



# Safe Recruitment Policy

## Aim:

Venture Kids uses safe recruitment practices to ensure that all people working with the children in our care are safe and qualified to do so.

## Procedure: Advertising the vacancy

We will advertise all vacancies. Some posts may initially be advertised internally. Any job advertisements will include a statement about our commitment to safeguarding children.

## Initial enquiry

Upon enquiring about a vacancy, we will send potential candidates:

- a job description
- an application form
- a copy of the Club's **Safeguarding Children** policy.

The application form includes:

- instructions that the application form must be completed by the applicant.
- a declaration that all information is correct
- a section under the Rehabilitation of Offenders Act that asks if the applicant has been awaiting a verdict, convicted, or cautioned or received a court order or warning for any offence that may affect their suitability for working with children
- a request for the contact details of two referees one of which should be the last employer; (if this is the candidate's first job, their course tutor is a suitable alternative)

All applicants must submit a hand-written application form or CV by the closing date. No other information will be accepted. Applicants will be short listed for interview using the essential criteria (and desired criteria if required).

## Interview procedure

We will notify all candidates selected for interview by email. All candidates will be asked to bring to the following items to the interview:

- proof of identity, eg passport, driving licence, birth certificate, photo ID
- two examples of proof of address, eg recent utility bill (not mobile phone) or bank statement
- proof of qualifications, ie the relevant certificates
- for non-British nationals, proof of the right to work in the UK (as required by the Asylum and Immigration Act)

All candidates will be asked the same set of questions. We will then ask additional questions about any other issues that arise from their application form. For example, the interviewers will follow up on any gaps in the candidate's employment history rigorously and ensure that they are satisfied with the explanation given, undertaking additional checks if necessary.

All candidates will also be asked to participate in a session with the children for an hour so that they can be observed interacting with the staff and children.

When we have interviewed and observed all candidates, we will make our final selection.

## Appointing a new member of staff

When we have selected the successful candidate, we will

- send him or her a written offer, which will clearly state that it is subject to the receipt of suitable references, full sight of a satisfactory enhanced DBS certificate and their written confirmation that they are not disqualified from working with children.

- contact both referees for a reference, including asking them if they have any child protection concerns about the candidate.
- initiate an enhanced Disclosure and Barring (DBS) check via Access NI for the candidate.
- ask the candidate to complete a health questionnaire
- notify any unsuccessful interviewees.
- Initiate a SOSKARE check through Social Services.

We will also take photocopies of the new member of staff's qualification certificates and proof of identity and keep these on file.

When a new member of staff starts work at **Venture Kids** we will give him or her:

- our terms and conditions, and get them to sign their contract; a copy of their contract will be kept on file
- access to all our Club policies, and ensure that they sign a policy confirmation form to confirm that they have read and understood them; the signed form will be kept on file.

We will conduct a full induction and orientation programme with all new members of staff as set out in our **Staff Induction policy**.

#### **Enhanced disclosure with a barred list checks:**

- We will obtain enhanced disclosures (with a barred list) for all staff, students and volunteers who will work unsupervised with the children on a regular basis, or who have access to children's information.
- New staff will only be allowed to work unsupervised with children when we have had full sight of a satisfactory Access NI enhanced disclosure certificate for them.
- When we appoint a member of staff we will keep a record of the date and number of their Access NI disclosure number. We will update the DBS checks for all staff every 3 years.

#### **Disqualification**

- The Club will not employ staff or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under regulations made under Children's Order N.I.
- Note that a member of staff can *become* disqualified if they live in the same household as another disqualified person, or if a disqualified person is employed in that household.
- All new staff must sign a declaration that they are not disqualified when they commence employment and all existing staff must sign the declaration annually to confirm that their status has not changed.
- If a member of staff becomes disqualified, we will terminate their employment and notify Belfast Trust.

#### **Immigration status**

- The management is aware of Asylum and Immigration Act requirements and will check the ability of all new starters to work in the UK.
- Candidates are expected to provide documents confirming their status, usually a driving license, passport, and NI number.

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