



# Safer Recruitment Policy

Reviewed: 04.09.2023 | Next date for review: 04.09.2024

This Intervention service is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Introduction

Running Deer Intervention service is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment in every aspect of their work.

We are committed to using disciplinary procedures that deal effectively with adults who fail to comply with the Intervention service's safeguarding and child protection procedures and practices, including referring any allegation of abuse against an adult working with children to the Local Authority Designated Officer (LADO) within one working day of the allegation being

A referral will be made if an adult has:

behaved in a way that has harmed a child, or may have harmed a child.

behaved towards a child or children in a way that indicates that he or she would pose a risk of

The purpose of this policy is to set out the requirements of a recruitment process that aims to:

Deter prospective applicants who are unsuitable to work with children or young people.

The appointment of all employees will be made on merit and in accordance with the provisions of

We will ensure that people are treated solely on the basis of their abilities and potential, in line with

We will comply with the requirements of DfE Keeping Children Safe in Education.



## Roles and Responsibilities

ensure the Intervention service has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements.

ensure that appropriate staff and governors have completed safer recruitment training.

ensure that the Intervention service operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation

ensure that all appropriate checks have been carried out on staff and volunteers in the Intervention service.

## Delegation of Appointments and Constitution of Selection Panel

The Board of Directors delegate the power to offer employment for all posts to the Managing Director. The Managing Director may not delegate the power to offer employment to any other senior manager. The Managing Director will aim to involve at least one board member in the appointment of all Intervention practitioners and also in the appointment of other posts, where

Selection panels will comprise a minimum of two people from the board of directors. In accordance with the statutory requirement, every selection panel will have at least one member who has

## Advertising

All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement is placed. Any internal recruitment process will follow the procedures set out in this

All advertisements for posts, paid or unpaid, will include the following statements:



“Running Deer is committed to safeguarding and promoting the welfare of children and young people

Successful applicants will have to meet the requirements of the person specification, and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory

## Information for Applicants

All applicants will be provided with:

A job description, outlining the duties of the post and a person specification.

Reference to the Safeguarding Policy (Child and Young Person), Safer Recruitment Policy,

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not

Candidates submitting an application form completed on line will be asked to sign the form if invited

## Short Listing and Reference Requests

The selection panel will shortlist applicants against the Person Specification for the post. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the

If you have never been OR if you are presently employed to work with children and young people,

If you do not currently work with children and young people but have done so in the past, you must provide three references, including a reference for the most recent employer where you worked with

Candidates are entitled to see and receive copies of their employment references and should request these from their referees.



References will be sought directly from the referee and, where necessary, s/he will be contacted to

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such

The referee's relationship to the candidates.

Whether the candidate has been subject to capability procedures and the outcome of this.

Whether the candidate has been subject to disciplinary action relating to the safety and welfare

Details of any substantiated allegations or concerns about the candidate relating to the safety and welfare of children.

Whether the referee has any reservations as to the candidate's suitability to work with children

The candidate's suitability for the post with explicit reference to the job description and person

References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate, for any post. References will be verified and any

## Interviews

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.



Applicants who qualify will be invited for an informal meeting with our Executive team at our Butterdon Wood site, near Moretonhampstead. Working for Running Deer doesn't suit everyone, so this is an opportunity to meet our team, discuss your previous experience and any qualifications, have

If after your visit you decide that you would like to continue with your application, you will be invited to a formal interview with a panel from our Non-Executive team at our offices in Moretonhampstead. This interview will consist of a 45-minute question and answer session, which will be scored against a

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage

Details of the interview day and any tasks to be undertaken as part of the process (as above, this

The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the Job Description and the Person Specification and each candidate will be

The same areas of questioning will be covered for each applicant and no questions which would

The selection process for every post will include exploration of the candidate's understanding of child

Candidates will always be required:

To explain satisfactorily any gaps in employment (NB this should also be done in the application

To explain satisfactorily any anomalies or discrepancies in the information available to the

The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.



The recruitment documentation will be retained. Under the Data Protection Act, applicants have the right to request access to notes written about them during the recruitment process. After 6 months,

## Pre-appointment checks

An offer of appointment to a successful candidate, including one who has lived or worked abroad, will be conditional upon satisfactory completion of pre-employment checks. When appointing new staff, we will:

Obtain a certificate for an enhanced DBS check with a barred list information where the candidate will be engaging in regulated activity.

Obtain a separate barred list check if, after carrying out a risk assessment, an individual will be

•

Use the Employer Access Online Service to check information about any teacher qualifications held and whether induction has been passed.

Verify the candidate's mental and physical fitness to carry out their work responsibilities (a job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role).

Make any further checks that we consider appropriate if the candidate has lived or worked outside the UK including information on sanctions or restrictions imposed by EEA professional regulating authorities.

Require the candidate to complete the Intervention service's Staff Suitability Declaration (to check for potential 'by association' safeguarding concerns) where application to the

Documented and retained on the personnel file.

Followed up if they are unsatisfactory or if there are any discrepancies in the information received.



## Offer of Employment by the Selection Panel

The offer of employment by the selection panel and acceptance by the candidate is binding on both parties, subject to satisfactory completion of the pre-employment checks and satisfactory

The successful candidate will be informed, normally by offer letter, that the appointment is subject to

## Personnel file and Single Central Record

Recruitment and selection information for the successful candidate will be retained securely and

Application form – signed by the applicant.

Interview notes – including explanation of any gaps in the employment history.

Proof of right to work in the UK.

Proof of academic qualifications (where appropriate).

Evidence of medical clearance from the Occupational Health Service (where appropriate).

Evidence of DBS clearance, Barred List (where applicable) and Teacher Prohibition checks.

The Intervention service will maintain a Single Central Record of employment checks in accordance with DfE guidance.

## Start of Employment and Induction

The pre-employment checks listed above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.

All new employees will be provided with an induction programme which will cover all relevant matters of Intervention service policy including safeguarding and promoting the welfare of children, child protection procedures, whistle blowing and guidance on safe working practices.

Adults working with children who are not employed directly by the Intervention service



## Supply Staff

We will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. We will carry out identity checks when the supply staff member arrives at Intervention service.

## Volunteers

We carry out DBS and pre-start vetting checks appropriate to the post (as above) and require regular volunteers to provide details of two referees. References are taken up, as detailed in this policy.

Volunteers who help on an occasional basis (e.g. trips/PTA events) are supervised, in accordance with

## Students on placement

When volunteers are working in the Intervention service as part of a recognised training course (such as PGCE, NVQ etc.), references and completion of an application form will not be required. However, we will require proof of DBS enhanced clearance with barred list check and will carry out identity checks when the student arrives at Intervention service.

We will also require students to complete the Staff Suitability Declaration.

## Students on work experience

Students on work experience will always be supervised.

## Contractors

We ensure that contractors, or any employee of the contractor, working at the Intervention service have been subject to the appropriate level of DBS check, if any such check is required.

Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children.

If a contractor working at Intervention service is self-employed and will be in regulated activity, we will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

This policy will be regularly reviewed and updated to reflect any changes to legislation and statutory guidance.





## Contact Running Deer

Running Deer CIC, Butterdon Wood, Moretonhampstead, Exeter TQ13 8PY

Telephone: 01647 400201 | Email: [info@runningdeer.org.uk](mailto:info@runningdeer.org.uk)

Website: <https://www.runningdeer.org.uk>