

Version	Adopted by Board on	Signature of Chair
1.0		



Safer Recruitment Policy



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This policy should be read in conjunction with TURN Education C.I.C.'s Safeguarding Policy.

Policy Statement

TURN Education C.I.C. is committed to ensuring the safety of everyone involved in its activities. It's the role of us all to ensure that everyone is safe. This policy, and the associated Safeguarding Policy, sets out the way that we do this.

What is safeguarding?

The protection of everyone but particularly children and vulnerable adults through the development and implementation of effective policies and best practice that are known to everyone involved. TURN Education C.I.C. believes that all children are entitled to have a safe and happy environment. We will work with children, parents and the community to ensure the safety of children and to give them the very best start in life. All paid staff and volunteers associated with TURN Education C.I.C. are committed to this statement.

Anyone who attends our sessions (for the purpose of this policy 'session' meaning any activity; individual, group or otherwise, that is organised under the TURN umbrella) will also accept this statement and should anyone have any concerns, the advice of professional agencies will be sought.

1. Policy Aims and Objectives

- 1.1. This policy has been developed, in conjunction with the TURN Education Safeguarding Policy, to embed safer recruitment practices and procedures within TURN Education C.I.C. ("the Company") and to support the creation and maintenance of a safer culture by

reinforcing the safeguarding and well-being of children, young people and vulnerable adults in our care.

1.2. This policy reinforces the expected conduct outlined in the Company's Whistleblowing Policy and in the Company's Disciplinary and Grievance Framework "Putting Things Right", with which all those working for and with the Company are expected to be familiar. All successful candidates for paid or voluntary work with the Company will be made aware of these documents.

1.3. This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, clients, staff and others working with and for the Company and aims to ensure both safe and fair recruitment and selection of staff and volunteers by:

1.3.1. Attracting the best possible candidates to vacancies

1.3.2. Deterring prospective candidates who are unsuitable from applying for vacancies

1.3.3. Identifying and rejecting those candidates who are unsuitable to work with children, young people and/or vulnerable adults (where the vacancy concerned requires, or might conceivably require in the future, working with children, young people and/or vulnerable adults)

1.4. The Company is committed to using procedures that deal effectively with those who fail to comply with the Company's safeguarding and child protection procedures and practices.

1.5. As an employer we are under a duty to refer any allegation of abuse made against a member of staff to either the Designated Officer for the local authority (LADO) within one working day of the allegation being made, where the child, young person or vulnerable adult involved in the allegation has been referred to the Company by the relevant local authority OR to the appropriate Child Protection unit recommended by the referring body OR to the local police in all other instances. A referral will be made if a member of staff (including volunteers) has or is alleged to have:

1.5.1. Behaved in a way that has harmed a child, young person or vulnerable adult or may have harmed a child, young person or vulnerable adult

1.5.2. Possibly committed a criminal offence against, or related to, a child, young person or vulnerable adult

1.5.3. Behaved towards a child, young person or vulnerable adult in a way that indicates they would pose a risk of harm if they work regularly or closely with children, young people or vulnerable adults.

- 1.6. As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS) any member of staff who, following a disciplinary investigation, is dismissed or resigns because of misconduct toward a pupil or client and we may refer any concerns we have before the completion of our disciplinary process.

2. Roles and Responsibilities

2.1. The Board of Directors will:

- 2.1.1. Ensure that the Company has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements
- 2.1.2. Monitor the Company's compliance with our policies and procedures
- 2.1.3. Ensure that appropriate staff and Directors have completed safer recruitment training (and repeat this ever 5 years)

2.2. The Managing Director will:

- 2.2.1. Ensure that the Company operates safe and fair recruitment and selection procedures which are regularly reviewed and updated to reflect and changes to relevant legislation and statutory guidance.
- 2.2.2. Monitor any contractors and agencies compliance with this document
- 2.2.3. Promote the safety and wellbeing of children, young people and vulnerable adults at every stage of this process

3. Inviting Applications

- 3.1. All advertisements for posts where the vacancy concerned requires, or might conceivably require in the future, working with children, young people and/or vulnerable adults will include the following statement:

“TURN Education C.I.C. is committed to safeguarding children, young people and vulnerable adults. All post holders are subject to appropriate vetting procedures and a satisfactory ‘Disclosure and Barring Service Enhanced Check’”

Advertisements for posts should also make clear that staff will be expected to promote fundamental British values.

3.2. All applicants will receive a pack containing the following when applying for a post:

3.2.1. A statement of the Company's commitment to ensuring the safety and wellbeing of all children, young people and vulnerable adults in the care of the Company.

3.2.2. Job Description and Person Specification

3.2.3. The Company's Safeguarding Policy

3.2.4. The Company's Safer Recruitment Policy

3.2.5. The selection procedure for the post

3.2.6. The Company's Whistleblowing Policy

3.2.7. An application form

3.3. Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed.

3.4. Candidates submitting an application form which they have completed online (should the Company make such a form available for this purpose) will be asked to sign the form if called for interview.

