



Safer Recruitment Policy and Procedure

For

The Peaceful Pony CIC

Introduction

The Peaceful Pony CIC is committed to safeguarding and promoting the welfare of children/ Adults and expects all staff, volunteers, management committee members and students to share this commitment.

In this context it is vital that The Peaceful Pony (TPP) applies recruitment and selection procedures that identify people who are unsuited to work with children and Adults. The measures described in this policy should be applied in relation to everyone who is involved with the care of children and those who regularly come into contact with children in a supporting or voluntary capacity.

“For those agencies whose job it is to protect children and vulnerable people, the harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed.” Bichard report, 2004, p12, para79

Aims

1. To help deter, reject or identify people who might abuse children and adults or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.
2. To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants.
3. To seek to secure an ongoing safe and secure environment for children and adults by ensuring all staff are suitably trained in recognising and responding to signs of abuse and all students and volunteers are made aware of the signs and how to recognise these during the induction process.

Recruitment Procedures

The Essex Safeguarding Children's and Adults Board safer recruitment publications have set guidelines and will be followed by TPP to enable the development of a robust and secure recruitment process.

In order to ensure safer recruitment, TPP will:

1. Ensure that when a post is advertised the advertisement makes clear the organisation's commitment to safeguarding and promoting the welfare of children, adults, staff, students and volunteers.
2. Ensure that the job description makes reference to the responsibility for safeguarding and promoting the welfare of children and adults.
3. Ensure that the person specification includes specific reference to suitability to work with children and adults.
4. Require all applicants to complete an application form containing questions about their academic and employment history and their

suitability for the role. A Curriculum Vitae (CV) will not be accepted in place of a completed application form.

5. Scrutinise the information from applicants and follow up any discrepancies or anomalies.
6. Obtain a minimum of two independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and adults. Follow up any concerns.
7. Conduct a face to face interview (with at least one panel member who has completed safer recruitment training) to explore the candidate's suitability to work with children as well as his/her suitability for the post.
8. Verify the successful candidate's identity.
9. Verify that the successful candidate has all the academic or vocational qualifications required for the position applied for and add a signature to the application form to confirm verification.
10. Check his/her previous employment history and experience.
11. Verify that he/she has the health and physical capacity for the post.
12. Process the successful candidates DBS (Disclosure and Barring Service) through the centre's preferred agency. (Currently Care Check Online Disclosures).
13. Ensure all checks undertaken are recorded on a single central record and kept under review.
14. Ensure a detailed induction process is carried out with new staff members, volunteers and students, which includes familiarisation to TPP safeguarding policy, child protection procedures and safer working practices.

Policy Written and Signed by 03/03/2022

Holly Lockwood-Waduge

Director and Named Safeguarding Professional Lead

Seen and agreed by our Committee Meeting March 2022

