



SAFER RECRUITMENT POLICY

TO BE USED ALONGSIDE THE

Our organisation works with vulnerable groups and has a responsibility to safeguard them, ensuring they live in a safe environment that promotes their health and well-being free from abuse, maltreatment, and exploitation.

This process is to deter unsuitable applicants from applying for roles within the company, and to identify and reject them if they do, ensuring that all staff members, whether paid or voluntary, are suitable for a position within Innovate Dorset Ltd.

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The Aim of this policy

Children and vulnerable adults have the right to live free from harm. Therefore, one of Innovate Dorset's most important responsibilities is to ensure that unsuitable individuals are not allowed to work with vulnerable groups. Part of developing this environment is ensuring that all staff members, whether paid or voluntary, are suitable for a position working with vulnerable people by selecting the best possible applicants to vacancies within the company that have been through and completed all necessary requirements set out in this policy to ensure that unsuitable individuals are deterred, Identified, and rejected. While ensuring all candidates are treated fairly, clearly, and consistently in compliance with all relevant legislation. (Equality Act 2010)

Process

For quick reference, the guide below is a summary of the actions required.



Recruitment and Selection Procedure

Establishing the Vacancy.

Ensure that a job description has been created for new vacancies and that amendments made to existing job roles are clear.

Ensure that approval for an up-to-date job description, placement on the organisational chart, and pay has been approved by the Company Director.

Advertising

Vacancies will be advertised using Indeed.com online platform to advertise any new vacancies for the company. This gives the company a wider audience to select from with the ability to screen some applicants with suitability questions at the time of applying.

All job vacancies with the company will be posted on the company's digital notice board for staff to view, as well as in paper form and placed on the Staff Notice Board.

All of our adverts will include the following 'Recruitment and Selection Policy Statement' which gives details of our equal opportunities policy and safe recruitment.

Recruitment and Selection Policy Statement

"Innovate Dorset Ltd is committed to safeguarding and promoting the welfare of children, young people, and vulnerable groups. And we expect all staff and volunteers to share this commitment. As part of developing a safer environment, we will ensure that all successful applicants are subject to an enhanced DBS disclosure and with two independent references.

Innovate Dorset Ltd is committed to ensuring candidates are treated fairly, clearly, and consistently in compliance with all relevant legislation. (Equality Act 2010)"

Identification of recruiting panel

Innovate Dorset Ltd insist on having a minimum of two people on our recruiting panel at the time of the interview. The same two people are involved at each step of the recruitment process. And at least one member of the panel will have attended training in "Safe Recruitment" procedures.

Job Application

All applicants must complete, in full, an application form and answer questions posed on the Indeed website. Applications without complete CV's or applications that have not completed the above process will not be accepted.

Existing staff members who wish to apply for any available advertised vacancies, must also apply through the Indeed.com website.

Shortlisting

We will shortlist all candidates against the person specification for the post, and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not.

We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of their marital status, age, gender, culture, religious belief, ethnic origin, or sexual orientation.

Suitability Short-listing

All Shortlisted candidates are invited to attend a brief online meeting via our Teams/Zoom online platform, or the video platform provided by Indeed.com, successful candidates at this stage then move on to the full interview stage.

Interview stage

Final interviews are always face to face and held at the Hub building in Wimborne Minister. A minimum of two people, usually the manager or deputy manager and one senior member of staff, will sit on the interview panel, and both will be involved in the overall decision making.

At the interview, each candidate will be required to prove their identity against photo ID (for example a passport, birth certificate or driving licence) and also produce documents to prove they are eligible to work in the UK. The candidates will be questioned using the same set criteria and same questions. The questions will be formulated from the essential areas of youth work and education that the Innovate service provide.

Candidates will be scored for their answers and will be expected to answer against the following:

- to explain satisfactorily any gaps in employment
- to explain satisfactorily any anomalies or discrepancies in the information available
- to declare any information that is likely to appear on a DBS disclosure
- to demonstrate their capacity to safeguard and protect the welfare of children and young people

Each shortlisted candidate will be asked to take part in a practical exercise which will involve spending time interacting with the children, staff and where appropriate.

The manager and deputy will then select the most suitable person for this position based on these scores and their knowledge and understanding of our work and the needs of the company and make a final recommendation to the CEO for final approval to employ the candidate.

Each candidate will receive communication from the company stating whether they have been successful or not.

Pre-Employment checks

The successful candidate will be offered the position subject with at least two references from previous employment or in the case of a newly qualified student, a personal or professional reference. These references will be taken up BEFORE employment commences.

Referees will be sought directly from the referee. References or testimonials provided by the candidate on behalf of the Referee will never be accepted.

Referees will always be asked specific questions about:

- the candidates' suitability for working with children and young people
- any disciplinary warnings, including time expired warnings, that relate to the safeguarding of children
- the candidates' suitability for the new post

The successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) check whether they currently hold an enhanced DBS check or not. This will be initiated before the member of staff commences work and they will not have unsupervised access to any child or their records before this check comes back clear.

In addition to the above, the taking of photographs of any child will not be undertaken by any new member of staff without an up-to-date enhanced DBS (whether supervised or not) All qualifications will be checked against actual certificates and copies taken for their personnel files.

Failure to comply with any of the above or an unsuccessful DBS will result in the withdrawal of employment with Innovate Dorset Ltd."

Induction

For all new staff, a clearly written and structured induction programme is in place. The programme includes training, shadowing and opportunities to read and discuss the setting's policies and procedures.

All new staff will be allocated a buddy/mentor who will introduce them to the way in which the setting operates. And throughout the induction period, all new staff members will receive regular meetings with the deputy manager and their mentor to discuss how it's going and identify any further training and development needs.

On-going checks

- Throughout their employment with Innovate Dorset Ltd, all staff members will continue to be subject to DBS checks every three years, continuing our commitment to safer recruitment.

Control Sheet

Version number	2
Original date approved	01/01/2018
Current date approved	01/03/2022
Approved by	Company Director
Date of next review	01/03/2023
Status	Approved

Signed on behalf of the CLT:

Sign:  Date: 01/03/2022