



Steps to Safer Recruitment Policy

We will always seek to prevent inappropriate people from seeking employment or volunteering to work with children and young people.

Define the role

We will consider the tasks and skills necessary for the job or voluntary position and what kind of person is most suited to the job.

Selection criteria

We will decide how the person should behave with children and what attitudes we want to see.

We will develop a list of essential and desirable qualifications, skills and experience and select people against this

Recruitment publicity

We will circulate all vacancies widely, for example, via social media, the local press or employment/volunteering portals and newsletters. We will ensure any advert contains a commitment to safer recruitment and safeguarding children and vulnerable adults.

Written application form

We will insist on a written application form. This should include personal details such as name, past names, date of birth, past and current work/volunteering experience. It should also include explanation of all gaps in employment. Applicants should also provide current and recent addresses for the past 5 years.

Written Declaration

Where the role involves significant contact with children, young people or vulnerable adults we will ask for a statement in writing that they have no past or current convictions, cautions or bind-overs and no pending court cases or declaring any such circumstances. This will be done in line with current

Disclosure and Barring Service guidance and in reference to our Recruitment of Ex-offenders Policy.

Identification

We will ask for photographic documentation to confirm identity, such as passport or driving licence, and a utility bill that contains their address.

Qualifications

We will ask to see the original documents and seek to verify these wherever possible.

Interview

We will interview face to face, preferably with at least two representatives from the group or organisation. We will discuss with the applicant information contained in their form and to explore their attitudes towards working with children. This also provides an opportunity to discuss our child protection policy and to ensure that the applicant has the ability and commitment to meet the standards required.

We will talk about the application including:

- Areas in which you want to know more details
- Gaps in employment history
- Vague statements or unfamiliar qualifications
- Frequent changes of employment
- What their motives are for wanting to work with children

References

Two written references must be obtained, where possible to include current or most recent employer.

DBS Checks

We will always gain enhanced DBS disclosures as appropriate to the role. When the results of the DBS check and all recruitment checks have been completed and we are satisfied the applicant is suitable for the role will we allow the volunteer/staff member to have contact with children, young people and/or vulnerable adults.

Review

This policy was last reviewed on 22nd February 2021.
This policy is next due for review on 22nd February 2023.