

20. Safer Recruitment Policy



WYKE COMMUNITY &
CHILDREN'S CENTRE

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Wyke Community and Children's Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, contractors and visitors to share this commitment.

1. Introduction

1.1. This Safer Recruitment Policy has been produced in line with the DfE guidance '**Keeping Children Safe in Education**' (Sept 24) and the '**Early Years Foundation Stage Statutory Framework**' (Jan 24). This policy aims to ensure a safe and fair recruitment and selection is conducted at all times.

Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

2. Recruitment and selection policy statement

2.1 Wyke Community and Children's Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

2.2 Wyke Community and Children's Centre is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the centre's performance and fundamental to the delivery of a high quality service.

3. Purpose

3.1 To ensure the recruitment of all staff is conducted in a fair, effective and economic manner.

3.2 To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

4. Scope

4.1 This policy applies to all the Centre's employees and Directors responsible for and involved in recruitment and selection of all staff.

4.2 The ultimate responsibility for recruitment and selection lies with the Board of Directors. The Board of Directors has delegated the responsibility to the Centre Manager for appointing all staff, except the role of 'Centre Manager'.

5. Aims and Objectives

5.1 To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process

5.2 To ensure a consistent and equitable approach to the appointment of all centre staff.

5.3 To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation.

5.4 To ensure the most cost effective use is made of resources in the recruitment and selection process.

6 Principles

6.1 The following principles are encompassed in this policy:

- All applicants will receive fair treatment
- All applicant packs will include a job description detailing the post holders responsibilities for safeguarding.
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Selection will be carried out by a panel with at least two members. At least one panel member will have received appropriate Safer Recruitment Training.
- Selection will be based on a minimum of fully completed application form, shortlisting and interview, but, whenever possible, involve other assessments.
- Posts will normally be advertised on our centre website and the advert will include reference to the centre's commitment to safeguarding and promoting welfare of children and young people.
- The Equality Act makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

7. Equal Opportunities

7.1 Wyke Community and Children's Centre is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation.

8. Safer Recruitment Training

8.1 It is a statutory requirement that at least one member of the interview panel has completed approved Safer Recruitment Training prior to the start of the recruitment process. The following staff and directors have received Safer Recruitment Training:

Kirsty Parkin – Centre Manager (MAT)

Joanne Hayhurst – Centre Manager (MAT Leave)

The following Directors have completed Safer Recruitment Training:

Andy Hinchcliffe – Chair of the Board

9. Pre-recruitment Process

9.1 Objective

9.1.1 The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the Centre. The first experience an individual has is important; therefore the experience should be positive and all those responsible for recruiting will:

- Leave a positive image with unsuccessful applicants
- Give successful applicants a clear understanding of the post and what is expected of them
- Take reasonable actions to reduce the risk of an unsafe appointment recognising the potential cost and the centre's commitment to safeguarding children and young people.

9.2 Application Form

9.2.1 A standard application form will be used to obtain a common set of data from all applicants. The application form will be adapted for different posts but will always include key information on safeguarding. As such, candidates must provide information on employment history and if appropriate adequately explain the reasons for any gaps. The candidates must complete, sign and date the declaration and follow instructions regarding the appropriate disclosure of relevant criminal convictions if shortlisted.

9.3 Job Description and Person Specification

9.3.1 A job description and where applicable a person specification will be issued for all posts. In the case of volunteers this will include a volunteer role profile. The job description/volunteer role profile will have a clear reference to an individual's responsibility to safeguard children and promote their welfare.

9.4 Criminal Self-Disclosure

All short-listed candidates will be asked to complete a self-disclosure form with their invitation to interview.

9.5 On-Line Searches

An online search will be conducted on all shortlisted candidates. This involves searching for information publicly available on-line.

9.6 References

9.6.1 The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be requested directly from the referee using the standardised centre form.

9.6.2 References will be sought on all short listed candidates and will be obtained, where possible, before interview so that any issues or concerns they raise can be explored further with the referee, and/or taken up with the candidate at interview.

9.6.3 The centre will take reasonable steps to verify references received electronically.

10. Interviews

10.1 The interview will assess the merits of each candidate for the post, including at least one question exploring their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate.

10.2 Interview Panel

10.2.1 A minimum of two interviewers will form the interviewing panel.

10.2.2 The members of the panel will:

- have the necessary authority to make decisions about appointments;
- be appropriately trained, (at least one member of interview panel will have undertaken Safer Recruitment Training).
- meet before the interviews to:
 - reach a consensus about the required standard for the job to which they are appointing;
 - consider the issues to be explored with each candidate and who on the panel will ask about each of those.

10.2.3 Where a candidate is known personally to a member of the selection panel this will be declared before shortlisting takes place. It may then be necessary to consider changing the selection panel to ensure that there is no conflict of interest.

10.3 Scope of the Interview

10.3.1 In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- the candidate's values and attitudes toward children and young people;
- his/her ability to support the centre's ethos for safeguarding and promoting the welfare of children;
- any gaps in the candidate's employment history;
- any concerns or discrepancies arising from the information provided by the candidate and/or a referee.

