

### **3.1 SAFER RECRUITMENT POLICY**

#### **POLICY STATEMENT**

The aim of this policy is to outline Youth Options' recruitment procedures for all staff, both paid and voluntary, in line with recommended best practice to safeguard all children and young people who use Youth Options' services. The policy is included as part of Youth Options' application pack for any position, and as such, is given to applicants along with a detailed job description, person specification, application form (CV's are not appropriate) and equal opportunities monitoring form.

This forms an essential part of the charity's efforts to safeguard children and young people. Recruitment and the checks that are undertaken as part of this process are the organisation's first chance to make robust efforts to prevent unsuitable individuals from working with children and young people.

The recruitment processes consist of several stages:

- Defining the role
- Advertising
- Application
- Selection criteria
- References
- Checks
- Interviews
- Reviews

This policy will go through each stage outlining key processes to ensure safer recruitment at Youth Options. All colleagues involved in recruitment will receive training and development on an annual basis.

## **3.2 SAFER RECRUITMENT PROCEDURES**

### **Defining the Role**

- A written job description and person specification is in place for each post
- Both documents include statements about skills/behaviours/experience and attitude to young people necessary for the post
- The job description outlines clear boundaries of role
- The job description describes what responsibility and opportunity for contact with children and young people there is in the role
- The job description includes statements about safeguarding responsibilities of the post

### **Advertising**

- The adverts state the charity's commitment to safeguarding and the need for DBS checks
- All candidates will be sent information about the organisation's safe recruitment policy and practices.

### **Application**

- All applicants must complete Youth Options' application form. CV's are inappropriate
- A personal statement which outlines how the applicant meets the person specification should be included
- Applicants must sign the declaration at end of application form
- If the application form is returned by email, the applicant must sign the application at interview if they are shortlisted for interviewing
- The recruitment panel will ensure that there is full history since leaving school
- Any qualifications shown on the application form must be supported by certificates
- Two references will be taken up (using the Youth Options reference request pro forma) and any offers of employment will be conditional until satisfactory references are received

### **Selection Criteria**

- Applicants are asked on their application form if there is anything that they would like to declare which may come up on their criminal record bureau check that the charity should be aware of (Self disclosures)
- DBS checks are not part of the short-listing process and will be done after short listing

- The short-listing criteria will be based on the person specification and job description
- It is consistent for all candidates
- Two people always shortlist in order to identify gaps, inconsistencies or disclosures

### **Interviews**

- All interviews are conducted with at least 2 colleagues who have had safer recruitment training
- Depending upon the position, there may be a range of selection tools such as interaction with others i.e. role play or group discussion, written exercise used as well as an interview
- The questions in the interview are structured with previously agreed criteria designed to ascertain the candidate's ability to meet the requirements of the post as per the person specification and job description
- During the interview there are questions which probe attitudes towards children and child protection and, where appropriate motives for working with children

### **References**

- Youth Options requests that two referees are identified on the application form
- At least one reference must be from a previous employer
- All references ask about anything of concern/disciplinary action during course of employment
- Checks on the reference request form confirm details on application form such as periods of employment, reason for leaving etc.

### **Checks**

- All employees have DBS checks at a level appropriate to their role. In the event of employment, any failure to disclose convictions will result in disciplinary action or dismissal.
- Staff will not have unsupervised contact with children or young people until their suitability has been checked.
- All new employees are required to sign up to the DBS online update service. Existing employees will be required to sign up when their DBS is next renewed. Sign up to the update service must be completed within 14 days of DBS check having been completed.
- Status checks through the update service will be completed on a regular basis for all employees.
- No person disqualified under the Childcare Act 2006 will be employed in Youth Options' childcare or early years settings. All staff in these settings are required to declare (using the

Disqualification Declaration Form) if they live in the same household as someone who is disqualified, and therefore, may be disqualified by association.

- All employees will receive Safeguarding and Child Protection Training as part of their induction and throughout their employment at a level and frequency suitable for their role (detailed in Youth Options' Staff Training Overview).

## **Review**

- Youth Options conducts appraisals for all paid staff and volunteers at the end of their first three months with the organisation and thereafter they have regular supervision and annual appraisals
- The induction provided by Youth Options covers relevant information about safeguarding and how to identify and raise concerns about the welfare of children.
- Certificated training in safeguarding by an accredited trainer forms part of the compulsory training paid staff complete within six months of appointment.