

Safer Recruitment Policy
Manchester Top Team Youth Project

Last Reviewed: September
2023

Review Date: September
2024



Introduction:

This policy sets out the requirements for safer recruitment of all staff working within Manchester Top Team Youth Project. The aim of the policy is to ensure that all staff members are properly vetted, qualified and suitable for the roles they are being employed for, in order to protect the safety and well-being of children and vulnerable adults.

Policy:

Job Description and Person Specification:

- a) Before recruiting a new member of staff, the job description and person specification must be written clearly, with the required qualifications, skills, and experience stated.
 - 1. b) The person specification should include essential criteria such as qualifications, experience, and skills required for the job.

Application Form:

- a) All applicants should be required to complete an application form that should elicit information relevant to the job and to establish the applicant's suitability to work with children and vulnerable adults.
 - 2. b) The application form should include a declaration to be signed by the applicant that they have not been convicted of any offences which would make them unsuitable for work with children or vulnerable adults.

Interview:

- a) All shortlisted candidates should be interviewed face to face or via video call by at least two members of the interview panel.
 - 3. b) The interview should focus on the candidate's suitability for the job and their

experience working with children or vulnerable adults.

References:

- a) References should be obtained for all candidates and should be taken up before the candidate is offered the job.
 - b) References should be obtained from the candidate's current or most recent employer and one other professional who has knowledge of the candidate's suitability for the role.
4. c) Where the candidate has worked with children or vulnerable adults, one of the referees should be from that employment.

Disclosure and Barring Service (DBS) Check:

- a) All candidates should have an enhanced DBS check, which includes a check of the barred lists.
 - b) The DBS check should be carried out before the candidate starts work, and the school or college should ensure that the candidate has provided the appropriate identification documents.
5. c) The school or college must have procedures in place to ensure that they comply with the DBS Code of Practice.

Qualifications:

- a) All candidates must provide evidence of their qualifications before they are appointed.
6. b) The school or college should verify the authenticity of the qualifications with the awarding body.

Induction:

- a) All new staff should receive an induction that includes information about the school or college's policies and procedures, safeguarding, and health and safety.
7. b) The induction should also include any training necessary for the role, such as first aid or child protection training.

Ongoing checks:

- a) The school or college must carry out regular checks on staff to ensure that they continue to be suitable to work with children and vulnerable adults.
8. b) This should include regular DBS checks and ensuring that qualifications are up to date.

Monitoring:

- a) The school or college should regularly monitor the implementation and effectiveness of this policy.

9. b) Any concerns or issues should be addressed promptly and appropriate action taken.

Conclusion:

This policy sets out the requirements for safer recruitment in education in England. The aim is to ensure that all staff members are properly vetted, qualified, and suitable for the roles they are being employed for. By adhering to this policy, educational institutions can ensure the safety and well-being of children and vulnerable adults.