

Active Care Safer Recruitment Policy

Version 1

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Purpose

Our Safer Recruitment Policy ensures we recruit staff who are suitable to work with children, creating a safe, supportive, and nurturing environment within our wraparound childcare provision. This policy sets out our procedures for recruiting, vetting, and onboarding new staff to protect children from harm.

Scope

This policy applies to all recruitment activities for staff, volunteers, and contractors who may have access to children in our care. It is designed to comply with safeguarding laws, employment standards, and best practices in childcare recruitment.

Aims

- To establish safe recruitment practices to protect children in our care.
- To ensure all staff and volunteers are suitable, qualified, and committed to safeguarding and child welfare.
- To follow a consistent and transparent recruitment process that includes comprehensive vetting procedures.

Key Principles

- **Commitment to Safeguarding:** We are committed to recruiting staff who are dedicated to safeguarding and promoting the welfare of children.
- **Fair and Transparent Process:** Our recruitment process is designed to be open, fair, and free from bias, with decisions based on applicants' skills, experience, and suitability.
- **Stringent Vetting Procedures:** All candidates will be thoroughly vetted, including background checks, references, and proof of qualifications, to ensure suitability for working with children.

Recruitment Process

1. **Job Description:**
 - Each role will have a clear job description, detailing qualifications, skills, experience, and safeguarding responsibilities.
 - Job advertisements will include a statement about our commitment to safeguarding and the requirement for successful applicants to undergo background checks.

2. **Application Stage:**
 - All applicants must complete a standardised application form, which includes their employment history, qualifications, and a statement regarding their commitment to safeguarding.
 - Applicants must disclose any criminal convictions, cautions, or relevant investigations related to safeguarding.
3. **Shortlisting:**
 - Applications will be reviewed based on criteria outlined in the job specification.
 - Candidates who meet the criteria will be shortlisted for an interview, while ensuring no individual is discriminated against based on any protected characteristic.
4. **Interview Process:**
 - Shortlisted candidates will participate in an initial telephone interview, where questions will be asked to assess the candidates suitability.
 - Suitable candidates will then be invited to a full face-to-face interview when questions regarding the job role, qualifications, experience will be explored.
5. **Pre-Employment Checks:**
 - **Enhanced DBS Check:** All candidates offered a position will undergo an enhanced Disclosure and Barring Service (DBS) check before starting. Candidates will not start work until a satisfactory DBS check is received.
 - **Identity Verification:** Candidates must provide original identification documents (e.g., passport, driver's license) to confirm their identity.
 - **Qualifications and Training Verification:** Original certificates or evidence of relevant qualifications and training will be verified.
 - **Employment History and References:** References from previous employers, particularly any roles involving children, will be obtained and verified. Any gaps in employment will be discussed and explained.
6. **Right to Work in the UK:**
 - Candidates must provide proof of their right to work in the UK. Documentation will be checked, and copies will be stored in accordance with data protection laws.

Induction and Training

1. **Safeguarding Induction:**
 - All new staff will undergo a thorough induction, including our safeguarding policies, code of conduct, and specific responsibilities regarding child welfare.
 - New staff will complete safeguarding training within the first month of employment, regardless of their previous experience.
2. **Probationary Period:**
 - All new employees are subject to a probationary period, during which their performance, understanding of safeguarding procedures, and suitability for the role will be assessed.

- Regular check-ins will be held throughout the probationary period to ensure any concerns are identified and addressed.
3. **Ongoing Safeguarding Training:**
- Staff will participate in regular safeguarding refresher training as part of staff training to stay informed about policy changes and best practices.
 - All employees are expected to maintain a commitment to professional development and compliance with safeguarding standards.

Volunteers and Contractors

- **Volunteers:** Volunteers who work directly with children or are present on a regular basis will undergo the same vetting and induction procedures as staff.
- **Contractors:** Contractors who may have access to children will be required to undergo DBS checks and be accompanied by staff when in the presence of children.

Monitoring and Review

1. **Performance Reviews:**
- All staff will participate in regular performance reviews to ensure continued suitability for their roles, with a focus on safeguarding practices.
 - Any safeguarding concerns arising during employment will be addressed immediately, and appropriate actions will be taken.
2. **Policy Review:**
- This Safer Recruitment Policy will be reviewed annually or whenever changes to legislation or guidance occur. Feedback from staff and any relevant regulatory updates will be incorporated.

Data Protection and Confidentiality

All recruitment records, including DBS checks, references, and application forms, will be stored securely and confidentially, in compliance with data protection laws. Information will only be accessible to those involved in the recruitment process or those responsible for safeguarding compliance.

Monitoring and Review

This Safer Recruitment Policy will be reviewed annually or whenever significant changes occur to ensure that it aligns with best practices and regulatory guidance. Parents and staff feedback will be considered during the review process to keep our procedures effective and relevant.