

Policy 5 - Safer Recruitment

Document Title:	Safer Recruitment
Purpose of Document:	Safeguard Children and Young People
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Links with other policies and guidance:	• Southwest Child Protection Procedures https://swcpp.trixonline.co.uk • Working Together to Safeguard Children (2026) • Devon Safeguarding Children Partnership • Statutory guidance: Regulated Activity (children) - supervision of activity with children which is regulated activity when unsupervised DfE • DfE Keeping Children Safe in Education 2026 • The Children's Act (1989) • The Children's Act (2004) • Children's Homes Regulations 2015 • Policy 1 Child Protection and safeguarding • Policy 6 Whistleblowing • Policy 48 Disclosure and Barring • Policy 49 Supervision and Appraisal

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1. Introduction:

1.1 One to One Crisis Intervention Ltd is committed to safeguarding and promoting the welfare of children and young people. Safeguarding is defined as protecting children from maltreatment, preventing impairment of health and development, and ensuring safe and effective care in which children can thrive.

1.2 This document sets out how One to One Crisis Intervention Ltd ensures all recruitment processes are robust, fair, and designed to prevent unsuitable people from working with children

1.3 The policy is written in line with the South West Child Protection Procedures which can be found at <https://swcpp.trixonline.co.uk>

1.4 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 promoting a culture of openness, accountability and learning from practice.

3.3 All staff are required to challenge unsafe or inappropriate practice regardless of role or seniority.

3.4 All staff complete Child Protection/Safeguarding training during their probation period and this is updated at least three yearly or as and when needed. Managers undertake safer recruitment training, and one member of the interview panel will always be trained in safer recruitment.

3.5 Safeguarding is embedded throughout the recruitment process and ongoing employment.

4. Definitions:

4.1 Devon Safeguarding Children Partnership

The Devon Safeguarding Children Partnership is made up of professionals who work in services for children and families including health, education, police, fire, and the voluntary sector. <https://www.devonscp.org.uk/document/multi-agency-safeguarding-arrangements/>

4.2 See Policy 1 Child Protection

4.3 DBS

The Disclosure and Barring Service (DBS) supports us to make safer recruitment decisions by identifying individuals barred from working with children or vulnerable groups. **See Policy 48 Disclosure and Barring**

5. Prior to Recruitment:

5.1 One to One is committed to safeguarding children and young people and protecting adults that work with them.

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

5.3 All job adverts include our safeguarding statement, requirement for enhanced DBS check, commitment to safer recruitment practices.

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 Application forms include a signed declaration confirming accuracy of information, suitability to work with children and disclosure of convictions.
- 6.4 Application forms are screened for employment gaps, inconsistencies and unexplained periods of unemployment.
- 6.5 We may carry out publicly available online searches (including social media) to identify any safeguarding or suitability concerns.

7 Interviews:

- 7.1 Interviews are held at One to One's head office and are conducted, where possible, by at least two people. This could be the operations manager, registered manager, or other managers within One to One.

At least one of the interviewers will be trained in safer recruitment. To assess applicants' suitability to work with children and young people at One to One, questions asked 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 interview.
- 7.3 All applicants must bring identification, right to work documents and proof of address with them to the interview. This will be stored within their personal file if they are successful.

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.
- 8.2 An overseas criminal record check (Certificate of Good Conduct or equivalent) is generally required if a candidate for a children's home has lived or worked outside the UK for **3 months or more in the last 5 years**
- 8.3 All Registered Managers are required to register with the DBS update service and maintain their yearly subscription. One to One's Office Manager checks each managers DBS status on a regular basis.

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.

9.2 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:

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 on our online system. Managers have access to electronic staff files kept only at management level. Any staff that start work with the young people need to have successfully passed a list of checks. Under the Children's Homes Regulations 2015, Schedule 2, it is essential that the following information is held on each person that works for One to One, before they work unsupervised with the children.

11.2 Schedule 2

- Proof of identification including a recent photograph.
- Evidence of Enhanced Disclosure Check (we cannot keep a copy of the DBS on file – however, this is viewed by the office manager or appropriately skilled person).
- Two written references, including one from the person's most recent employer if any.
- Evidence of verbal verification of written references.
- Verification where reasonably practicable of the reasons why any spell of working with children or vulnerable adults in the past, ended.
- Evidence of qualification and training certificates relevant for the position.
- Full employment history, with satisfactory written explanation of any gaps.
- Details of any criminal offences (including those regarded as 'spent' as this type of work is exempt from the Rehabilitation of Offenders Act 1974).
- Details of any criminal cautions which, at the time given, were admitted.

11.3 Staff may only commence work within the homes, where the checks are completed and of satisfactory outcome. The Registered Manager is responsible for ensuring the electronic staff file is complete and all checks are in place, prior to the member of staff commencing work in their home.

11.4 Other information required

In addition to the items under Schedule 2, One to One also require the following to be held on any person that works for One to One:

- Completed application form
- Completed health form
- Birth Certificate
- Details of two next-of-kin
- Evidence of current address (utility bill must be dated within 3 months)
- Current MOT Certificate
- Current Motor Insurance Certificate (with cover for young person included ('business use'))
- Current Driving License
- Evidence of current car tax
- P45/P46
- National Insurance Number
- Bank/building society details

12. Induction:

12.1 The induction process forms part of the probationary period, which is typically 4 months. This period can be extended if required. During the induction period, the employee will complete all mandatory training. During the induction process employees will cover the induction basics and complete mandatory training in:

- Child Protection/Safeguarding
- First Aid
- Medication
- Fire Awareness
- Food hygiene
- Health and Safety
- Physical intervention and restraint training.

Exceptional circumstances can be made if the staff member is able to provide evidence of this training being completed in the last 6 months of their previous employment.

12.2 New employees progress is discussed regularly between the management team and the new employee will receive fortnightly supervision during the induction process until a Manager agrees that this can move to monthly.

12.3 During this process a probationary review document is completed to highlight their progress. This will include training, supervision, shifts worked and the completion of key areas to the role.

12.4 A lone working assessment is completed prior to a staff member working alone. This will allow the supervisor to check the competency, ability, and training of the new staff member. If short falls are identified and are not deemed detrimental to the care that can be provided, the member of staff will still be signed off to work alone with additional action points and tasks to be completed as soon as possible.

13. Supervision:

13.1 Supervision, is a regular one to one meeting between the supervisor and supervisee (for example the Registered Manager and the Residential Support Worker) in order to meet safeguarding, organisational, professional, and personal objectives. Supervision forms a key part of individual performance management. **See Policy 49 Supervision and Appraisal**

14. Reference Requests for Employees Who Have Left or Are Leaving:

14.1 Any reference requests for existing or past staff members must be authorised by the head office. Staff and Registered Managers are not permitted to provide references without consultation or authorisation from the head office, due to them not having access to all personnel information (e.g., disciplinary matters, safeguarding concerns).

14.2 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.