporting capacity.

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## Our Policy

The aims of this policy are to:

- Help deter, reject or identify people who might harm children or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.
  - Operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about candidates.
  - Seek to secure an on-going safe and secure environment for children by ensuring all staff are suitably trained in recognising and responding to signs of harm.
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## Recruitment Procedures

All people responsible for recruitment will:

- Ensure that when a post is advertised the advertisement makes clear the organisation's commitment to safeguarding and promoting the welfare of children.
- Ensure each role has a full job description and person specification which makes reference to the responsibility for safeguarding and promoting the welfare of children.
- Obtain and scrutinise comprehensive information from applicants and take up and satisfactorily resolve any discrepancies or anomalies.
- Obtain two independent references that answer specific questions to help assess an applicant's suitability to work with or near children and follow up any concerns. One of which will be from the applicant's most recent employer, where appropriate.
- Conduct a face to face interview to explore the candidate's suitability to work with or near children as well as his/her suitability for the post.
- Verify the successful candidate's identity and eligibility to work in the UK.
- Verify, where necessary, that the successful applicant has all the academic or vocational qualifications claimed.
- Check his/her previous employment history and experience by completing a thorough review of the job application form. Any gaps in employment will be thoroughly explored to understand the reasons for the gaps.
- Conduct an enhanced disclosure criminal record check via the Disclosure and Barring Service (DBS). Suitability will be continually checked and reviewed through regular supervisions, any changes following a candidate's appointment should be notified to a Senior Manager as soon as reasonably practical.
- Ensure all new staff are familiarised with our Safeguarding Policies and Safer Working practices. As part of the probationary period all new employees are required to complete Safeguarding Training which will be periodically updated.