



Safer Recruitment Policy

Heart of England Training Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

In this context it is vital that the company applies recruitment and selection procedures that identify people who are unsuited to work with children and young people.

The measures described in this policy should be applied in relation to everyone who has sole responsibility for the care of children and young people for any length of time and, at the discretion of the safeguarding leads, those who regularly come into contact with learners in a supporting or voluntary capacity.

Heart of England Training's Safer Recruitment Policy and Safeguarding policy draws upon the recent DCSF guidance *Safeguarding Children and Safer Recruitment in Education* (2007). Other key documents are: *Working Together to Safeguard Children* (2006) and *What to do if you're worried a child is being abused* (2006).

Aims

- To help deter, reject or identify people who might abuse children or young adults or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.
- To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants.
- To seek to secure an ongoing safe and secure environment for learners by ensuring all staff are suitably trained in recognising and responding to signs of abuse.

Recruitment Procedures

In order to ensure safer recruitment Heart of England Training Ltd will:

- Ensure that when a post is advertised the advertisement makes clear the organisation's commitment to safeguarding and promoting the welfare of children and young people.
- Ensure that the job description makes reference to the responsibility for safeguarding and promoting the welfare of children and young people.
- Ensure that the person specification includes specific reference to suitability to work with children and young people.

- Obtain and scrutinise comprehensive information from applicants and take up and satisfactorily resolve any discrepancies or anomalies.
- Obtain independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and young people and follow up any concerns.
- Conduct a face to face panel interview (with at least one panel member who has completed the safer recruitment training) to explore the candidate's suitability to work with children and young people as well as his/her suitability for the post.
- Maintain a single central record on individuals with
 - An identity check
 - A barred list check

Verify the successful candidate's identity.

- Verify, where necessary, that the successful applicant has all the academic or vocational qualifications claimed.
- Check his/her previous employment history and experience.
- Verify that she/he has the health and physical capacity for the job.
- Conduct the mandatory enhanced disclosure criminal record check via the DBS (Note: a check is required prior to the commencement of employment if no valid DBS within 12 months from a previous employment is available and assuming there has not been a break in service greater than three months).
- Complete an annual check for any staff whose DBS record has any offences on it. This is subject to consideration of type of offence ie driving etc
- Ensure new staff are familiarised with our Safeguarding policy.

Signed:
Safeguarding Lead

