

Safer Recruiting Policy



The Seeds of Change consider Safeguarding to be a major consideration when recruiting employees or volunteers. We therefore take a robust approach to recruiting any of our employees to ensure they have the wellbeing of our students as their priority.

Aims

The policy aims to achieve the following objectives:

- Recruit staff with Safeguarding as their priority at all times.
- Ensure that the importance of Safeguarding is highlighted in every area of the recruitment process.
- Ensure the process is rigorous in checking applicants' history, experience and values towards working with young people.
- Ensure only those high calibre individuals who have the skills to complete the role are selected.
- Informs any new employee from day one of the Seeds of Change policies and procedures that relate to protecting young people.

Scope of the Policy

This policy applies to the recruitment and selection of individuals seeking to work within The Seeds of Change. The policy applies from the advertisement of post through to the induction of the employee. All employees involved in the recruitment process should be aware of this policy and adhere to it.

Defining the Role

When defining the role, it must include a statement about how it contributes to culture of protecting and nurturing young people and how it makes a difference in that environment. Person Specification: This should identify the experience and attitudes we expect the role to demonstrate. In particular it should contain:

- The skills and level of experience required
- The degree of responsibility for young people
- The abilities, behaviours, attitudes and values the successful applicant must possess.
- The qualifications required

These are all essential and must be met in full.

Job adverts will contain the statement " We have a rigorous selection process. The identity of the successful candidate will be checked thoroughly with the DBS service"

Applicant Information Pack

An applicant information pack will be provided which will contain the job description, person specification, The Seeds of Change Safeguarding Statement, self-disclosure form, an application form, pro-forma reference form and it will also outline the selection process.

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The purpose of this pack is to ensure any potential applicants fully understand our commitment to Safeguarding and to deter any applicants who may be unsuitable.

The pack will contain a statement to explain that if the applicant is shortlisted that we will take up references and any discrepancies or anomalies will be taken up at interview.

The Application form must be completed in full in addition to any other information provides (CV etc). This should contain a statement asking if the applicant has any criminal convictions.

Selection Process

Once applications are received, they will be assessed by two members of the interview team. At least one of the team will have in date Safer Recruitment Training.

Applications will be scrutinized for:

- Any gaps in employment history
- Any current convictions that may relate to Safeguarding issues
- Any areas of concern whereby more information is required, or further questioning is needed.
- Any previous experience working with Children or vulnerable adults.

Interview Process

Candidates shortlisted for interview will be notified and with the applicants' agreement references will be requested from previous employers prior to interview. Any self-disclosure forms should be opened at this stage and a note of any questions arising from this should be made.

References

References should be obtained from at least two people who know the candidate, and these should include the candidates current employer and be completed by a senior person with appropriate authority. The other reference should not be a personal friend of the applicant, but someone in a senior position, who has worked with them professionally. If the applicant has previously worked with children, then a reference should be sought from that organisation even if they were not the last employer.

References should include:

- A personal statement from the referee about how the applicant meets the requirements of the position set out in the person spec.
- A declaration of how they know the applicant and if they are related or close with anyone who in the Seeds of Change.
- A signed declaration to say that all of the information is true, and nothing has been omitted.

Interview

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At least two members of the interview and selection panel should have in date safer recruitment training.

Preparation of interview questions together with any additional questions that have arisen from the references and application form. Those interviewing should agree structured questions, these should include:

- Finding out what attracted the candidate to the post and their motivation to work for the seeds of change
- Exploring their skills and asking for examples of working with children and equine experience relevant to the role
- Probing any gaps in employment or where the candidate has changed employment or location frequently and asking for the reason for this.

The interviews should be used to explore areas of concern and to determine the applicants suitability to work with children.

Any questions arising from the self- disclosure form should also be prepared at this stage.

All interviews carried out will be recorded on an Individual Interview Record card. Once all interviews are complete this information can be used to base feedback to the applicant.

Selection and Recruitment

A range of selection techniques to identify the most suitable person for the post should be used.

Once selection has been agreed then an advanced DBS check should be completed, and a conditional job offer can be made.

All offers of appointment should be conditional until satisfactory completion of the mandatory pre-employment checks:

- Verify a candidates identity
- Obtain an enhanced DBS check (including children's barred list information)
- Verify the candidates mental and physical fitness to carry out their work responsibilities.
- Verify the persons right to work in the UK
- If the person has lived or worked outside of the UK consider if further checks need to be carried out
- Verify professional qualifications

Start of Employment

On the candidates first day at The Seeds of Change they should receive full induction training which includes Safeguarding, Whistle –blowing and recording Cause for Concerns. All new starters should be clear from day one who to contact if they have any concerns about the safety and welfare of young people in our care.