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| **Policy Owner** | Emma Jacquest / HR |
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**Version Control**

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| 6 | 07/05/2024 | Julia Harrison | * Added to new headed paper * Added version control and policy owner tables * Changed font to FS Me Pro * Changed Safer Recruitment checklist – added section on internationals and positive DBS/Criminal record * Changed title to include ‘and procedures’ * Added numbered sections, including section on shortlisting * Added additional information to most sections |

**1.0 Introduction**

Tarner uses safe and effective recruitment practices to ensure that all people working with the children, young people and vulnerable adults within our services are suitable, safe and qualified to do so.

Safer practice in recruitment means that every stage of the process should be considered carefully, in order to deter unsuitable candidates from applying or being appointed into Tarner. It requires a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants.

A member of staff will be employed because they are considered to be the best person for the job.

Job applicants and employees will all be treated with equal fairness and not less favourable on the grounds of race, colour, age, gender, ability, ethnic/racial group, religion, culture, physical, sensory or mental disability, illness, marital status, sexuality, social class, religious beliefs, employment status and linguistic backgrounds. Please refer to our **Equal Opportunities and Diversity Policy.**

We will tell staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children, whether this is received before or during their employment at our setting. Please refer to our **Child Safeguarding Protection Policy, Adult Safeguarding Policy** & Safeguarding Vulnerable Groups Act 2006.

Tarner will not allow people to have unsupervised contact with children whose suitability has not been checked and vetted, including a DBS through the Disclosure and Barring Service and two references. DBS checks will be carried out every 3 years.

**2.0 Job Descriptions and Adverts**

Job descriptions for all positions will highlight the importance of a member of staff’s duty and responsibility to safeguard, report and promote appropriate behaviours. They will reference the Code of Conduct and include a statement on the mission and values of Tarner.

All job vacancies will be advertised with a statement about Tarner’s commitment to safeguarding children and vulnerable young adults and the values, beliefs and behaviours expected.

Tarner’s website will highlight our rigorous selection process which should deter unsuitable candidates from applying.

**3.0 Initial Recruitment Enquiries**

We will send all potential candidates:

* A job description
* A person specification – with the requirement that all staff must disclose convictions
* An application form
* An Equal Opportunity monitoring form
* A cover letter

The application form will include:

* Guidance notes for job applicants
* A Declaration that all information provided is correct
* A section under the Rehabilitation of Offenders Act 1974 that asks if the applicant has been awaiting a verdict, convicted or cautioned for any relevant offence.
* A safeguarding declaration, including questions relating to any previous warnings, dismissals or unsatisfactory performance, or if there is any personal involvement in any child and/or adult protection proceedings.
* A request for the contact details of two referees, one of which should be the last employer. If it is the candidate’s first job, their course tutor is a suitable alternative.
* In order to be considered for an interview, all applicants must submit a hand written or typed application form by the stated closing date.
* CVs will only be accepted if they are accompanied by our application form completed as required.

**4.0 Shortlisting**

At least two people will be involved in the shortlisting of candidates, and must include the recruiting manager and someone that has been safer recruitment trained.

Recruiting managers will scrutinise the information provided by applicants in their applications and CV’s. This will be done using a scoring system in relation to the person specification and will also take into account any gaps, discrepancies and anomalies in their employments history.

**5.0 Interviews**

Candidates that have been shortlisted will be notified of the interview date, time and requirements (presentation, task etc) by email, letter or phone.

Wherever possible candidates will be asked to bring ID documents with them to an interview (**see section 6.0).**

The interviews will be conducted by a minimum of two staff members but must include the recruiting manager, and they must be **safer recruitment trained**. Wherever possible, and role specific, there must be an element of the interview process that involves service users.

The interview and assessment process should be designed to measure the merits of each candidate against the job requirements, but also to explore their suitability to work with vulnerable groups. All interviews will follow the below criteria:

* All candidates will be asked the same set of questions. Notes will be taken and the answers will be marked. This reduces the possibility of any dispute about what was said or asked during the interview.
* Interviews must include questions of safeguarding (role specific), code of conduct, equalities and diversity and working with children and vulnerable adults.
* Additional questions may be asked about any other issues arising from their application form, for example around gaps in employment history.
* Only when all candidates have been interviewed will we make our final selection.
* Any person not successful at interview will be notified by phone/email and will be given the opportunity to discuss the interview with a member of the team.

