

Safer Recruitment Policy

Safeguarding and promoting the welfare of children and young people is an integral factor in Child Care Bureau's (CCB) recruitment process and plays an essential part in creating a safe environment in which all staff can work safely. Child Care Bureau's commitment to ensuring the safeguarding of children and young people is reflected through its recruitment, induction, supervision and training processes. As part of this undertaking, CCB implements its processes to ensure that all staff are provided with the necessary training and support to ensure the appropriate level of understanding of Safeguarding principles commensurate with their role within the agency.

Aims

By following its processes with regards to the recruitment & induction of staff it is felt that there will be a clear understanding of the terms relating to safeguarding and each individual's responsibilities towards promoting the welfare of children and young people.

Recruitment Process

CCB is committed to ensuring the welfare and safeguarding of children and young people and as part of this commitment it undertakes a rigorous recruitment and selection procedure which applies to all individuals in order to establish their suitability to work with children and young people.

The aim of the process is to create and maintain a safe workforce who are suitably qualified and appropriate to work in this field.

The Process

All job advertisements contain a section of the Safeguarding & Child Protection Policy Statement.

All applicants will receive a full copy of the agency's Safeguarding & Child Protection Policy Statement as soon as is practicable within the application process, but prior to any interview being undertaken.

All job descriptions make reference to the responsibility with regards to the safeguarding and promoting the welfare of children and young people.

All person specifications make specific reference to suitability to work with children and young people.

Face to face interviews will be carried out for all roles.

Interview

The candidates whose application forms provide information that best meets the criteria of the job description, person specification, experience and qualifications are invited for interview.

At the interview appointment, the identity of the candidate will be verified by checking original documents such as ID documents to include passport and driving licence and certificates to ensure the person is who she/he claims to be. Verification of qualifications should also be undertaken at this point, together with verification of professional status – if applicable to the post.

The interview panel will consist of at least the immediate Line Manager and one other person who is familiar with the line of work and responsibility of the position.

Individuals involved in the recruitment of staff have attended appropriate Safer Recruitment Training.

Written notification will be provided to any unsuccessful candidates following the interview process.

Conditional offer of Employment- pre employment checks

Any offer of employment to successful candidates will be conditional upon the points below and must be in place before the candidate is allowed to take up the post:

- Receipt of at least two satisfactory references, to include the applicants most recent or current employer. All references received are verified by telephone with the referee and documented by CCB.
- Checks with previous employers to establish the reasons as to why the employment ended where the applicant has worked with children and young people.
- Verification of previous employment history and experience, including the exploration of any gaps and anomalies.
- Satisfactory DBS disclosure certificate, to be enhanced where the post is exempt from the Rehabilitation of Offenders Act.
- Completion of a medical questionnaire to determine the applicants' capacity to carry out the role applied for.
- Verification of the applicants' right to work in the UK if required.

Induction- post appointment

There is an induction programme for all newly appointed staff regardless of experience. Each induction programme will be tailored for each applicant to ensure that it is appropriate to the role they are undertaking. Line Managers are responsible for the employee's induction in relation to their particular role and as such their understanding of the relevant policies and procedures. The purpose of the induction is to:

- Provide training and information about all of CCB's policies and procedures.
- Support individuals in a way that is appropriate for the role for which they have been engaged.
- Confirm the conduct expected of all staff within the agency.
- Provide opportunities for new members of the team to discuss any issues or concerns about their role and responsibilities.
- Enable the new appointee's line manager and or inductors to recognise any concerns or issues about the new appointee's' ability and suitability at the outset and address them immediately.

The induction programme includes information and written statements of:

- Policies and procedures in relation to safeguarding and promoting welfare, e.g. child protection, anti-bullying, whistleblowing, safe care, internet safety and local child protection procedures to name but a few.
- Code of conduct to reflect the behaviour expected of those working at Child Care Bureau.
- How and with whom any issues or concerns should be raised.

As well as a full induction programme all staff will undertake Safeguarding training which forms part of the agency's mandatory training schedule.

All of the agency's policies and procedures are available on line to all staff and foster carers 24 hours per day, 365 days a week.