

BECKs Training LTD Safe Recruitment Policy

Safeguarding children at Deneholme

1 Statement of policy

The aim of this policy is to communicate the commitment of BECKs Training to the promotion of safe recruitment within our organisation – focussing on all aspects of safeguarding children and vulnerable people in relation to the role of each employee and freelancer. It is our aim to ensure that people who are unsuitable to work with children and vulnerable people are prevented from doing so

2 Scope of this policy

This policy applies to all those who work for BECKs training Ltd, job applicants and potential applicants, contract workers, trainee workers and students on work experience or placements, volunteer workers and former employees.

3 Safer Recruitment Practice

Safer recruitment practice will be applied at all stages of the recruitment process:

1. Advertising and information for applicants
2. References
3. Other checks before interview
4. Selection of candidates
5. Interviewing short-listed candidates
6. Offer of appointment to successful candidate
7. Induction and supervision of newly appointed staff

3.1 Advertisements and Information for Applicants

BECKs Training Limited demonstrates its commitment to safeguarding and protecting children by ensuring that all recruitment advertising material contains a policy statement to this effect. All information given to the interested applicant will highlight the importance placed by BECKs Training on rigorous selection processes. The information stresses that the identity of the candidate, if successful, will need to be checked thoroughly, and that where a Disclosure and Barring Service check is appropriate the person will be required to complete an application for a DBS Disclosure to the appropriate level straight away.

The job description will clearly set out the extent of the relationship with, and the degree of responsibility for, children with whom the person will have contact. The person specification will explain:

- The qualifications and experience needed for the role.
- The competencies and qualities that the applicant should be able to demonstrate.
- How these will be tested and assessed during the selection process.

During the recruitment process, BECKs training Limited will ask for:

- Full personal information, including former names by which the person has been known in the past
- A full history of employment, both paid and voluntary, since leaving school, including any periods of further education or training. This will include:
 - Start and end dates,
 - Explanations for leaving, and
 - Reasons for any gaps in employment
 - Details of any relevant academic and/or vocational qualifications

A declaration that the person has no convictions, cautions, or bind-overs, including those regarded as spent. This will also include referral to or inclusion on the DBS Children's or Adult's Barred List or regulatory body restricting or preventing them from working with children or vulnerable adults. CV's drawn up the applicant will be accepted, but additional information may be requested to clarify gaps or omitted information.

3.2 References

The application will be required to present both professional and character references, one of which should be from the applicant's current or most recent employer. Additional references may be asked for where appropriate. For example, where the applicant is not currently working with children, but has done so in the past, a reference from that employer will be asked for in addition to that from the current or most recent employer if this is different.

It is not always feasible to obtain references prior to an interview, but if any concerns are raised the candidate will be invited to a subsequent interview.

References should include:

- length of time the person has known the applicant and in what capacity;
- post held with dates , salary and reasons for leaving;
- ability and suitability to work with children and young people;
- skills, strengths and weaknesses and how these have been demonstrated;
- any current disciplinary investigation and/or sanction;
- any allegations and/or disciplinary investigations relating to the safety or welfare of children and young people and the outcome of these (including where any sanction has expired);
- details of any criminal convictions, cautions or bind-overs;
- sickness record;
- if the referee would re-employ the applicant and, if not details of why; and
- verification of the identity of the referee.

The referee should be asked to confirm whether the applicant has been the subject of any disciplinary sanctions and whether the applicant has had any allegations made against him/her or concerns raised which relate to either the safety or welfare of children and young people or about the applicant's behaviour towards children or young people. Details about the outcome of any concerns or allegations should be sought.

3.3 Other Checks before Interview

If the applicant claims to have specific qualifications or experience relevant to working with children and young people, which may not be verified by a reference, the facts will be verified by making contact with the relevant body or previous employer and any discrepancy explored during the interview.

3.4 Selection of Candidates

There are standard procedures for short listing to ensure that the best candidates are selected fairly. All applicants should be assessed equally against the criteria contained in the person specification without exception or variation. (also see "BECKs Equal Opportunities Policy")

Safer recruitment means that all applications will additionally be:

- Checked to ensure that they are fully and properly completed. (As no formal application forms are processed, BECKs will ensure that they are satisfied with all the detail provided.)
- Scrutinised for any anomalies or discrepancies in the information provided.
- Considered with regard to any history of gaps, or repeated changes in employment, or moves to supply work, without clear and verifiable reasons.
- All candidates will be instructed to bring with them documentary evidence of their identity, either a full birth certificate, passport or photo card driving licence and additionally a document such as a utility bill or bank statement that verifies the candidate's name and address. Where appropriate, change of name documentation must also be brought to the interview.

Candidates will also be asked to bring original or certified copies of documents confirming any necessary or relevant educational and professional qualifications. If the successful candidate cannot produce original documents or certified copies written confirmation of his/her relevant qualifications must be obtained from the awarding body.

3.5 Interviewing Short-listed Candidates

Questions will be set which test the candidate's specific skills and abilities to carry out the job applied for.

The candidate's attitude toward children and young people in general will be tested and also their commitment to safeguarding and promoting the welfare of children in particular. The interview panel would normally consist of Linda Beck, Managing Director, and Tony Beck, Director of Operations.

Any gaps and changes in employment history will be fully explored during the interview, as will be any discrepancies arising from information supplied by the candidate or by the referee.

All candidates should bring to interview documentary evidence as detailed in the Asylum and Immigration Act and in line with DBS requirements.

3.6 Offer of Appointment to Successful Candidate

Any offer of appointment will be conditional upon pre-employment checks being satisfactorily completed, including:

- Where the role is considered to be working with children, either in regulated activity or in a supervised role, a DBS check appropriate to the role.
- Verification of the candidate's medical fitness.
- Verification of any relevant professional status and whether any restrictions have been imposed by a regulatory body such as the Teaching Agency (TA) and the General Medical Council (GMC).

3.7 Induction and Supervision of Staff & Volunteers

The induction of all newly appointed staff will include an introduction to the organisation's child protection policies and procedures as well as all general Operational Procedures.

New staff members will be provided with information about safe practice and given a full explanation of their role and responsibilities and the standard of conduct and behaviour expected. (See also "BECKs Staff Conduct")

They will also be made aware of the organisation's personnel procedures relating to disciplinary issues and the relevant whistle blowing policy.

Date:

Signature: Linda Beck, Managing Director

Signature: Anthony Beck, Director of Operations