11. Conditional Offer of Appointment: Pre Appointment Checks

11.1. An offer of appointment to the successful candidate will be conditional upon:

- verification of the candidate's identity
- verification of eligibility to work in the UK
- appropriate overseas check, and references from any overseas education employer after this date.
- verification of the candidate's mental and physical fitness to carry out their role
- the receipt of at least two satisfactory and verified references
- verification of qualifications
- verification of professional status where required e.g. QTS status (unless properly exempted)
- a check of the appropriate Barred List
- a satisfactory DBS Enhanced Disclosure, with the certificate seen and verified by the centre. (for Volunteers a written risk assessment in relation to the undertaking of a Barred List Check should be completed. An enhanced DBS Disclosure should be undertaken for volunteers)
- Any additional checks as deemed appropriate

11.2 All checks will be appropriately documented and retained on the individual's personnel file with information recorded on the centre's single central record in line with the statutory requirements set out in Keeping Children Safe in Education (Sept 2024). Where information is unsatisfactory or there are discrepancies in the information provided this will be followed up.

11.3 Where:

- the candidate is found to be on the relevant barred List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or,
- an applicant has provided false information in, or in support of, his/her application; or,

- there are serious concerns about an applicant's suitability to work with children, The facts will be reported to the Local Authority Designated Officer (LADO).

11.4 If an individual's Enhanced DBS check is not completed a member of staff would only be able to commence work if the centre is satisfied that:

- appropriate supervision is in place.
- other checks (references etc) have been completed satisfactorily.
- the DBS barred list check has been completed.

11.5 The following personnel should have their details entered on the Centre Single Central Record

- Staff in regulated activity
 - Regular and/or unsupervised Volunteers, including Directors
 - Supply Staff
 - Regular visiting professionals in regular contact with children – eg Coaches
 - Contract staff in regular contact with children
- All leavers will be deleted off the Centre Single Central Record (SCR) immediately

12. Post Appointment Induction

12.1 There will be an induction programme for all staff which includes the arrangements for Child Protection and Safeguarding and Safer Working Practice Guidance.

13. Supply Staff

13.1 When the Centre needs to use the services of a supply agency we will ensure the agency operates a safer recruitment process and provides written confirmation that the following have been checked and judged as satisfactory:

- Identity
- Enhanced DBS Disclosure
- Right to work in the UK
- The DBS Barred List
- Any Prohibition Order, Interim Prohibition Order or GTCE sanction for those undertaking 'teaching work'
- Qualifications (where applicable)
- Overseas Checks, including and EEA check where applicable (see Appendix 1)

When the supply member of staff arrives at the centre, their identity will be checked and it will be confirmed that they are the same person on the documentation from the agency. The supply staff's details will be entered on the Single Central Record (SCR).

A copy of the Safer Recruitment Checklist (Appendix 1) will be completed with supporting evidence and placed in the file of successful candidates.

Safer Recruitment Checklist

Post:		Date:	
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Recruitment and selection checklist	Initials	Date
Pre-interview:		
Planning - Timetable decided: job specification and description and other documents to be provided to applicants, reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc		
Vacancy advertised (where appropriate) Advertisement includes reference to safeguarding policy, that is, statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked		
Applications on receipt - Scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short-listing		
Short-list prepared		
References – seeking Sought directly from referee on short-listed candidates; ask recommended specific questions; include statement about liability for accuracy		
References – on receipt Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with referee and/or applicant (at interview if possible) (If received by email – accompanying email to verify authenticity. If not from professional email address, follow up to ensure authenticity)		
Invitation to interview - Includes all relevant information and instructions and the self-disclosure form .		
Interview arrangements - At least two interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards		
Online checks – Exploring any content publicly available online that might compromise their professional role so this can be discussed with candidates at interview		

<p>Self-Disclosure – Completed self-disclosure is submitted and seen by the member of the panel who is safer recruitment trained.</p>		
<p>Interview - Explores applicants' suitability for work with children as well as for the post</p>		
<p>Note: identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file; where appropriate applicant completed application for DBS disclosure</p>		
<p>Conditional offer of appointment: pre appointment checks. Offer of appointment is made conditional on satisfactory completion of the following pre- appointment checks and a probationary period</p>		
<p>References before confirmation of appointment: (if not obtained and scrutinised previously)</p> <p>(If received by email – accompanying email to verify authenticity. If not from professional email address, follow up to ensure authenticity)</p>		
<p>Identity (if that could not be verified at interview)</p>		
<p>Qualifications (if not verified on the day of interview)</p>		
<p>Permission to work in UK, if required</p>		
<p>Centre Manager (Or delegated) record sight of DBS certificate - where appropriate satisfactory DBS certificate.</p>		
<p>DBS Barred list check – applicant is not barred from working with Children (this must be completed before the applicant commences work)</p>		
<p>Childcare (Disqualification) Regulations 2009 Letter – for any staff who work in childcare provision or who are directly concerned with the management of such provision as defined in the statutory guidance.</p>		

<p>Health – the candidate is medically fit</p> <p>Medical Pre Employment Questionnaire</p>		
<p>Overseas Checks – for individuals who have lived or worked abroad in the last 5 years.</p>		
<p>Risk Assessment – for Volunteers a written Risk assessment in relation to undertaking an Enhanced DBS</p>		
<p>Child Protection training and other induction such as H&S, Safe Working Practice / code of staff behaviour, etc</p> <p>Including:</p> <p>Safeguarding & Child Protection Policy</p> <p>Safer Working Practice Guidance</p> <p>Whistleblowing procedures</p>		