

Safer Recruitment policy

Our recruitment and selection processes follow stringent safer recruitment guidelines that aim to ensure the safety and suitability of our carers as well as the selection of people who possess both relevant experience and key personal qualities, attributes and values which we feel support the homes model of working which include empathy, resilience, reflective ability, and practical hands on approach.

In the recruitment and selection process we are committed to the following:

- safeguarding and protecting all children and young people by implementing robust safer recruitment practices
- identifying and rejecting applicants who are unsuitable to work with children and young people
- responding to concerns about the suitability of applicants during the recruitment process
- responding to concerns about the suitability of employees and volunteers once they have begun their role
- ensuring all new staff and volunteers participate in an induction which includes child protection
- recruiting and selecting staff in line with our safeguarding and safer recruitment policy.

This policy works in conjunction with the following policies: Equality and Diversity, Safeguarding policy and procedure, Recruitment of Ex Offenders policy.

Recruitment

The following is the organisational summary of how each stage of the recruitment and selection process must be completed. It must be followed and adhered too. It follows Safer Recruitment Guidance and ensures organisationally we make the best and most robust decisions possible about the staff we recruit to work with our children.

Adverts

Charis adverts will specify the company's commitment to equality & diversity, equal opportunities, safeguarding and safer recruitment procedures within its organisation.

Recruitment adverts will include the following information for candidates to consider prior to applying:

Requirement of employees to obtain a Criminal Records disclosure via the Disclosure and Barring Service (DBS), including checks against the barred list. However, if a candidate has previous convictions/ cautions, this does not necessarily exclude them from the opportunity of employment, however these concerns will be escalated to the Responsible Individual and Manager of the home for consideration. Where necessary, risk assessments will be put in place.

Job Descriptions

Charis has Job descriptions that clearly state:

- Main duties and responsibilities of the position;

- Clear expectations and post-holders' individual responsibility for promoting and safeguarding the welfare of children;
- Line Management accountability for supervision and performance.

Person Specifications

Charis Person specifications:

- Selection criteria against which the applicant's ability to do the job will be assessed;
- Criteria specifying the experience, skills, qualifications and personal qualities required;
- How these requirements will be tested and assessed during the selection process.

It is vital that candidates are aware that, in addition to their ability to perform duties of the post, selection will consider their personal suitability for the role. This includes their:

- Motivation and suitability to work with children;
- Attitude towards the use of authority and control;
- Integrity and ability to form and maintain appropriate professional relationships with children;
- Emotional resilience when working with challenging behaviours and situations.

Application Form

Employers should be aware that any fraudulent behaviour by a person or by them in relation to application forms for employment / supporting documents may amount to a criminal offence. Any case involving false declarations on an application form should be reported to the Police and the Disclosure and Barring Service and could lead to summary dismissal.

Essential information requested as part of the application will include:

- Full identifying details including current and former names, current address and National Insurance Number (verification of identity and DBS disclosure request can be completed on the day of interview for successful candidate). Confirmation of permission to work in the UK is also essential for applicants from overseas;
- Academic and Vocational qualifications, including awarding body, name of institution and date (original certificates should be evidenced);
- Full employment chronology (any gaps in service or anomalies to be pursued);
- All training post education including dates and awarding bodies;
- Declaration of any family or close relationships to existing employees or employers including councillors, governors, trustees;
- Details of at least two referees. One from current or from most recent employers must be pursued.
- Explanation that the post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and reprimands including those regarded as 'spent' and 'pending' must be declared. It should require a signed statement that the person is not on DBS barred list or is not disqualified from work with children or subject to any sanctions imposed by a regulating body or professional association.

Vetting

It is evident that many individuals who pose a risk to children will not have any convictions or barring orders, so it is essential that robust checks of employment history and references from previous employers are obtained. **Testimonials presented by the candidate should not be accepted.** Any breaks in employment or anomalies should be actively pursued with the individual.

Soft information that may be disclosed as part of the **DBS disclosure** (e.g. no conviction but individual was subject of Section 47 investigation) must be discussed with the candidate before an

informed decision can be taken on their suitability to work with children. In such circumstance's organisations should consult with the LADO and / or their HR provider.

Overseas Candidates: Employers need to ensure that overseas candidates have the legal right to work within the UK and verification of identity is essential. Once this has been established applicants from overseas should be subject to checks other than DBS which would not generally show offences committed by individuals whilst living abroad (other than Service Personnel and their families). In these circumstances' employers should seek to obtain a certificate of good conduct from the relevant Police force or Embassy in their country of origin and candidates can request such disclosure themselves which should be followed up by employers. Further information regarding the overseas information service can be obtained from the Disclosure and Barring service web site.

References

Any job offer will be subject to satisfactory DBS check and references being received and confirmed via telephone by the HR department. Charis will endeavour to contact every establishment where a candidate has worked with vulnerable children and adults to verify the candidate's reason for leaving and to identify if the establishment has any safeguarding or disciplinary concerns in relation to the candidate.

Health

'Working Together to Safeguard Children' emphasises the importance of anyone appointed to a post involving regular contact with children or young people must be medically fit to do so. It is a statutory duty for Charis to be satisfied that candidates have the appropriate level of physical and mental fitness before appointment. Any job offer made will be subject to satisfactory checks. All staff complete a health declaration.

History

Applicants must account for their time since Secondary School. Where gaps in education or employment exist HR must either return the application asking the applicant to explain their time or telephone the applicant seeking confirmation. Following confirmation initial gaps should be shared with the appointing manager who will decide if those gaps warrant further discussion post clarification in the interview phase.

Recruitment Process

Manager determines the need to recruit a new staff member. HR will decide if this warrants an existing ad or if the current one can be changed or augmented to provide the correct coverage to recruit the correct person. When an applicant requests an application either by post or electronically Charis will ensure the enclosing letter advises applicants they need to follow the instructions and clearly illustrate in the supporting statement how they meet the essential criteria in the person spec to allow them to be considered for an interview.

Interview Process

All applicants are required to attend an interview. The interview will be undertaken by two people, at least one of whom will be safer recruitment trained. Candidates are expected to disclose any information contained on their DBS or any issues which may arise with references at point of interview. Charis will then explore these further with them should they be successful for the position.

Prompting

Panels are encouraged to offer prompts where you believe it will encourage the candidate to better understand the question or enable them to provide a response. Managers can, based on their

awareness of the candidate's application form, encourage candidates to reflect on their previous experiences and roles in order to formulate a response to a question.

Feedback

Managers are encouraged at the end of the interview to confirm we have the correct contact number for candidates and to make contact at the end of the process and provide all candidates with feedback. Where possible this should focus on any appointable candidates' strengths and what they might do in order to enable themselves to be successful at a later stage. All candidates where you can see qualities but were not appointable should be encouraged to reapply should further posts become available within the organisation.

Conditional Offer of Employment

Any conditional offer of employment to the successful candidate will be made subject to all satisfactory checks being undertaken before they take up the post.