



REGISTERED NUMBER CIC 11373253
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Safer Recruitment Policy

Title of Policy: Safer Recruitment
Effective Date: December 2018
Review Date: December 2021
Policy Number: 2
Policy Authorised by: Nicola Williams

Introduction

Allsorts Support Services CIC & Allsorts Community (Which will be referred to as the organisation throughout this policy).

We want all service users to have successful and fulfilling lives.

This policy document should be considered in conjunction with all other relevant duties, policies and guidance.

Aim of the Policy

This policy is intended to set out the values, principles and policies underpinning the organisation's approach to safer recruitment for all staff.

The policy has the following aims:

- To maintain a safe and healthy environment for all service users and employees.
- To comply with applicable laws and legislation. This policy is informed by the organisation's understanding of its statutory duties as an employer.

Having effective, up to date and easy to follow policies and written documents minimises risk to service user's, employees and the organisation itself and can ensure that statutory requirements, standards and regulations are understood and provides a framework to monitor compliance. To ensure the organisation provides a robust and clear framework, the organisation has developed this policy to manage processes to achieve compliance and effective coordination across the organisation.

Through this policy the organisation will ensure that there is a process whereby all policy documentation is consistent. In addition, there will be an effective process for managing and reviewing policies and any associated written documents on a regular basis, to ensure that documentation remains legally compliant and actions are undertaken in a safe and efficient manner.

This policy will ensure that the organisation meets its legal responsibilities and provides a clear organisational approach to documentation.

Policy Statement

The organisation will provide a structure for the development of policies and other written documents.

This will include:

- Ensuring that staff has access to the most recent copies of the organisation's documents.
- Establishing a control procedure for all policies and other written documents to ensure that those in use are current and relevant.
- Ensuring that the equality impact assessment process is completed on all policies and procedures.
- Ensuring systems exist to monitor the use of, and compliance with, all written documents.
- Developing and maintaining a central database of policies, procedures and written documents.
- Maintaining an archive of past written documents, for reference and to meet legal requirements.

To comply with the duty to safeguard and promote the welfare of children, young people and vulnerable adults, the organisation has adopted consistent, fair and thorough employment practices and processes that aim to deter, reject or identify people who might abuse children, young people or vulnerable adults and, to ensure that those recruited are suitable to work within the organisation's services.

The organisation expects all of its partner organisations to implement safer recruitment processes and safer working practices to ensure that organisations, working with or in contact with children and/or vulnerable adults, operate recruitment and human resources practices 'that take account of the need to safeguard and promote the welfare of children' and to safeguard vulnerable adults.

This document provides general guidance and does not cover all aspects of recruitment and selection or other employment practices. It is intended to supplement and enhance the organisation's existing recruitment and employment policy and processes, and to promote the consideration of issues concerning child protection and safeguarding adults at every stage of the recruitment and selection process.

Principles of the safe recruitment practice

The welfare of children, young people and vulnerable adults is paramount.

The organisation will demonstrate its commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at all stages of the recruitment and selection process;

The same safer recruitment standards should apply when appointing anyone who works in a setting where there are children, young people and vulnerable adults and not just to those working directly with them, as they are likely to be perceived by children, vulnerable adults and others as a safe and trustworthy adult;

It is important to plan the recruitment process from the outset, so that there is enough time at each stage to enable the process to be managed fairly and thoroughly;

These standards and guidance comply with national and local guidance and should be read in conjunction with the Employment Handbook, and other relevant employment policies and procedures e.g. managing allegations against staff;

Safer recruitment should be seen as part of a culture of ongoing vigilance where safer working practices are used by supported and well-trained staff.

Adults working with children, young people and vulnerable adults will be clear about appropriate and inappropriate practice and are able to raise concerns when these arise. The organisation employees are expected to work in compliance with all policies and procedures.

Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for, or are currently undertaking, is listed as an exception under the act.

Exempt positions are generally positions of trust where it is considered necessary for an employer to see spent as well as unspent conviction information.

The Exceptions Order to the Act means that for specific jobs, applicants must disclose criminal convictions including any that may be spent.

Applicants for positions requiring a criminal record check will be required to complete a 'Declaration of Criminal Convictions' disclosing any convictions, cautions, reprimands or warnings, including any which may be spent in accordance with the DBS filtering rules. A failure to disclose relevant information may result in the withdrawal of an offer of appointment or, where this is determined after appointment and/or during employment, the termination of employment.

