Safer Recruitment Policy

To be read in conjunction with:
Safeguarding & Child Protection Policy
Safeguarding and Child Protection - Addendum 1

Policy Statement
This policy has been developed to embed safer recruitment practices and procedures throughout Graduately Developing Futures (GDF), to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care.

Purpose
The highest priority purpose of this policy is to keep children and young people in GDF safe from maltreatment, neglect, violence and sexual exploitation. Safer recruitment means taking steps to ensure we only appoint individuals who are suitable for keeping children and young people safe from these risks. Staff and volunteers also follow our Safeguarding & Child Protection policy to ensure that children and young people are kept safe from other risks e.g. physical injury, bullying and discrimination. All staff and volunteers must follow GDF guidelines for escalating concerns and allegations in the event that potential issues are identified. Responsibility for ensuring these policies are carried out lies with the Designated Safeguarding Officer (DSL). GDF will ensure that the single central record is kept of the checks already undertaken on existing employees.

Recruitment training
Staff involved with recruiting and selecting staff (including contractors) and/or volunteers are trained in child safeguarding and the requirements and behaviours required ensuring safe and fair recruitment. This training includes the principles and procedures set out in this policy.

Recruitment procedures
Recruitment advertising for paid and volunteer roles includes a role description including the qualities and standards required of the successful candidate, and details of the checking procedures to be carried out. Information given to interested applicants should highlight the importance of the rigorous selection process and the duty to safeguard and promote the welfare of children and young people; in addition the requirement for proof of identity and a Disclosure and Barring Service check where appropriate. The information pack should include:

* An explanation of the application process
* The job description and person specification
* Information about the organisation and the recruitment process
* The Safeguarding and Child Protection Policy Statement
* Application Form

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Every applicant is required to provide their full work history; this work history is securely held on file for individuals employed by the organisation. Individuals providing incomplete applications are not recruited by the organisation. GDF may conduct an online search on short-listed applicants to help identify any incidents or issues that have happened, and are available to view publicly, which may need to be explored with the candidate at interview. Interviews are carried out by a minimum of 2 staff members, one of whom must have undertaken safe recruitment and selection training. An interview panel member must declare if he or she knows the applicant prior to interview. Interviews follow a prepared checklist of required qualifications, experience and qualities, seeking evidence of each. Written notes are made during and after each interview to ensure fair evaluation and/or comparison of candidates against consistent criteria, a scoring system is used for each applicant to ensure fair and transparent decision making. Where an individuals application has raised particular questions e.g. employment gaps or spent convictions, these must be satisfactorily explored in the interview. If the panel become aware of a potential safeguarding incident/issue involving a child the Local Authority Designated Officer (LADO) should be contacted (Dorset LADO tel: 01305 221122 email: LADO@dorsetcouncil.gov.uk; BCP LADO tel: 01202 738256 email: LADO@bcpcouncil.gov.uk), they are to be referred to in all cases in which there is an allegation or serious concern about an adult working/volunteering with children within one working day. Any disclosures or concerns relevant to safe recruitment are clearly identified and referred to the Designated Safeguarding Lead and school Principal before recruitment decisions are made. With the candidate's permission, information gathered for unsuccessful candidates is securely retained for a period of 6 months and then securely destroyed, unless a dispute is raised. For successful candidates, application documentation, work history, qualification data and certified copies of original identity documents are securely retained on file for each individual during their time working with the organisation and for a period of six years following their employment. It is then securely destroyed. If a candidate feels they have been unfairly treated in the recruitment process, they are invited to set out their claims and evidence in writing to the school Principal/HR Director. This is evaluated by the Principal/HR Director alongside the application, interview notes, scoring data and other relevant documentation and they will adjudicate.

Verification

Any gaps in employment are investigated and verified where necessary. Where an individual left previous employment, the circumstances of departure are established e.g. disciplinary procedures or compromise agreements. Any concerns are referred to the DSL for risk assessment. Where required for the safe execution of the role, qualifications are verified. References are requested prior to interview, where possible. References from colleagues (other than managers) or friends are not accepted. References are checked for missed or ambiguous answers, remaining issues escalated as appropriate. References are confirmed by telephone. Identity documentation checks are carried out for all recruits, whether staff or volunteers, for paid roles (not just remuneration of expenses), the individual's right to work in the UK is verified and documentation securely retained. For volunteer roles, individuals from outside the EU/EEA must prove their right to work under their or leave to remain. Different rules currently apply to visitor and student visas, asylum seekers and failed asylum seekers, and individuals travelling to the UK solely for the purpose of volunteering

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may require sponsorship. These rules are subject to change and must be checked with UK Border Agency before recruiting if there are any grounds for doubt. An Enhanced DBS check is carried out on all contract, temporary, voluntary and permanent staff (with the certificate held securely by the HR Director), re-checks are carried our every 3 years as a minimum. Any Positive Disclosure information revealed is referred to the DSL and local authority designated officer and made subject to a thorough risk assessment procedure before a recruitment decision is made. Where any doubts remain as to the safety of recruiting the individual, the principle of child safety first is followed.

Probation
All staff are subject to a six month probationary period as a term of their contract. All volunteers agree to a six month probationary period.

Staff and volunteer training
Once recruited, all new team members, paid or volunteer, undertake an induction programme where they receive training and written guidelines on the organisations safeguarding and child protection policies and procedures at a level appropriate to the staff members' role and responsibilities with regards to children. All staff and volunteers receive training and written guidelines on reporting procedures if they suspect that a child or young person working with the organisation is at risk of harm. All staff and volunteers receive training and written guidelines on allegations management/whistle-blowing. GDF has a thorough annual appraisal system in place. It is used to ensure staff are up to date with current safe practices as well as to identify training needs by:

- Appraisal is a two way communication. This enables the employee to put forward his/her ideas about his/her training and development.
- It is a look back at goals reached and standards met and so allows for effective evaluation of training undertaken.
- It is a look forward with a focus on improving performance. This allows the employee's line manager to identify areas in which training may be of use and agree an action plan.

The Appraisal process begins in August. Once completed the HR Director will review the appraisals and arrange for training/development to take place as appropriate.

There is a six monthly follow up in February which provides a further opportunity for the employee and his/her line manager to discuss the value of training which has been undertaken, and to highlight any further training/development requirements.

Working with third party service providers
Staff are responsible for ensuring that any individuals coming into contact with children and young people having been commissioned by the organisation to provide activities or other services are

subject to the same safeguarding requirements. Written assurances of the above are gained from third party providers in advance of any service contract being agreed.

Review

This policy will be reviewed on an annual basis as a minimum. Next review date 01.09.2027

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