

**Safeguarding Children Policy: Safer Recruitment**

Training in Safeguarding Under 18s

It is the ultimate responsibility of the Safeguarding Officer to ensure all mentors and volunteers are aware of the training requirements and ensure it is undertaken.

It is compulsory for all mentors and volunteers to take the E-Learning Introductory Safeguarding Training before commencing employment. They will also receive a copy of the safeguarding policy on commencement of employment. The Safeguarding officer is responsible for ensuring prospective candidates have access to the course and have completed it before commencing employment.

All Mentors and volunteers are expected to attend a refresher course every 3 years. The Tyro Lawyer has two members who have attended Specialist Safeguarding Training level 3, one of whom is the Safeguarding officer.

If Mentors or volunteers any questions or worries about the Safeguarding Policy they can speak to the Safeguarding Officer or the Designated safeguarding lead with Specialist training.

Safer Recruitment

The Tyro Lawyer are committed to ensuring that all mentors and volunteers and all agencies we work with are committed to working in the best interests of the under 18s and are the most suitable person for the role. All mentors and volunteers are thoroughly vetted before commencing employment and proof of ID and qualifications is required, as are appropriate references and criminal background checks.

Initial application

All prospective applicants will first be informed by email that we take safeguarding very seriously and they are advised that:

* References will be required and followed up. Referees will also be asked whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to persons under 18.
* All gaps in their CV will need to be explained satisfactorily.
* Proof of identity and proof of qualifications will be required.
* A full suitability check of criminal records must be provided before they commence employment. We can undertake DBS checks in the UK on their behalf but they will be responsible for the cost. Where they have been working outside the UK, they will need to provide a police certificate of good conduct from the most recent country in which they are or were residing.

All prospective candidates will be interviewed by at least one, but ideally by trust members. During the interview, reference will be made to our safeguarding policy and the candidate will again be informed of what is required regarding clear CVs, UK DBS check and police certificates of good conduct.

**References**

At least two references will be taken up for each candidate, prior to appointment, one of which should be from their most recent employer. The reference will specifically ask if there is any reason why the candidate should not be considered for the teaching of under 18s. References will be requested by email. Where a teacher provides a pre-written reference, the referee will be contacted and authenticity validated as a matter of course.

**Training**

All candidates will be required to undergo the online level 1 training 'An introduction to safeguarding children' as offered by the ihasco safeguarding traning on their [website.](https://www.ihasco.co.uk/checkout)

All staff are required to sign that they have read and accepted our Safeguarding Policies, which they receive in their induction and a Safeguarding Training certificate will have to be provided before acceptance of mentoring or volunteering services.

If an international police certificate cannot be provided

If a police certificate of good conduct cannot be supplied because the country visited has refused to provide one or the candidate is having difficulty obtaining one, or in the case of more complex or lengthy CVs where more than one country has been visited, the need for a police certificate of good conduct will be judged on a case by case basis. The decision will consider, but not be limited to:

* the reason for the lack of a police certificate
* the length of time spent abroad
* the number of countries worked in and over what period of time
* the age and past experience of the candidate
* their ability to provide a clear, up-to-date UK DBS
* more than two professional and verifiable references
* validated identification and qualifications
* validated and checked employment history

The decision to employ a candidate without a police check will be recorded in their file and the reasons for employing them stated and signed off by the Designated Safeguarding Lead.

Policy in relation to a DBS or police check not arriving by a candidates start date

If a candidate is due to start employment but the appropriate checks have not arrived or been cleared, it is the The Tyro Lawyer’s policy to postpone their start date unless there are exceptional and justifiable circumstances. They will only be allowed to start work if it is unavoidable. If this is to occur, the decision and the reasons for it will be recorded and signed off by the Designated Safeguarding Lead.

The decision will consider:

* Can anyone else perform this role?
* Is there another candidate of equal ability who can provide up-to-date clearance?
* When is the clearance or report expected to arrive?
* Can the start date be postponed?
* What are the possible impacts on the business?
* What are the consequences of the candidate starting without a complete dbs check/certificate?
* Will they have access to under 18s and if so, how often and in what capacity?
* Can they be supervised when with under 18s or will they be alone?
* What other checks can we perform e.g. further references etc

In the case of a criminal record

If a DBS comes back with an offence disclosed, the offence will be discussed with the candidate and their response sought. The decision will be made by Designated Safeguarding Lead and follow our equal opportunities policy.

A decision will be made based on, but not limited to:

* The nature of the offence and its seriousness
* The nature of the appointment applied for and the level of supervised or unsupervised access to children
* The age of offences
* The frequency of offences

Contacts:

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Designated safeguarding lead

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Date: 05/08/2021

Safeguarding officer

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