

Glaisdale Playgroup

Safer Recruitment Policy

Glaisdale Playgroup is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

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

The measures described in this policy should be applied in relation to everyone who has sole responsibility for the care of children for any length of time.

Glaisdale Playgroup's Safer Recruitment Policy and Safeguarding (Child Protection) Policy draw upon the recent DCSF guidance Safeguarding Children and Safer Recruitment in Education (2007). Other key documents are: Working Together to Safeguard Children (2010), What to do if you're worried a child is being abused (2006), and North Yorkshire SCB Policy and Procedures . Guidance for Safer Working Practice NYCC 2014

Aims

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

Recruitment Procedures

In order to ensure safer recruitment Glaisdale Playgroup will:

1. Ensure that when a post is advertised the advertisement makes clear the organisation's commitment to safeguarding and promoting the welfare of children. Thus deterring unsuitable applicants.
2. Ensure that the job description makes reference to the responsibility for safeguarding and promoting the welfare of children and young people.
3. Ensure that we include specific reference to suitability to work with children.
4. Obtain and scrutinise comprehensive information from applicants and take up and satisfactorily resolve any discrepancies or anomalies.
5. Obtain independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and follow up any concerns.
6. Conduct a face to face interview (with at least one member of the panel who has completed the safer recruitment training) to explore the candidate's suitability to work with children as well as his/her suitability for the post.
7. Verify each candidate's identity. Ask them to bring along photographic ID.

8. Verify that the candidate has all the academic or vocational qualifications claimed, check certificates and contact the awarding bodies where necessary.
9. Check his/her previous employment history and experience. Investigate any gaps in employment and expect a satisfactory explanation.
10. Conduct an enhanced DBS -The Disclosure and Barring Service via Capita.
11. Ensure that all checks undertaken are recorded on a single central record and kept under review.
12. All staff will also receive a 'disqualification' letter and must sign that they have read and that they know no reason why they should not be employed.
13. An induction period of 3 months will be offered with supervision and regular meetings to discuss conduct, working practice, concerns and worries on both sides.
14. Ensure new staff are familiarised with our Child Protection Policies and Safer Working Practices.
15. Ensure they have read all policies and procedures and understand how the group runs.

This policy was adopted on 12/3/15

Signed on behalf of the committee by C.Prowse