

## **Policy: Safer Recruitment**

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**Standard Statement Aim: Unique Care Group understands the importance of recruitment and identifying individuals who may harm or abuse the children/young people we look after or are otherwise unsuited to working with them. Unique Care Group recognises the importance of having appropriate procedures in place for recruiting staff.**

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## **1. Introduction**

Safer Recruitment describes a process which is designed to ensure as far as possible that all staff, volunteers, and other agencies who are part of Unique Care Group working with vulnerable children and young people will not pose a threat to them this is done by:

- Carrying out appropriate background checks to ensure that there are no issues in an individual's past which need to be taken into account at the recruitment stage and which may compromise the safety of the children and young people we look after.
- Carrying out appropriate post-employment processes to gain assurance on the individual's suitability to work with vulnerable children and young people.

## **2. Aims & Objectives**

Unique Care Group aims to comply with and exceed all benchmarks which relate to the protection and safeguarding of children and young people, either of a legal nature or as a matter of good practice.

The aims of this policy are to help to deter, reject or identify individuals who may harm or abuse children and young people or are otherwise unsuited to working with them, by having appropriate procedures in place for appointing staff.

The aims of this Safer Recruitment Policy are as follows:

- To ensure that the best possible staff are recruited on the basis of their achievements and suitability for the position.
- To ensure that all applicants are considered equally and fairly.
- To ensure that no applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex, or sexual orientation, marital or civil partner status, disability or age.
- To ensure compliance with all relevant legislation, recommendations and guidance including statutory guidance published by OFSTED, The National Minimum Standards, Every Child Matters and Working Together to Safeguard Children 2018 and any guidance or code of practice published by the Disclosure and Barring Service (DBS).

- To ensure that the home meets its commitment to Safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees who are involved with the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

The recruitment and selection process should ensure the identification of the individual best suited for the position based on their abilities, qualifications and experience as measured against the job description. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation and relevant safeguarding legislation and statutory guidance.

If any member of staff who is involved in the recruitment process has a close personal or familial relationship with an applicant then they must declare this as soon as they are aware of the individuals application and they should not be involved in the recruitment and selection decision making process.

Unique Care Group is committed to promoting the health, education, safety, inclusion and welfare of children and young people. We will seek to do whatever possible to ensure their right to engage with our services in a positive and safe environment.

The failure of any staff to abide by this policy, any related procedure and/or failure to reasonably safeguard vulnerable children and young people could be interpreted as gross misconduct and may lead to disciplinary action up to and including dismissal.

### **3. Legal Framework**

- The Children Act 1989
- The Children Act 2004
- The Protection of Children Act 1998
- The Safeguarding Vulnerable Groups Act 2006
- The Human Rights Act 1999
- Keeping Children Safe in Education 2022
- Working Together to Safeguard Children 2018
- General Data Protection Regulations 2018
- The Equality Act 2010

#### **4. Applications**

Unique Care Group uses its own application form, and all applicants will be expected to complete this before being offered an interview. The application will ask for:

- Personal information, including any other names the applicant has been known by in the past.
- Full employment history, including both paid and voluntary, since leaving school and including any periods of further education or training. It should also include all start dates and end dates as well as explanations for any gaps in employment.
- Details of all qualifications obtained.
- A declaration that the applicant has no cautions, convictions or reprimands, including those regarded as spent. This should also include referral to or inclusion on any Government list or Regulatory body restricting or preventing them from working with children and young people.

Curriculum Vitae are only accepted alongside an application form and not in place of due them not containing all the required information needed.

Any applicants who are sought via recruitment agencies will be required to complete a formal application prior to an offer of employment being made.

#### **5. Roles and Responsibilities**

It is the role of the Governing Body to:

- Ensure that the home has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with OFSTED guidance and legal requirements.
- Monitor the Home's compliance with them.

It is the responsibility of the Directors, Chief Operating Officer Operations Manager, Home Manager and Deputy Manager involved in recruitment to:

- Ensure that the home operates safer recruitment procedures and makes sure that all appropriate checks are carried out on all staff and volunteers who work in the home.
- To monitor Contractors and agencies compliance with this policy.

- Promote the welfare of children and young people at every stage of the procedure.

## **6. Recruitment and Selection Procedure**

### **Advertising**

To ensure equality of applicants Unique Care Group advertises all vacancies to ensure a wide range of applicants.

Any Advertisement will be clear about Unique Care Group's commitment to safeguarding and promoting the welfare of children and young people.

All documentation relating to applicants will be treated confidentially in line with General Data Protection Regulation (GDPR) 2018.

### **Job Description**

The job description is a key document in the recruitment process, and this needs to be finalised before taking any other steps in the process. It clearly sets out the duties and responsibilities of job role.

### **References**

The application requests both professional and character references from the applicant one of which needs to be from the applicant's current employer. Additional references will be asked for, for any jobs where the applicant has previously worked with children and young people or in the any health/care sector.

References should contain objective, verifiable information and in order to achieve this, a reference form relating to the applicant's suitability to work with children and young people will be provided.

References should include:

- In what capacity the person has known the applicant
- Position held, start and end dates, salary and reason for leaving
- Ability and suitability to work with children and young people
- Any disciplinary investigations or allegations
- Any allegations and/or disciplinary investigations relating to the welfare of children and young people and the outcome of these including any which have expired. Where we receive information in relation to this, all applicants will have a risk assessment in order to determine their suitability to work within the Company.

- If any referrals have been made to appropriate authorities in relation to the applicant's conduct during their employment.
- If the employer felt whilst conducting the safer recruitment checks, they were not satisfied with the information received then the recruitment process would not continue and the individual would not be able to be employed by the organisation.

## **7. Overseas Employment/References**

There are times when individuals apply for a role and they have worked overseas within the health/care industry.

Unique Care Group will ensure that all relevant safer recruitment checks within a 5-year timeframe following the individuals education/employment chronology are complete to gather the relevant information required as this our legal duty.