



CHILDREN'S WORLD

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www.childrensworldcharity.org

Safe Recruitment Policy

Aims and Objectives

The purpose of the Safe Recruitment policy is to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them, by having appropriate procedures for appointing staff and volunteers.

The aims of Children's World Safe Recruitment Policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position.
- to ensure that all job applicants are considered equally and consistently.
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age..
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2019 (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS)
- to ensure that Children's World Charity meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Responsibilities

Employees and Trustees involved in the recruitment and selection of staff and volunteers are responsible for familiarising themselves with and complying with the provisions of this policy.

The recruitment and selection of staff and volunteers will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance (including KCSIE 2019 and Prevent Duty Guidance).

If a member of staff or Trustee involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

Recruitment and selection procedure

1. To ensure equality of opportunity, the Charity will advertise all vacant posts to encourage as wide a field of applicant as possible. Any advertisement will make clear the Charity's commitment to safeguarding and promoting the welfare of children.
2. All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA18).
3. Applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history). Applicants submitting an incomplete application form will not be shortlisted. The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
4. CVs will not be accepted.
5. It is unlawful for the Charity to employ anyone who is barred from working with children.
6. The Charity will not use the voluntary services of anyone barred from working with children.
7. It is a criminal offence for any person who is barred from working with children to apply for a position at the Charity.
8. All applicants will be made aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

Job Description and Person Specification

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the process. It will clearly and accurately set out the duties and responsibilities of the job role. The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

References

References for short-listed applicants will be sent for immediately after short-listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview. All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the Charity. One of the

references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will also be asked to confirm that the applicant has not been radicalised, so that they do not support terrorism or any form of "extremism".

Direct contact by phone will be undertaken with each referee to verify the reference. The Charity does not accept open references, testimonials or references from relatives.

Interview

There will be a face-to-face interview wherever possible, and a minimum of two interviewers will see the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training). Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has been disclosed on the application form.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted and photocopies will be taken.

Unsuccessful applicant documents will be destroyed 6 months after the recruitment programme.

Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made. Any discrepancies or anomalies will be followed up.

DBS (Disclosure and Barring Service) Check

The Charity applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the Charity which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). It is the Charity's policy that a DBS disclosure must be obtained before the commencement of employment of any new employee or commencement of any volunteer roles.

Induction Programme

All new employees and volunteers will be given an induction programme which will clearly identify the Charity's policies and procedures, including the Child Safeguarding Policy, Behaviour Policy and the volunteer Policy, and make clear the expectations which will govern how staff and volunteers carry out their roles and responsibilities.

Record Retention/Data Protection

The Charity is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the Charity will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. This documentation will be securely retained by the Charity for the duration of the applicant's employment with the Charity. The same policy applies to any suitability information obtained about volunteers involved with the Charity's activities.

The Charity will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed, in accordance with the General Data Protection Regulations (GDPR) [DPA18].

Ongoing Employment

Children's World Charity recognises that safer recruitment and selection is part of a larger policy framework for all staff. The charity will therefore provide ongoing training and support for all staff, as identified through the Annual Review/appraisal procedure.

Service Providers

Service providers engaged by the Charity must complete the same checks for their employees that the Charity is required to complete for its staff. The Charity requires confirmation that these checks have been completed before employees of the Contractor can commence work at the charity.

The charity will independently verify the identity of staff supplied by contractors and will require the provision of the original DBS certificate before contractors or agency staff can commence work at the charity.

Safer Recruitment Check List:

- Policy and Procedure in Place.
- In Progress Notes.
- Safer Recruitment Policy updated and monitored on a regular basis.
- Consistency in recruitment procedures applied to all categories of employment.
- Use of application Form.
- Use of Job Description & Person Specification.
- Referees asked to specifically comment on suitability of applicant.
- Two written references taken up for applicants for employment.
- One member of panel to examine references prior to interview.
- References followed up by a telephone reference.
- Questions asked on applicant's child protection awareness.
- Explanation of gaps in employment.
- Proof of identity sought – originals not copies.
- Academic qualification checked – originals not copies.
- Medical clearance prior to employment.
- No employment until DBS Certificate has been completed and original disclosure received.
- Above checks applied as appropriate to volunteers.
- Panel interviews undertaken.
- Formal induction programme undertaken to include Child Protection.

Reviewed on: 01/11/2023

By : Angela Bolton on behalf of Maggie Dear- Vice Chair and Trustee with Responsibility for Safeguarding Human Resources

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AUTHORITIES:

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North Somerset Council: 01275 888 808

Bath & North East Somerset Council: 01225 396312 or 01225 396313 (out of hours 01454 615165)

Bristol City Council: 0117 903 6444 (out of hours 01454 615 165)

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