

PHASE Thornbury Safer Recruitment Policy

Policy 005	Version 1.00	Written 03/03/2023	Updated xx/xx/202x	Page 1 of 6
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Purpose

The aim of this policy is to outline PHASEs recruitment procedures for all staff, both paid and voluntary, in line with recommended best practice, in order to safeguard all children, young people and vulnerable adults who use PHASEs services.

In addition the policy sets out the open and transparent recruitment processes used by Phase which are designed to ensure fair and consistent treatment for all potential employees and volunteers.

Scope and Responsibilities

This policy applies to all recruitment carried out by PHASE including that of new directors, employees and volunteers.

The directors are responsible for reviewing the policy on a regular basis and ensuring that systems exist that create an environment where the procedures outlined in the policy are systematically carried out. This includes enabling suitable training for all members of PHASE involved in the recruitment process.

Any member of PHASE involved in the recruitment process is responsible for reading and understanding the policy and ensuring that their part in the process is consistent with the agreed procedures.

Principles

This policy forms an essential part of PHASE's efforts to safeguard children and young people and vulnerable adults. Recruitment and the checks that are undertaken as part of this process are the organisation's first opportunity to make robust efforts to prevent unsuitable individuals from working with children and young people.

People are PHASE's most important asset. This policy recognises that it is crucial to the organisation's success that we recruit people with the necessary skills, knowledge and experience.

All members of PHASE involved in the recruitment process should be suitably trained to undertake this important role.

PHASE recognises the right to privacy and confidentiality of potential directors, employees and volunteers. However it may be necessary to process personal data in the exercise of the recruitment process and will only do so in accordance with the relevant legislation and in line with its own data management policy.

Safer Recruitment Procedures Summary

The recruitment processes consist of the following stages:

- Defining the role
- Determining/reviewing the selection criteria
- Agreeing advertising
- Deciding what should be included in the application pack
- Setting the parameters of the application process
- Requirements of the application process
- Shortlisting (if required)
- Interviews
- References
- Checks
- Offer
- Reviews

Safer Recruitment Procedures Detail

Defining the Role

- A written job description and person specification is in place for each post.
- Both documents include statements about skills/behaviours/experience and attitude to young people necessary for the post.
- The job description outlines clear boundaries of role.
- The job description describes what responsibility and opportunity for contact with children and young people there is in the role.
- The job description includes statements about safeguarding responsibilities of the post.

Determining/reviewing the selection criteria

- The qualifications, skills and experience required should be agreed (or any previously agreed should be reviewed and confirmed).
- Wherever possible objective measures of qualifications, skills and experience should be used.

Agreeing advertising

- The advert must state PHASE's commitment to safeguarding and the need for DBS checks.
- The advert must state PHASE's commitment to an open and inclusive recruitment process.
- The advert should clearly explain how potential candidates should apply and any relevant deadline for doing so.
- The decision of where to place an advertisement should be made not only to cost but with reference to how to maximise responses from as wide and diverse a field of candidates as reasonably possible.

Deciding what should be included in the application pack

- A PHASE application form and any appropriate guidance on completing it (essential)
- Information about the organisation's safe recruitment policy and practices (essential)
- Job description and person specification (essential)
- Any other information relevant to the specific role (to be agreed)
- General information about PHASE (to be agreed)

Setting the parameters of the application process

- Agreeing the deadline for applications.
- Agreeing the shortlisting process (if required) – who will do it and by when.
- Agreeing who will be responsible for communicating with prospective candidates.

Requirements of the application process

- All applicants must complete PHASE's application form. CVs are not appropriate.
- A brief personal statement which outlines how the applicant meets the person specification should be included.
- Applicants are asked on their application form if there is anything that they would like to declare which may come up on their criminal record bureau check that the charity should be aware of (Self disclosures).
- Applicants must sign the declaration at the end of the application form.
- If the application form is returned by email, the applicant must sign the application at interview.

Shortlisting (if required)

- The short-listing criteria will be based on the person specification and job description and should be consistent for all candidates.
- Two people always shortlist in order to identify gaps, inconsistencies or disclosures.
- Shortlisting should be done separately in the first instance and a final decision should be made following discussion by those shortlisting.
- Any notes, scoring or other written information concerning the shortlisting should be kept until at least the point in time when the recruitment process has been concluded.

Interviews

- All interviews are conducted with at least 2 colleagues who have had safer recruitment training.
- Depending upon the position, there may be a range of selection tools such as interaction with others i.e. role play or group discussion, written exercise used as well as an interview.
- The questions in the interview are structured with previously agreed criteria designed to ascertain the candidate's ability to meet the requirements of the post as per the person specification and job description.
- During the interview there are questions which probe attitudes towards children and child protection and, where appropriate motives for working with children.
- The recruitment panel will ensure that there is full history since leaving school.
- Any qualifications shown on the application form must be supported by certificates.

- Any notes, scoring or other written information concerning interviews should be kept until at least the point in time when the recruitment process has been concluded.

References

- PHASE requests that two referees are identified on the application form.
- At least one reference must be from a previous employer.
- All references ask about anything of concern/disciplinary action during course of employment.
- Checks on the reference request form confirm details on application form such as periods of employment, reason for leaving etc.
- Any offers of employment will be conditional until satisfactory references are received.
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Checks

- All employees have DBS checks at a level appropriate to their role. In the event of employment, any failure to disclose convictions will result in disciplinary action or dismissal.
- Staff will not have unsupervised contact with children or young people until their suitability has been checked.
- All new employees are required to sign up to the DBS online update service. Existing employees will be required to sign up when their DBS is next renewed. Sign up to the update service must be completed within 14 days of DBS check having been completed.
- Status checks through the update service will be completed on a regular basis for all employees.
- No person disqualified under the Childcare Act 2006 will be employed paid/voluntary. If they live in the same household as someone who is disqualified, and therefore, may be disqualified by association.
- All employees will receive Safeguarding and Child Protection Training as part of their induction and throughout their employment at a level and frequency suitable for their role.

Offer

- All offers of employment, whether paid or voluntary, should be made in writing.
- Any offer made prior to DBS checks being made (where necessary) must be stated as being subject to a successful DBS check being completed.
- Any offer made prior to receipt of two satisfactory references being received must be stated as being subject to receipt of satisfactory references.

Review

- PHASE conducts appraisals for all paid staff and volunteers at the end of their first three months with the organisation and thereafter they have regular supervision and annual appraisals
- The induction provided by PHASE covers relevant information about safeguarding and how to identify and raise concerns about the welfare of children.
- Certificated training in safeguarding by an accredited trainer forms part of the compulsory training paid staff complete within six months of appointment.

This policy has been reviewed and approved by	Name (Position):	Signed:
		Date:
	Name (Position):	Signed:
		Date:
Policy to be reviewed:		