

Statutory - Annual

FURZEDOWN

Safer Recruitment Policy

Accredited Safe Recruiters

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Next Review Spring 2020

INTRODUCTION

Safer recruitment is an important part of safeguarding children.

This policy outlines the steps we must take to ensure that the people who are employed by Furzedown are safe to work with children and young people.

Safer recruitment has key elements which are:

- Robust recruitment and selection processes;
- Relevant vetting and checking processes – Employer Access checks;
- A thorough induction process;
- A good training infrastructure.

AIMS

- To prevent unsuitable people working with children, young people and vulnerable adults;
- To promote safe practices and challenge poor or unsafe practice;
- To enable prompt and appropriate responses to concerns about a child's welfare;
- Develop partnership working.

IMPLEMENTATION

- Single Central Record completed.
- Undertake full pre-employment checks DBS, employer access check, evidence of identity, evidence of eligibility to work in the UK (if appropriate), two satisfactory references, proof of qualifications (if necessary for the post), job application form and health statement.
- Clear messages about safeguarding sent to candidates from the outset.
- A statement about commitment to safeguarding to be incorporated in any job advert
- Use application forms not CV's.
- Obtain references before interview where possible include enquiries about applicants background in relation to safeguarding.
- Face to face interview with at least two/three people who have accredited safer recruitment training.
- Having effective induction, training, mentoring and supervision processes;
- Having clear procedures for reporting concerns or issues, Whistleblowing, Grievances policy;
- Having a clear reporting structure so that people understand and know who to contact and where to get help;
- Follow NSCL safer recruitment process
- Safeguarding procedures in induction packs.

MONITORING AND ASSESSMENT

- SAO double checking references and DBS
- DBS renewed only if job title/role changes
- All other staff and governors to update training every 3 years
- Minimum of 2 people with safer recruitment accreditation to interview candidates
- Temporary contracts offered and reviewed prior to offering permanent contract
- Documentation for all candidates kept for a minimum of 6 months including unsuccessful applications

PERFORMANCE INDICATORS

- Candidates understand safeguarding priorities
- Candidates safely recruited.
- All necessary paperwork completed and checked by Human resources Officer.
- Single Central Record up to date.

Other related policies:

GDPR policy

Safeguarding and Child Protection Policies