

# **Our Free Minds**

## **Safe Recruitment Policy**

Our Free Minds uses safe recruitment practices to ensure that all people working with the children in our care are safe and qualified to do so. When recruiting staff or volunteers we will follow the procedures below.

### **Advertising the vacancy**

We will advertise all vacancies. Our job advertisements will include a job description, our contact information and instructions for interested parties to submit their applications.

### **Selection procedure**

We will go through all the applicants' CVs and applications, and select the most suitable ones for the next step - interview.

When we contact these shortlisted candidates for interview, we would request them to fill in a section under the Rehabilitation of Offenders Act that asks if the applicant has been awaiting a verdict, convicted, or cautioned or received a court order or warning for any offence that may affect their suitability for working with children.

We would also ask them to be prepared to provide the contact details of two referees, one of which should be the last employer. If this is the candidate's first job, their course tutor would be a suitable alternative.

We will ask the selected candidates to bring the following items to the interview:

- proof of identity, eg passport, driving licence or birth certificate
- proof of address, eg utility bill or bank statement within three months
- proof of qualifications, i.e. the relevant certificates
- for non-British nationals, proof of the right to work in the UK (as required by the Asylum and Immigration Act)

### **Job interview**

The interview will be conducted by at least two interviewers.

All candidates will be asked the same set of questions. We will then ask additional questions about any other issues that arise from their applications. For example, the interviewers will follow up on any gaps in the candidate's employment history and ensure that they are satisfied with the explanation given, undertaking additional checks if necessary.

When we have interviewed and observed all candidates, we will make our final selection.

Before committing to a contract of employment, we will invite the selected candidate to participate in at least one Group session with the children so that we can ensure that we are a good fit for each other.

### **Appointing a new member of staff**

When we have selected the successful candidate, we will:

- give him or her a written offer, stating that it is subject to the receipt of suitable

references, a satisfactory enhanced DBS certificate\* (see section re DBS checks), and their written confirmation that they are not disqualified from working with children.

- contact both referees for reference check, including asking them if they have any child protection concerns about the candidate.
- notify any unsuccessful interviewees

We will also take photocopies of the new member of staff's qualification certificates and proof of identity, and keep these on file.

When a new member of staff starts work at Our Free Minds, we will send him or her:

- a staff contract to sign. A copy of their signed contract will be kept on file.
- all our policies, and ensure that they sign a policy confirmation form to confirm that they have read and understood them. The signed form will be kept on file.

We will conduct a full induction and orientation programme with all new members of staff.

### **DBS checks**

We will obtain enhanced DBS disclosures for all staff, students and volunteers who will work unsupervised with the children on a regular basis, or who have access to children's information. If candidates have subscribed to the DBS Update Service, we will carefully review their current DBS certificate and then check their status online. If there has been a change in their status since their last DBS certificate was issued, we will obtain a new DBS disclosure for them. Additional criminal records checks may be made for anyone who has lived abroad, if necessary.

New staff will only be allowed to work *unsupervised* with children when we have had full sight of a satisfactory DBS certificate for them.

If we decide to allow a new member of staff to begin work pending the completion of their DBS check, we will complete a written risk assessment first and they will *not be allowed unsupervised access* to the children until their DBS certificate is available.

When we appoint a member of staff, we will keep a record of the date and number of their DBS disclosure on our **Central DBS Record**. We will update the DBS checks for all staff every 3 years.

### **Disqualification**

The Club will not employ staff or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under section 75 of the Childcare Act 2006.

All new staff must sign a declaration that they are not disqualified when they commence employment and all existing staff must sign the declaration annually to confirm that their status has not changed. If a member of staff becomes disqualified we will terminate their employment and notify Ofsted.

### **Immigration status**

The management is aware of Asylum and Immigration Act requirements and will check the eligibility of all new starters to work in the UK. Candidates are expected to provide documents confirming their status, usually a driving licence, passport, and NI number.

This policy was adopted by: <a href="#">Our Free Minds</a>	Last reviewed and signed by:
Date of last review: <a href="#">26.08.2023</a>  To be reviewed: <a href="#">30.08.2026</a>	<ul style="list-style-type: none"> <li>- <a href="#">Katie Kotting, Chair of the Board of Trustees</a></li> <li>- <a href="#">Clea Sambrook, Trustee for Safeguarding</a></li> <li>- <a href="#">Sze Wai Wong, Trustee</a></li> </ul>