



# Safer recruitment policy

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### **Policy statement:**

The aim of this policy is to outline Wendover Youth Centre's (WYC) recruitment procedures for all staff, both paid and voluntary, in line with recommended best practice to safeguard all children and young people who use WYC's services. The policy is included as part of WYC's application pack for any position, and as such, is given to applicants along with a detailed job description, person specification, CV. This forms an essential part of the Centre's efforts to safeguard children and young people. Recruitment and the checks that are undertaken as part of this process are the organisation's first chance to make robust efforts to prevent unsuitable individuals from working with children and young people.

The recruitment processes consist of several stages:

- Defining the role
- Advertising
- Determine selection criteria
- Receive applications
- Conduct interviews
- Take up references for preferred candidates
- Perform DBS Checks
- Review process

This policy will go through each stage outlining key processes to ensure safer recruitment at WYC. All colleagues involved in recruitment will receive training and development as required.

### **Recruitment processes:**

#### **Defining the role**

- A written job description and person specification is in place for each post
- Both documents include statements about skills/behaviours/experience and attitude to young people necessary for the post
- The job description outlines clear boundaries of role
- The job description describes what responsibility and opportunity for contact with children and young people there is in the role
- The job description includes statements about safeguarding responsibilities of the post

#### **Advertising**

- The adverts state the centre's commitment to safeguarding and the need for DBS checks
- All candidates will be sent information about the organisation's safe recruitment policy and practices.

### **Determine selection criteria**

- The short-listing criteria will be based on the person specification and job description.
- It is consistent for all candidates.
- At least two people produce the shortlist in order to identify gaps, inconsistencies or disclosures.
- Applicants are asked in their interview application form if there is anything that they would like to declare which may come up on their criminal record bureau check that the charity should be aware of (self disclosures).
- Note: DBS checks are not part of the short-listing process and will be done after short-listing.

### **Receive applications**

- All applicants must send in appropriate CVs
- A personal statement which outlines how the applicant meets the person specification should be included.
- The recruitment panel will ensure that there is full history since leaving school.
- Any qualifications shown on the application form must be supported by certificates.
- Two references will be taken up and any offers of employment will be conditional until satisfactory references are received.

### **Conduct interviews**

- All interviews are conducted with at least one Trustee along with the Lead Youth Worker.
- Depending upon the position, there may be a range of selection tools such as interaction with others e.g. role play or group discussion, written exercise used as well as an interview, young people's questions.
- The questions in the interview are structured with previously agreed criteria designed to ascertain the candidate's ability to meet the requirements of the post as per the person specification and job description.
- All employees/volunteers will need to provide a record of their full employment history and explain any gaps.
- During the interview there are questions which probe attitudes towards children and child protection and, where appropriate motives for working with children

### **Take up references for preferred candidates**

- WYC requests that two referees are identified on the application form.
- At least one reference must be from a previous employer.
- All references ask about anything of concern/disciplinary action during course of employment.

### **Perform DBS checks**

- All employees have DBS checks at a level appropriate to their role. In the event of employment, any failure to disclose convictions will result in disciplinary action or dismissal.
- Staff will not have unsupervised contact with children or young people until their suitability has been checked.
- All new employees are recommended to sign up to the DBS online update service. Existing employees will be asked to sign up when their DBS is next

renewed. Sign up to the update service must be completed within 14 days of DBS check having been completed.

- Status checks through the update service will be completed on a regular basis for all employees.
- No person disqualified under the Childcare Act 2006 will be employed in WYC's childcare or early years settings. All staff in these settings are required to declare (using the Disqualification Declaration Form) if they live in the same household as someone who is disqualified, and therefore, may be disqualified by association.
- All employees/volunteers will receive Child Protection Training within two weeks of their starting date and then be supervised for their probationary period. This training will be updated to each employee every two years.

### **Review process**

- WYC conducts appraisals for all paid staff and volunteers at the end of their first three months with the organisation and thereafter they have regular supervision and annual appraisals.
- The induction provided by WYC covers relevant information about safeguarding and how to identify and raise concerns about the welfare of children.
- Certificated training in safeguarding by an accredited trainer forms part of the compulsory training paid staff complete within 12 months of appointment.

This policy applies to the employment of full/part-time members of staff. The principles will also apply to the recruitment of sessional staff and volunteers. However, some of the practicalities may vary.

Referred sessional worker:

- If a sessional worker is being used as part of partnership work from another organisation, then only the following needs to be done:
  - Role description is shared with them
  - Check they have an up to date and clean DBS
  - Meet with them to go through procedures and policies of the youth centre

Volunteers:

The process of recruiting volunteers will follow the basic principles outlined for Full/part time but

- Initial phone call as introduction and to discuss volunteering
- Send over the Volunteer role description
- Meeting/Interview to discuss role/qualifications/commitment requirements
- Volunteer will undergo a DBS check
- Volunteers will require to give one independent reference
- Will have an induction meeting to discuss policies and procedures
- Any training opportunities will be provided to the volunteer