



Absolute Mentoring

RECRUITMENT AND SAFEGUARDING POLICY

Absolute Care have a responsibility to ensure individuals working with children will provide positive experiences and interactions and to ensure they safeguard and promote the welfare of children and young people. Absolute Care takes this mission statement seriously and we follow a robust safer recruitment policy to ensure those working with children and young people are suitable to do so.

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Our recruitment policy is designed to do the following:

- Deter applications from those who are unsuitable to work with children and young people.
- Reject applicants that are identified as unsuitable through the application and interview process.
- Attract the best possible applicants to vacant positions.

Safer recruitment aims to:

- Prevent unsuitable people working with children and young people.
- Promote safe working practices and challenge those practices that are poor or unsafe.

Key elements of safer recruitment are:

- Robust recruitment and selection processes.
- Rigorous vetting and checking processes.
- Strong induction, probation, appraisal and performance management systems.

Key points to remember:

1. The importance of planning your recruitment process.
2. The importance of having clear frameworks in place for making the right decisions.
3. Not to rely on the recruitment and selection processes alone to ensure your organisation is safe – safeguarding is an ongoing process
4. Never think you have done enough in terms of creating a safe culture.
5. Always believe it could happen in your organisation.
6. Keep safeguarding high on everyone's agenda. Never rely on any one process to keep children safe.
7. No safe recruitment process can eliminate all risks.

8. Regular supervision and appraisal can help identify staff that may be under stress or struggling to meet the competencies required in their role and support systems can be put in place.
9. Creating a culture in which staff can voice concerns or challenge unsafe practice contributes to safeguarding children within organisations.

Job Descriptions and Person specifications

Absolute Care since its inception has developed a job role description and person specification. This forms the foundation and very beginning of our recruitment process.

These documents are key tools which help us make a decision on recruiting the right person. They identify the most important criteria for taking someone on and assist in determining the right person for the role.

Advertising a Role

The success of Absolute Care depends on having the right number of staff, with the right skills and abilities. Therefore, the aim of our recruitment process is to find the best possible candidate each time we advertise.

Safer recruitment means not only recruiting the person with the skills and experience you need but also the person with the appropriate motivation for wanting to work with either children or young people.

All of our adverts will carry statements about safeguarding. For example 'This organisation is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment'

Our adverts also make a clear statement for the need to undertake preemployment checks such as with the Disclosure and Barring Service. For example: 'Please note the successful candidate will be required to undertake an enhanced DBS check prior to starting employment' Our advertising will always remain non discriminatory either directly or indirectly.

Initial application and information gathering

Full identification details including current and former names, date of birth, current address and national insurance number.

Contact details, email address and mobile/telephone number.

Education details, training and qualifications (including the name of school, college/university, training provider or awarding body and dates of attendance and any awards.

Details of driving licence and current driving record check • Details of all employment (including self-employment, voluntary and paid roles) undertaken since leaving school where possible.

Information on gaps in employment. • Details of referees including contact information (at least 2 – one of whom should be the applicant's current or most recent employer). Where an applicant is not currently working with children, but has done so in the past, a reference should also be obtained from that employee where possible.

Often, we find ourselves unable to obtain a reference from a previous employer. This can be due to unwillingness on the employer's behalf or that perhaps the Company no longer exists. Where this has happened, we will usually be able to evidence this via email or written statement. It will also be highlighted on the workers profile in red.

Confirmation of whether they need a visa to work in the UK.

Full DBS check for working with children and adults. This is carried out through our partner CARECHECK. Where the worker concerned has signed up to the DBS update service (portable) a periodic check each 3 months is carried out and updated which is detailed and updated in the client profile.

The Interview Process

The key purpose of an interview is to identify the most suitable candidate for a post. The recruitment process is time consuming and therefore making the right decision in the first place is very important.

Interviews are the most commonly used selection tool. Absolute Care has a set of structured questions which we follow for interview. A decision is then made on whether to employ or not based on the answers given factoring in all available information.

Offer of employment

Offers of employment should always be subject to receipt of satisfactory pre-employment checks, as detailed in earlier sections. An Absolute Care worker will not be available to work until all the pre employment checks have been completed including full references from previous employers and also the DBS has been fully completed with a valid certificate and their Absolute Care worker profile has also been fully completed with a clear head and shoulders photo of the worker.

Reference request procedure.

Obtaining references is another key part of our safer recruitment practice as it is an opportunity to gain outside verification of the suitability of the candidate. When carried out thoroughly, it should be a useful tool in making the final decision as to whether to employ or not. However, references are not fool proof, but we follow the principles below it minimises issues;

- Where possible we take up two references.
- References are most useful when you ask referees to comment on the candidate's performance in relation to the job description and specification although most often only confirmation of employment is forthcoming.
- Our reference request will contain questions to confirm the name and position of the person providing the reference and how they know the candidate
- Whether they have been subject to or connected with a disciplinary investigation
- For posts working with children and young people it is also acceptable to ask for information regarding the following:
- If they are satisfied that the applicant is suitable to work with children (and if not what the concerns are and the reasons why the applicant is considered unsuitable)

It is Absolute Care policy to take as many employment references as we can. A minimum of 2 references are taken with one being the previous employer. If the individual concerned has worked in previous care positions, then we will do all we can to take a reference from these employers. However, on some occasions references are not forthcoming due to the unwillingness of an employer or that they might not be operational any longer. However, we will be able to evidence that by way of documentation or verbal statements.

Ongoing supervision

It is our mission to take good care of our workers. Part of this process is by helping them achieve their career goals. We offer regular supervisions to our workers to create the space to talk about their career and training goals and other concerns and issues within the workplace.

General guidance on the recruitment of agency staff members.

All staff employed through have been through the same best practice processes, as highlighted in this guide. In line with directly employed staff who have completed the application process (with anomalies explored), attended an interview, right to work in the UK checked, 2 satisfactory references obtained, evidence provided of qualifications, and a Disclosure and Barring Service (DBS) check completed (where relevant). Only candidates with satisfactory DBS checks will be provided to clients.

In addition, Absolute Care will check that any relevant training has been undertaken e.g. safeguarding training, moving and handling training. It is your responsibility to seek the appropriate assurances/confirmation that best practice is being followed.

Physical Intervention training

This has been discussed at many points over the last few years. It is not always feasible to provide a worker who has completed some form of physical intervention and restraint training. Due to the varying different requirements across different services we cannot possibly meet this need. However many of our workers have completed some previous physical intervention and restraint training and are fully versed in de-escalation techniques without the need for PI.