

SAFER RECRUITMENT

We are vigilant in our recruitment process to ensure all people working with children are qualified and suitable to do so. We follow this procedure and every time we recruit a new member of staff to join our team. We are committed to a policy of Equal Opportunity and treatment of all. We are committed to follow a strict safeguarding procedure to protect all children in our care, and expect all staff, students, and volunteers to adhere to this commitment.

To ensure this we operate a safer recruitment process. This will entail the following to enable us to appoint the very best people possible.

*Advertise job description and person specification in appropriate forums and job agencies within our commitment in accordance with the safeguarding procedure. This is to encourage as wide a field of applicants as possible.

*To ensure equality of opportunity, no applicant is treated unfairly on any grounds that include Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.

*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.

*With the recommendations of the DfES in "safeguarding children" safer recruitment and selection process, we will carry out several pre-employment checks in respect of all prospective employees.

An invitation for an interview will be sent out within two weeks of the closing date for shortlisted candidates.

Part of the 'experience day' process will include a face-to-face interview, with at least two members of management present, which would take place after an observed activity. The candidate will have prior notification of what this consists of in the shortlisting letter. This activity will be observed working with a small group of children.

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. In such cases this reference will be taken up immediately after interview prior to any formal offer of employment being made.

Two professional references must be provided. These will always be sought and obtained directly from the referee given. Direct contact by phone or face to face will be undertaken with each referee to verify the reference. We do not accept open references, testimonials, or references from relatives.

Decisions will then be made; contact will be made with the candidates who are not successful, and a phone call made to the successful candidate. The successful candidate will also be sent an offer which will request proof of the documents outlined below for completion.

Any offer of appointment should be conditional upon the pre-employment checks being satisfactorily completed including:

- *Disclosure and Barring Service (DBS) checks
- *Two satisfactory references obtained.
- *Verification of the candidate's medical fitness.
- *Verification of any relevant professional qualifications
- *Full employment history
- * Identification checks
- *Completion of a disqualification by association form.

The management will then contact the successful candidate with details of the appointment which will include their start date.

Students/Volunteers

Students and volunteers will be invited to attend an informal meeting prior to being offered a placement.

Enhanced Disclosure and Barring Service checks will have been obtained through the students training provider/organisation.

Volunteers will be asked to complete a DBS check (or provide one) which will be copied and kept on their file. Students and volunteers are never left unsupervised.