3.5. A curriculum vitae will not be accepted in place of a completed application form.

4. Shortlisting and References

4.1. Candidates will be shortlisted against the Person Specification for the post

4.2. Two references, one of which must be from the applicant's current or most recent employer where possible, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure (Please note that references should be provided by someone who is or has been in direct line management of the candidate, not a colleague)

- 4.3. References will be sought directly from the referee and, where necessary, the referee will be contacted to clarify and anomalies or discrepancies. Detailed written records will be kept of such exchanges.
- 4.4. The Company reserves the right, where it deems it necessary, to contact any and all previous employers who have not been cited by the candidate as potential referees, in order to clarify any concerns, anomalies or discrepancies. Detailed written records will be kept of such exchanges.
- 4.5. Referees will be asked specific questions about the following:
- 4.5.1. The candidates' suitability to work with children, young people and vulnerable adults
 - 4.5.2. Any substantiated allegations
 - 4.5.3. Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children, young people or vulnerable adults.
 - 4.5.4. The candidates' suitability for the post, including the candidate's ability and willingness to promote fundamental British values.
- 4.6. Reference requests will include the following:
- 4.6.1. Applicants current post and salary (where applicable)
 - 4.6.2. Attendance record
 - 4.6.3. Disciplinary record
- 4.7. All appointments will be subject to the receipt of satisfactory references, the successful and satisfactory completion of vetting procedures and DBS clearance.

5. Invitation to Interview/Assessment Day

- 5.1. Candidates called to attend an interview, or an Assessment Day that includes an interview, will receive:
- 5.1.1. A letter confirming the interview and any other selection methods that may be employed
 - 5.1.2. Details of the interview/Assessment Day, including details of the selection panel members

- 5.1.3. A further copy of the Person Specification
- 5.1.4. Details of any tasks to be undertaken as part of the selection process
- 5.1.5. The opportunity to discuss the process prior to the interview
- 5.1.6. A request to provide proof of identity and any relevant qualifications

6. The Selection Process

- 6.1. Selection methods will be determined by the nature and duties of the post and will be focused on providing evidence of the candidates' possession of the essential and desirable characteristics for the post, as defined in the Person Specification. However, all vacancies will, as a minimum, require an interview of shortlisted candidates.
- 6.2. Interviews will always be face-to-face and may include such additional interview techniques as observation and the requirement for the candidate to complete certain exercises.
- 6.3. Candidates will be required to:
 - 6.3.1. Explain, to the satisfaction of the Selection Panel, any gaps in employment
 - 6.3.2. Explain, to the satisfaction of the Selection Panel, any anomalies or discrepancies in the information available to the Selection Panel
 - 6.3.3. Declare any information that is likely to appear on the DBS disclosure
 - 6.3.4. Demonstrate their ability to safeguard and protect the welfare of children and young people and their ability and willingness to promote fundamental British values.

7. Pre-Employment Checks

- 7.1. An offer of employment, in either a paid or voluntary capacity, will be conditional upon, and all successful candidates will be required to:
 - 7.1.1. Provide proof of identity to the satisfaction of the Company
 - 7.1.2. Complete an enhanced DBS application and received satisfactory clearance
 - 7.1.3. Provide proof of professional status, where appropriate

- 7.1.4. Provide original certificates of qualifications required by the post
 - 7.1.5. Complete a confidential health questionnaire where appropriate
 - 7.1.6. Provide proof of eligibility to live and work in the U.K. to the satisfaction of the Company
 - 7.1.7. Agree to an overseas police check for any individual who, within the five years prior to the conditional offer of employment, has lived or worked outside the United Kingdom, whether they are a British citizen or not.
- 7.2. The fact that these pre-employment checks have been made, and the outcome of these checks, will be:
- 7.2.1. Confirmed in writing to the candidate
 - 7.2.2. Documented and retained on either the individual's personnel file (if employment is confirmed) or in the candidate's selection file if employment is either not offered or declined.
 - 7.2.3. Additionally, should any of the check results be deemed to be unsatisfactory, or if there are any discrepancies in the information received, any follow-up action by the Company, and the results of such action, will be documented and retained on either the individual's personnel file (if employment is confirmed) or in the candidate's selection file if employment is either not offered or declined.
- 7.3. Employment, either paid or voluntary, will only commence subject to the completion to the Company's satisfaction of all pre-employment checks and selection procedures.

8. Induction or On-boarding process

- 8.1. All staff and volunteers who are new to the Company will receive information on the Company's Safeguarding Policy and procedures and guidance on safe working practices, which will include guidance on acceptable conduct/behaviour. These expectations will form part of new staff members' induction (or On-boarding) training.
- 8.2. All new employees and volunteers will undergo a period of induction (or On-boarding) and will:
 - 8.2.1. Meet regularly with the member of staff tasked with supervising their Induction (or On-boarding) – which may be (but will not necessarily be) their line manager.

8.2.2. Attend any and all appropriate training, including generalist child protection training

8.3. Staff and volunteers whose role within the Company changes significantly, or who receive a promotion, will also be expected to complete a period of induction which will include the provisions stated in (8.2) above.

9. Supply Staff

9.1. The Company will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially. These agencies should be able to demonstrate that their staff have received appropriate safeguarding training.

9.2. The Company will carry out identity checks when the individual arrives on site.

10. Peripatetic Staff

10.1. The Company will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

This policy will be reviewed annually.