Having an unspent conviction will not necessarily exclude an applicant for appointment from securing that appointment. This will depend on the circumstances and the background to the offence.

Where an applicant for an exempt position discloses a criminal record and is invited to interview, the manager will discuss the disclosure with the applicant. An appropriate criminal record check will then be undertaken for the successful applicant.

The organisation has a policy statement on the 'Recruitment of Ex-Offenders'.

Please contact the manager for any enquiries about criminal record checks.

Newly appointed staff must not start to work unsupervised with children, young people or vulnerable adults until all appropriate checks and vetting procedures have been satisfactorily completed.

It is recognised that a good induction programme, following a robust safer recruitment process, will further reduce the risk of unsuitable or inappropriate behaviours occurring in a workforce.

Experience of dealing with allegations against staff, has shown that employers will place themselves in a much better position to deal with unsuitable, inappropriate or abusive behaviour that may arise in the future, if clear expectations of behaviour and professional boundaries are established with every new member of staff, from the outset.

All new employees receive a copy of the code of conduct which forms part of their contractual arrangements.

The organisation's principles apply to the organisations recruiting individuals and volunteers to work with children, young people and vulnerable adults.

A clear message is given about the organisation's commitment to safeguarding;

- References are sought;
- An informal face-to-face interview is conducted to gauge the individual's aptitude and suitability;
- Appropriate checks are made – identity, qualifications (where applicable) and vetting (DBS checks);
- Child protection and safeguarding adults' training is provided and
- Consideration should also be given to clarifying the parameters of the role or post, expectations of behaviour and conduct, and induction and supervision arrangements.

The organisation will continuously monitor and review all recruitment and induction processes undertaken in line with evolving legislation and best practice.

Maintaining a Safer Culture

The organisation is committed to being a safeguarding organisation. It seeks to develop and maintain a safe culture and ethos which will safeguard children, young people, vulnerable adults and staff.

The organisation's staff, children, young people, vulnerable adults, carers and families need to feel confident that they can raise issues of concern about the safety or welfare of children and vulnerable adults, and will be taken seriously.

To achieve this, the organisation can provide:

- Information concerning the standards of behaviour and the boundaries of appropriate behaviour to its employees.
- Appropriate safeguarding and recruitment training.
- Briefings and guidance on new and evolving relevant issues and legislation.
- Clear reporting and recording systems in relation to the employment induction and training of staff.

All policies and other written documents

It is the responsibility of the Policy administrator to ensure that when a document is revised, a copy of the original is forwarded to the Manager.

Once revised policies and other written documents are approved, the Manager will pass on to all employees.

Staff will be notified of newly approved/revised policies, procedures and guiding documents within one week of approval by the manager.

Non-compliance with this Policy

In the unlikely event of a member of staff not respecting the policy, the organisation's manager should attempt to resolve the situation informally in the first instance. Ultimately, repeated breaches of the policy will result in disciplinary procedures and may lead to dismissal.

Policy Implementation

It is the responsibility of the Policy administrator to keep all policies and procedures up to date. The manager will identify how any policy or written document will be implemented. This will include liaising directly with the policy administrator in order to ensure that staff training

requirements have been highlighted. Overall responsibility for ensuring the policy is implemented, monitored and reviewed rests with the organisation's Manager.

Information on the policy will be:

- Circulated to all staff
- Provided to all new employees

Training

All new staff will be required to read all policies as part of their induction process.

Review Process

The Manager requires that certain policies must be reviewed annually.

These are:

- Safeguarding policy
- All other policy documents must be reviewed no later than three years after initial approval and regularly reviewed on the same basis thereafter.
- Documents will be reviewed more frequently if changes in legislation or the service requires it.
- It is the responsibility of the policy administrator to ensure that documents are reviewed in line with their review dates.

Where a review necessitates considerable change to the previous document, the process will be treated as though it is a new document.

Minor amendments can be notified by distributing copies of the policy to appropriate recipients, with a cover sheet with the changes and their implications. This sheet should be kept with the original.

Review of Policy

This policy will be reviewed on a three yearly basis or at an earlier date if changes are required due to changes in government advice.