



Safer Recruitment Policy

Seren Kids is committed to safeguarding and promoting the welfare of children and young people and expects all colleagues and volunteers to share this commitment.

Adults looking after children must have appropriate qualifications, training, skills and knowledge. Colleagues arrangements must be organised to ensure safety and to meet the needs of the children.

Planning and Advertising

The qualities, qualifications and experience the successful candidate will need to demonstrate to be successful in the post will be outlined this will include the requirement of enhanced DBS and barred list checks.

All advertisements will reiterate Seren Kids's commitment to safeguarding and promoting the welfare of children

Part of our screening process will also include online searches which may include their social media.

Recruitment and training of colleagues and volunteers

Seren Kids recognizes that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Pre-selection checks must include the following:

- All volunteers/colleagues must complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.

- Details of any disciplinary procedures the applicant has been involved with and which disciplinary action is current.

- All volunteers/colleagues must complete an enhanced DBS with a barred list with children's workforce. Once in progress they can start work under full supervision of a cleared colleague and wear a red lanyard making them easily identifiable to other adults for their requirement to be supervised. Without correct checks being completed, a person will not be left alone with children.

- An explanation of any gaps in employment

- Consent should be obtained from an applicant to seek information from the DBS.

- Proof of essential qualifications

- Two confidential references, ideally including one regarding previous work with children. These references should be taken up and confirmed through telephone contact or in writing.

- References will be requested about suitability of candidate
 - Details of any disciplinary procedures the applicant has been involved with and which disciplinary action is current.

- Evidence of identity (passport or driving licence with photo).

- Proof of the right to work in the UK (via the production of documents on an approved list)

Interview and induction

All employees (and volunteers) must undergo an interview carried out to acceptable protocol and recommendations to include a panel of at least 2 people. All employees and volunteers should receive an induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures), and identity confirmed.
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.

- Child protection procedures are explained and training needs are identified.

The prospective applicant must also be seen around children, and explore their attitudes and manner around and to children, preferably prior to being offered the role, or at least on a probationary period.

Recruitment and DBS Data retention

. Details of candidates who were not short-listed for interview will be kept on file for a period of 6 months. Candidates will be given the option to ask the school to retain their details after this period via the Application Form.(See Appendix A & B). Candidates who do not give this permission will have their Application Form confidentially destroyed after this period.

Fit to work

Every candidate will be required to fill out a health questionnaire with all health conditions and illnesses. We require for these to be filled out truthfully and with as much information as possible to ensure the safety of all candidates, staff and children. If there is any information that emerges showing that you have not disclosed all health information this will sanction Seren Kids to terminate any job offer letters or employment. We may require a fit to work letter from a healthcare professional to help us understand the impact of your health condition, where that may have an effect on your fitness to work.

Disqualification

Seren Kids will not employ colleagues or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under regulations made under section 75 of the Childcare Act 2006. Note that a member or a colleague can become disqualified if they live in the same household as another disqualified person, or if a disqualified person is employed in that household. If a member or colleague becomes disqualified we will terminate their employment and notify Ofsted.

Social Media

Seren Kids will not employ people who display online behaviour that does not align with the conduct expectations of Seren Kids employees or that could bring the Seren

Kids brand into disrepute, or display an attitude that is considered unsuitable for working with children.

Training

In addition to pre-selection checks, the safeguarding process includes comprehensive training after recruitment in safeguarding, online safety, and all of our policies and procedures to help colleagues and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely effectively with children.

Ready to work

- When colleagues have completed their initial training, DBS application and Colleague Suitability form they are able to work under supervision, as agreed with Ofsted. Once we receive a satisfactory DBS they will be provided with a name badge with details of their DBS official Name and DBS number on it. This must be worn at all times.
- If a DBS contains information each case will be risk assessed on an individual basis and advice sought from an external organisation/body such as the NSPCC or Local Authority if necessary.

Seren Kids may require:

- Colleagues attend a recognised Safeguarding and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection. This will also be renewed.

- Relevant personnel receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- Relevant personnel to have gained national first aid training (where necessary).
- Attend update training when necessary and any team meetings.
 - Attend Prevent Training
 - Attend Online Safety training

Depending on the role acquired there may be more extensive training that we require an employee to do, but we would provide the employee with the time, and fund the training for them in order to ensure the safest possible environment for all children.

This policy was last reviewed on 14/02/2025. This policy should be reviewed at least every 2 years by a member of Senior management or board of directors, but where possible annually.