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| Policy Number                           | 05  |
| Document Title:                         | Safer Recruitment   |
| Purpose of Document:                    | Safeguard Children and Young People   |
| Date Reviewed                           | April 2023  |
| Next Review Date                        | April 2023  |
| Links with other policies and guidance: | <ul style="list-style-type: none"> <li>• Working Together to Safeguard Children</li> <li>• The Children’s Act (1989)</li> <li>• The Children’s Act (2004)</li> <li>• Children’s Homes Regulations 2015</li> <li>• Policy 1 Child Protection and safeguarding</li> <li>• Policy 6 Whistleblowing</li> <li>• Policy 48 Disclosure and Barring</li> <li>• Policy 49 Supervision and Appraisal</li> </ul> |

**1. Introduction:**

1.1 One to One Crisis Intervention Ltd is committed to safeguarding and promoting the welfare of children and young people. This is defined as protecting children and young people from maltreatment, preventing impairment of their health and development, and ensuring that children and young people are growing up in circumstances consistent with the provision of safe and effective care (*Working Together to Safeguard Children, 2015*).

1.2 This document sets out how One to One Crisis Intervention Ltd ensures all new employees are subject to the same recruitment process which safeguards and promotes the welfare and safety of Children.

1.3 This policy is in accordance with the Children’s Homes Regulations 2015.

**2. Scope:**

2.1 The policy applies to all staff employed by One-to-One Crisis Intervention Ltd including agency workers and contractors.

**3. General Statement:**

3.1 One to One Crisis Intervention Ltd is committed to safeguarding children and young people. Everything we do is designed to promote the safety and well-being of the children and young people with whom we work.

3.2 All staff are responsible for cultivating an environment of openness and awareness where mistakes can be shared and constructive suggestions made.

3.3 All staff take responsibility for questioning and where necessary challenging accepted patterns of relationships and behaviour within One to One’s Children’s Homes.

3.4 All staff have access to Child Protection/ Safeguarding Training.

3.5 All staff are aware of their roles and responsibilities in safeguarding children and young people.

#### 4. Definitions:

4.1 Safer recruitment is the method of designing your recruitment process to deter unsuitable applicants from applying for roles with vulnerable groups, and to identify and reject them if they do.

#### 5 Prior to Recruitment:

5.1 Prior to advertising a position, job descriptions and person specifications are reviewed.

5.3 Jobs are advertised locally and include a safeguarding statement to deter inappropriate applicants applying and within this DBS is stated as mandatory.

#### 6 Initial Application:

6.1 Applicants are required to complete One to One's application form and signed declaration; CVs are not accepted.

6.2 Applicants are provided with a person specification and job description that includes a Safeguarding Statement to promote the welfare of children and young people.

6.3 All applicants completed application forms are compared to the job description and person specification and are scrutinized for discrepancies and gaps in employment, which will need to be explored further. Successful applicants at this stage will be invited to interview.

#### 7 Interviews:

7.1 **Interviews** are held at One to One's head office and are conducted.

One of the interviewers must be trained in safer recruitment. To assess applicants' suitability to work with children and young people at One to One, questions asked to relate to skills, qualifications, work experience/history and personal qualities of the candidate and their capacity to fulfill the requirements of the post.

Any gaps in employment identified on the application form will be explored at this stage. If an applicant has previously worked in social care, we will gain verification of the reason why the employment ended.

7.2 Applicants are required to bring a completed health form assessing their level of physical and mental fitness to the interview as well as forms of ID and a DBS if they already have one,

#### 8 Disclosure and Barring Service:

8.1 On passing the previous stages applicants will be made a provisional job offer subject to enhanced Disclosure and Barring Service check and a minimum of two satisfactory written references including one from their current or most recent employer. If the applicant is from overseas, where possible, we will carry out extra checks and obtain a criminal records check, or '**Certificate of Good Character**', from their country of origin. This also applies to applicants who have lived or worked abroad. All Registered Managers are required to register with the DBS update service and maintain their yearly subscription. One to One's Head Office checks each managers DBS status at least 3 times a year.

#### 9 References:

9.1 A minimum of two employment references will be obtained. These will include the applicants current or most recent employer. Referees are contacted directly and One to One does not accept open references or references addressed to 'whom it may concern' as these may have been written as part of a settlement agreement. Referees are clearly asked if they have any Safeguarding Concerns regarding the applicant or any concerns about them working with children. Once written references are returned, telephone enquiries are made to verify the reference and to follow up any discrepancies or explore details further. Once these checks are complete and satisfactory an applicant will be able to commence employment. All new employees are provided with a copy of One to One's Code of Conduct prior to their start date.

## **10. Agency Staff:**

10.1 One to One rarely uses agency staff. In circumstances where there is no other option but to use agency staff, One to One will ensure that all information in relation to Schedule 2 of the Children's Homes Regulations 2015 has been obtained. Agency workers will never work alone and will always work alongside an experienced member of staff.

## **11 Information to be Held on each Employees File**

11.1 Each employee file is stored centrally on the system. They can be accessed by the manager, director, and the office Manager. Under the Children's Homes Regulations 2015, Schedule 2, our staff file adheres to Schedule 2 of the children home regulations 2015 by including all the information that has been outlined in the regulations.

## **12 Reference Requests for Employees Who Have Left or Are Leaving:**

12.1 Any reference requests for existing or past staff members must be authorized by the head office. Staff and House Managers are not permitted to provide references without consultation or authorization from the head office, due to them not having access to all personnel information (e.g., disciplinary matters, Child Protection concerns).

12.2 As part of our role to Safeguard Children and Young People, we will pass on details to prospective employers of any Safeguarding Concerns, this includes unresolved concerns if an employee has left One to One before completion of investigations.