Safer Recruitment Policy & Procedure

Policy Information

Responsible Person	**Wayne Stewart**
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Version No.	**1.3**

This policy is based on current legislation, guidance and best practice and aims to promote consistent practice. This policy applies to all employees, freelance and volunteers at New Roots Workshop CIC.

Purpose

The highest priority purpose of this policy is to keep children and young people working with New Roots Workshop CIC, safe from maltreatment, neglect, violence and sexual exploitation. Safer recruitment means taking steps to ensure we only appoint individuals who are suitable for providing unsupervised activities while keeping children and young people safe from these risks.

Staff and volunteers also follow our Safeguarding Policy to ensure that all individuals ensure children and young people are kept safe from other risks e.g. physical injury, bullying and discrimination. They follow our guidelines for escalating concerns and allegations if potential issues are identified.

Responsibility for ensuring these policies is carried and lies with the Director.

1. Recruitment training

1.1. All staff involved with recruiting and selecting staff (including contractors) and / or volunteers are trained in child safeguarding and the requirements and behaviours required to ensure safe and fair recruitment.

1.2. One member from New Roots Workshop CIC management team must be in date and qualified in Safer Recruitment (currently Colin Robertson) and

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part of the process in the recruitment of staff. The process of recruiting should always be a min of a 2-person team.

1.3. This training includes the principles and procedures set out in this policy.

2. Recruitment procedures

2.1. Recruitment advertising will be planned by a 2-person New Roots Workshop CIC team for paid and volunteer roles include:

Detailed role description

- Main Duties & extent of responsibility for children and young people.
- The individual's responsibility for promoting and safeguarding the welfare of those in their care.
- Person Specification, experience, qualifications, qualities & competencies
- the enhanced DBS checks.
- Online checks for shortlisted candidates to ensure their suitability to work with children.
- Employers' commitment to safeguarding and promotion of welfare of children, young people and adults at risk.
- Application Form will be used to collate information along with a full work history (held under current GDPR)
- Online checks to be carried out if a member of staff has been a resident outside the UK for three months or more over the past five years, to include in policy please see information regarding this Safer recruitment | NSPCC Learning- https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment

2.1. Recruitment will comply with the Equality Act 2010 and Keeping Children Safe in Education 2026 and the Safer Recruitment training.

2.2. Scrutinising & Shortlisting – the directors will ensure that the applications are complete, any gaps / inconsistencies are noted for discussions if shortlisted. Online checks completed for shortlisted candidates to ensure their suitability to work with children. To deter candidates unsuitable to work with children from applying, the advert for the volunteering or employment vacancy will clearly state the checks and procedures for scrutinising

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candidates including the criminal checks and online checks during the shortlisting phase or if suitable answers are not provided to safeguarding and child welfare-based questioning in the selection phase.

2.3. References to seek support of appointment decisions will be obtained from the employee and will be telephoned prior to interview where possible.

2.4. Interviews are carried out by a minimum of 2 staff members; all trained as in 1.2 above. An interview panel member must declare if he or she knows the applicant prior to interview.

2.5. Interviews follow a prepared checklist of required qualifications, experience and qualities, seeking evidence of each.

2.6. Written notes are made during and after each interview to ensure fair evaluation and / or comparison of candidates against consistent criteria.

2.7. Where an individual application form has raised questions e.g. employment gaps or spent convictions, these must be satisfactorily explored in the interview.

2.8. Any disclosures or concerns relevant to safe recruitment are clearly identified and referred to the responsible Director before recruitment decisions are made. Candidates with conviction or concerns will be risk assessed prior to a decision being made regarding their employment.

2.9. With the candidate's permission, application forms, work history, qualification data where relevant and certified copies of original identity documents are securely retained on file for everyone during their time working with the organisation and for a period of six years following their employment. It is then securely destroyed.

2.10. All applications that have served outside of UK should be further checked and any safeguarding issues that are deemed unsafe under UK law must be addressed, if it fails the UK safeguarding thresholds then the option to employ must be denied.

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2.11. With the candidate's permission, information gathered for unsuccessful candidates are securely retained for a period of 6 months and then securely destroyed, unless a dispute is raised.

2.12. If a candidate feels they have been unfairly treated in the recruitment process, they are invited to set out their claims and evidence in writing to the Director. This is evaluated by the Director, alongside the application, interview notes and other relevant documentation and they adjudicate.

2.13. Interview questions will also be asked around motivation for working with children.

3. Verification

3.1. Any gaps in employment are investigated and verified where necessary.

3.2. Where an individual left previous employment, the circumstances of departure are established e.g. disciplinary procedures or compromise agreements. Any concerns are referred to the Director for risk assessment.

3.3. Where required for the safe execution of the role, qualifications are verified.

3.4. References are requested. References from colleagues (other than managers) or friends are not accepted. References are checked for missed or ambiguous answers and remaining issues escalated as appropriate.

3.5. Identity documentation checks are carried out for all recruits, whether staff or volunteers.

3.6. For paid roles (not just remuneration of expenses), the individual's right to work in the UK is verified and documentation securely retained as in 3.3.

3.7. For volunteer roles, individuals from outside the EU/EEA must prove their right to work under their visa or leave to remain. Different rules currently apply to visitor and student visas, asylum seekers and failed asylum seekers, and individuals travelling to the UK solely for the purpose of volunteering may require sponsorship. These rules are subject to change and must be checked with UK Border Agency before recruiting if there are any grounds for doubt.

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3.8. A DBS check is carried out on all contract, temporary and permanent staff. All volunteers are subject to the same check unless they are only working in non- Regulated Activities under supervision.

3.9. Updated DBS checks are carried out on long-term staff and volunteers at a minimum frequency of 3 years.

3.10. All DBS information is recorded in the staff file.

3.11. Any Positive Disclosure information revealed is referred to the Director and local authority designated officer and made subject to a thorough risk assessment procedure before a recruitment decision is made.

3.12. Where any doubts remain as to the safety of recruiting the individual, the principle of child safety first is followed.

4. Probation

4.1. All staff are subject to a month probationary period as a term of their contract.

4.2. All volunteers agree to a month probationary period.

5. Staff and volunteer training

5.1. Once recruited, all new team members, paid or volunteer, receive training and written guidelines to ensure they remain fully aware of our child protection procedures.

5.2. All staff and volunteers receive training and written guidelines on safer working practices.

5.3. All staff and volunteers receive training and written guidelines on reporting procedures if they suspect that a child or young person working with the charity is at risk of harm.

5.4. All staff and volunteers receive training and written guidelines on allegations management / whistleblowing.

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6. Working with third party service providers

6.1. Staff are responsible for ensuring that any individuals encountering children and young people having been commissioned by New Roots Workshop CIC provide activities or other services are subject to the same safeguarding requirements.

This policy will be reviewed annually, or as and when there are any changes in the law or procedures.

SUPPORT

6.2. In the event of further Support needed then consider the Online Front Door referral form for ease, **if urgent then call 999.**

Link:

No.4 Making a Front Door request for support (for a Devon LA child) - Support for schools and settings

Or call **Front Door consultation Line on 01392 388428 for further support.**

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