**Safer Recruitment Policy**

Policy Statement

Chapel Break OSC CIC is committed to providing the best possible care to its children and to safeguarding and promoting welfare of children. We are also committed to providing a supportive working environment for all its members of staff. The service recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staffs who share this commitment.

The aims of the recruitment policy are as follows

• to ensure that the best possible staff are recruited

• to ensure that all job applicants are considered equitably and consistently

• to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability and age.

• to ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education and Skills (DfES) in “safeguarding children: safer recruitment and selection in education settings” and the code of practice published by the Disclosure and Barring Service (DBS).

• to ensure that the setting meets its commitment to safeguarding and promoting the welfare of children by carrying out all necessary pre-employment checks.

All of which is done in line with Norfolk County Councils guidance on *‘Safeguarding in early years and childcare’.*

**Procedure**

*‘The safer recruitment toolkit’* is used to support the process with which staff are selected, interviewed and employed.

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Curriculum vitae will not be accepted in place of the completed application form. Any Candidate who submits a curriculum vitae will be

asked to complete an application form.

Applicants will receive a job description and person specification for the role applied

for. The applicant may then be invited to spend some time in the setting on informal

basis prior to attending a formal interview at which his/her relevant skills and experience will be discussed in more detail.

If it is decided to make an offer of employment following the formal interview, any

such offer will be conditional on the following:

• the agreement of a mutually acceptable start date and signing of a contract incorporating the settings standard terms and conditions of employment.

• the receipt of two references (one of which should be from the applicant’s most recent employer) which the setting considers satisfactory.

• the receipt of a satisfactory enhanced disclosure from the criminal records bureau.

If the above conditions are satisfied and the offer is accepted then the applicant will

be issued with a contract of employment as confirmation of employment.

All appointments are subject to a six months probationary period during which the

notice period to terminate the employment for whatever reason, by either the employee or the setting is 4 weeks. The setting also reserves the right to extend this

probationary period should it deem this necessary.

*Pre – employment checks*

In accordance with the recommendations of the DfES in “safeguarding children; safer

recruitment and selection in education settings” the setting carries out a number of pre-employment checks in respect of all prospective employees.

*Verification of identity and address.*

All applicants who are invited to an interview will be required to bring the following

evidence of identity, address and qualifications

• current driving licence or passport or full birth certificate.

• two utility bills or statements (from different sources) showing their name and home address.

• documentation confirming their national insurance number (P45, P60 or national insurance card).

• documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed his/her name by deed poll or any other

mechanism (e.g. marriage, adoption) he/she will be required to provide documentary

evidence of the change.

*The Asylum & Immigration Act 1996 – Prevention of illegal working*

It is a criminal offence to employ a person who is not entitled to live or work in the UK. The maximum penalty for doing so is £5,000 for each employee found not to have the entitlement. Copies of any documents seen will be taken by the designated person at interview stage and copied. All candidates will be asked for evidence, regardless of ethnic origin.

*References*

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which should be from the applicant’s current or most

recent employer. If the current/most recent employment does/did not involve work

with children, then the second referee should be from the employer with whom the

applicant most recently worked with children. Neither referee should be a relative. All referees will be asked whether they believe the applicant is suitable for the job for

which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the

job description and a person specification for the role which the applicant has applied

for. If the referee is a current or previous employer, they will also be asked to confirm the following:

• the applicant’s dates of employment, job title/duties, reason for leaving, performance, sickness and disciplinary record.

• whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children

• whether any allegations or concerns have been raised about the applicant that relates to the safety and welfare of children or young people or behaviour towards children or young people.

The setting will only accept references obtained directly from the referee. It will not

rely on references or testimonials provided by the applicant or an open reference or

testimonials. The setting will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

*Disclosure and Barring Service*

Due to the nature of the work, the setting applies for criminal record certificates from

the Disclosure and Barring Service (DBS) in respect of all prospective staff members, directors and volunteers. The setting will always request an Enhanced Disclosure as described below

• an Enhanced Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as “spent” under the rehabilitation of offenders Act 1974) together with details of any cautions, reprimands or warning held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question

• If the individual is applying for a position working with children, it will also reveal whether he/she is barred from working with children by virtue of his/her inclusion on the lists of those considered unsuitable to work with children maintained by the DfES and the department of health.

The letter which is received from DBS will be held on the employees staff file, no copies of the certificate will be held by the setting.

*Retention and security of disclosure information*

The settings policy is to observe the guidance issued or supported by the DBS on the use of disclosure information. In particular, the setting will:

• store disclosure information and other confidential documents issued by the DBS in the locked office, access to which will be restricted to specific members of staff.

• not retain disclosure information or any associated correspondence for longer than is necessary. A disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken.

• Ensure that any disclosure information is destroyed by suitably secure means such as shredding

• Prohibit the photocopying or scanning of any disclosure information.

*Retention of records*

If the applicant is appointed, the setting will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the applicant is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specially requests the setting to keep their details on file.

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