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Safe Recruitment Policy

Safe recruitment means taking steps to ensure only individuals who are suitable for working with young people, whilst keeping them safe from harm and risks, are appointed. The following process will be adopted and applied consistently when appointing a staff member, associate or volunteer.

Advertising

When any form of advertising is used to recruit staff or volunteers, the following information will be reflected:

- aims of the organisation and where appropriate, the particular programme involved
- a detailed role description including the qualities, qualifications and standards required in the successful candidate, and details of the checking procedures to be carried out
- the organisation is an equal opportunities employer, operating within child safeguarding standards

Pre-Application Information

Pre-application information sent to interested or potential applicants will include:

- a job or role description, including roles and responsibilities
- a person specification which clearly states qualifications and experience required
- an application form
- a self-disclosure form (see Recruitment of Candidates with a Criminal Record Guidance which can be found in Sharepoint under “Directors → 2023 Policies”)

Application Forms

All applicants, whether paid or voluntary, full time or part time positions will complete an application form, including a full work history. Individuals providing incomplete applications will not be considered.

References

Contact details of two written references (not relatives) are required, one of which should be a previous employer. References will only be taken up when the position is offered to the applicant and will be requested via email and confirmed by telephone. A reference provided by phone only will not be accepted. References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- The candidate's suitability for working with children, young people or adults at risk.
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people and adults at risk
- The candidate's suitability for this post.

All appointments are subject to satisfactory references prior to the provisional start date.

Please note that should the applicant be unable to provide references within the UK, overseas references and where appropriate, a DBS and / or barring check will be undertaken.

Disclosures

All those with significant access to, or responsibility for, children, young people or adults at risk, will be required to complete an enhanced level DBS check. All advertised roles make clear that the candidate may be subject to a DBS check. The applicant has a responsibility to disclose any previous convictions, in line with the relevant legislation. See our policy for Recruiting Persons with a Criminal Record for more information.

Shortlisting

Short-listing of candidates will be against the person specification for the post and carried out by a minimum of two fully trained staff members.

Interview process

Interviews will be carried out by a minimum of two fully trained staff members and will always be conducted face-to-face.

Selection methods will be outlined before the interview and candidates will be asked if they need any special arrangements for these.

All candidates will be asked the same questions. Questions will relate to the person specification to explore experience and suitability for the role. The interview will be used to:

- Explore the candidate's suitability to work with young people.
- Explore their attitude and their motivations for applying for the role.
- Explore any gaps in work history.
- Check the candidate's identity.

Appointment

The successful applicant will be issued with a conditional offer letter, terms and conditions and all new starter paperwork. It will specify full details and requirements of the position and any probation period (if appropriate). If the role was subject to a DBS check, the applicant will then be asked to complete a criminal record self-disclosure form. The applicant will be informed that the appointment is subject to satisfactory DBS certificate and two references. Having a criminal record does not automatically prevent you from working with or for the organisation.

All staff and volunteers will undergo a formal induction (one week for a full-time position and 3 weeks for a part-time position, followed by 1-month and 6-month performance reviews for employees and volunteers) which will cover the organisation's Safeguarding and Child Protection Policy and Procedures. Training needs will be established as part of their induction and refreshed on an ongoing basis.

Training

Once recruited, all new staff and volunteers will receive training and written guidelines to ensure they remain fully aware of relevant safeguarding procedures.

- All staff and volunteers receive training and written guidelines on safer working practices.
- All staff and volunteers receive training and written guidelines on allegations management and whistle-blowing.
- All staff and volunteers receive training and written guidelines on reporting procedures if they suspect that a child or young person working with the organisation is at risk of harm.

Probation period

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the role for which they have been recruited.

Signed by Crea Norfolk Directors November 2023