

# Safer recruitment Policy

Updated April 2022

## **Job Descriptions**

UK Guardians will predominantly recruit from within our professional network. Job descriptions clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job.

## **References**

Two references will be required for every applicant.

## **Interviews**

At least one member of the interview panel will have received Safer recruitment training from a recognised provider: current staff member is the DSL – April Miller

There will always be a face-to-face interview for short-listed applicants. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the recruiter to explore any anomalies or gaps that have been identified in order to satisfy themselves that the chosen applicant is a suitable applicant and can meet the demands and expectations of our services and safeguarding criteria.

Any information regarding past disciplinary action or allegations, cautions or convictions, will be discussed and considered in the circumstance of the individual case during the interview process.

All staff involved in staff recruitment will have received a minimum of Level 2 Safeguarding training and the Designated Safeguarding Lead (DSL) will have received level 3 safeguarding training. All applicants who are subsequently appointed are required to show evidence of their identity, right to work & address. Original documents will only be accepted, and photocopies will be taken.

As part of the recruitment process

- Checks will be made to ensure that the candidate has not been barred from working with children and or vulnerable adults
- Checks will be made to ascertain the persons mental and physical fitness to carry out their responsibilities
- Where a person has lived or worked outside of the UK, all relevant and further checks will be done that are considered appropriate.

## **Offer of Appointment and New Employee Process**

The appointment of all new employees is subject to the receipt of a satisfactory Enhanced DBS Certificate, references, and copies of qualifications and proof of identity. All new office based employees will receive training before commencing.

## **Enhanced DBS (Disclosure and Barring Service) Certificate**

It is our policy to undertake an Enhanced DBS check on all employees on appointment and every three years after. We recommend that all staff apply for the update service within the first 14 days of receiving the DBS.

## **The Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with or having access to children. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at UK Guardians or Educamps.

## **Proof of identity, Right to Work in the UK**

All applicants will be required to show identification such as a passport, national insurance number, driving licence, utility bills etc. as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.

## **Recruitment of Host Families / Ex-offenders Recruitment in a Homestay**

No host families will be used if any of the members of the household have:

- any convictions involving violence within the last 10 years
- crimes of a sexual nature
- any offence involving a child
- had a child removed from their care by order of a court
- had their parental rights removed
- had an order made against them refusing or cancelling registration under the Nurseries and Child Minders Registration Act 1948.

Any other convictions not fitting the above criteria, will be reviewed by a UK Guardians Director on a case by case basis.

## **Useful contacts**

UK Guardians designated safeguarding lead (DSL)

To discuss with someone confidentially about problems you are having or worries that you might have about others please contact:

Helen Herridge – Company Director

Email: [helen@ukguardians.co.uk](mailto:helen@ukguardians.co.uk)

Telephone: +44(0) 1425 529118 (24/7)

UK Guardians children and family emergency 24/7 line to DSL

April Miller: Mobile 07534258132