**6.0 Appointment Checks and References**

When we have selected the successful candidate, the following steps are taken, please also refer to the **Safer Recruitment Checklist – Appendix 1**:

1. Send out a written offer which clearly states that it is subject to the receipt of suitable references and a clear enhanced DBS check.
2. All candidates will be required to bring the following items to the office:

* Proof of identity, e.g. passport, driving licence or birth certificate.
* Proof of address, e.g. recent utility bill (not mobile phone) or bank statement.
* Proof of qualifications, i.e. relevant certificates
* For non-British nationals, proof of the right to work in the UK (as required by the Asylum & Immigration Act 1996).

1. The candidate will be asked to complete a Disqualification by Association/Conflict of Interest form.
2. The candidate will be asked to complete a start to work form.
3. Recruiting managers/HR will contact both referees, including asking them if they have any child and/or adult safeguarding concerns about the candidate.

Reference requests will include a brief description of the organisation and the role and will include questions of the candidate’s suitability for the role, for the organisation and any details of previous disciplinary action.

References will be thoroughly screened to ensure that all question s have been answered and will be compared to the information provided by the candidate to check for any discrepancies.

Where references reveal any inconsistencies or doubts about the person’s suitability, the issues should be followed up and explored with the referee or the candidate. It is important to keep written records of any telephone conversations and where the issues are significant, more detailed information sought in writing from the referee if possible. This is particularly important where a decision is made not to consider the person further, or where issues need to be explored further with the applicant. Any information about past disciplinary action should be considered in the circumstances of the individual case.

1. Initiate a DBS check for the candidate. Currently our DBS checks are carried out by Harwin Associates.
2. Tarner will take photocopies of the new staff member’s proof of identity, proof of address and qualification certificates and keep these on file.
3. When the candidate receives their DBS certificate they will show it to one of the Project Managers, The office Manager, The CEO or the Compliance Lead who will note their DBS date of issue and disclosure number on the central staff document.

Only when all checks have been completed and are deemed satisfactory will an official start date be agreed.

If any of the above checks raise concern, then a decision of whether to arrange a start date should either be referred to the CEO and/or Senior Management Team to make a decision based on what could be the risk to Tarner. This may include asking for further information from the individual or

maybe relevant authorities. In these cases it is recommended that an offer is not confirmed if there is any doubt and any conclusions are signed off at director level.

**7.0 DBS Checks and Current Staff**

* Tarner Community Project will ensure that all staff re apply for their DBS check every 3 years.
* It is the responsibility of the CEO and line manager to make sure this happens for all staff.
* It is the responsibility of the Trustees to ensure that the CEO and Senior Management Team have up to date DBS’s.

**8.0 New Starters**

When a new member of staff starts working at Tarner Community Project we will give them:

* Their contract to sign, a copy of which will be held in their file.
* They will be asked to sign a safeguarding declaration, if one hasn’t been completed as part of the application process.
* Staff Handbook
* Managers will create an Induction timetable and checklist relevant to their role and must include the following (please also refer to the **Staff Induction Policy**):
  + Introduction to relevant policies and procedures
  + Training relevant to role including child and adult safeguarding, code of conduct, equalities and diversity.
  + Dates of future staff meetings
  + Dates of supervision for the year. Please see **Supervision Policy**.

**9.0 Probationary Period**

On starting employment with Tarner, employees will be in a probationary period and confirmation of the employee’s appointment for the duration will be subject to the satisfactory completion of this probationary time.

**10.0 Training**

Tarner believes in training and support for the development of its staff and volunteers. This will enable us to develop good practice and enable our children and young people to flourish (Please refer to **Staff Training Policy in our Staff Handbook**).

Every 2 years, all staff will take part in safeguarding training. In addition, they will take part in a refresher safeguarding session annually, led by the Children or Youth project Manager.

All staff will be trained in the EYFS (Early Years Foundation Stage) and updated in any changes to Ofsted requirements and guidelines.

All staff members who handle and prepare food must do a Food Hygiene Course.

All staff must do a Level 2 course in Paediatric First Aid.

All staff will have a training log – this will be reviewed in supervision and staff may be asked to attend specific training where they see necessary.

Tarner will monitor our recruitment process to ensure it is safe, fair, accessible and in line with current legislation.

**11.0 Appendix**

1. Safer Recruitment Checklist