



SAFER RECRUITMENT PRACTICE AND PROCEDURES

1. INTRODUCTION:

1.1 The purpose of these procedures is to set out the minimum requirements of a recruitment process that aims to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable for work with children or young people
- Identify and reject applicants who are unsuitable for work with children and young people

2. STATUTORY REQUIREMENTS:

2.1 There are some statutory requirements for the appointment of some staff in children's homes and schools. These requirements change from time to time and must be met.

3. IDENTIFICATION OF RECRUITERS:

3.1 At least one recruiter on each panel must have successfully received accredited training in Safer Recruitment procedures.

4. INVITING APPLICATIONS:

4.1 Advertisements for posts, whether in Job Centres, in newspapers, journals or on-line, will include the statement:

“iMap Centre is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.”

4.2 Prospective applicants will be supplied as a minimum with the following:

- Job Description and Person Specification
- iMap's Safeguarding Policy
- iMap's Recruitment Policy (this document)
- The selection procedure for the post
- An application form
- A statement that the post is exempt from the Rehabilitation of Offenders Act 1974

4.3 All prospective applicants must complete in full an application form. Applicants include permanent, temporary, bank work and volunteer opportunities.

5. SHORTLISTING AND REFERENCES:

5.1 Shortlisting of candidates will be against the Person Specification for the post.

5.2 One referee **MUST** be the current employer. Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

5.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

5.4 All referees will be contacted by telephone or email, in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

5.5 Where necessary, previous employers who have not been named as referees will be contacted, in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges

5.6 Referees will always be asked specific questions about:

- The candidate's suitability for working with children and young people
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children
- The candidate's suitability for the post

5.7 iMap employees are entitled to see and receive, if requested, copies of their employment references.

6. THE SELECTION PROCESS

6.1 Selection techniques will be determined by the nature and duties of the vacant post but all vacancies will require an interview of shortlisted candidates, and some vacancies will require 'practice visits' or a short lesson observation prior to interview.

6.2 Interviews will always be face to face.

6.3 Candidates will always be required:

- To explain satisfactorily any gaps in employment
- To explain satisfactorily any anomalies or discrepancies in the information available to recruiters
- To declare any information that is likely to appear on a CRB disclosure
- To demonstrate their capacity to safeguard and protect the welfare of children and young people
- To sign a statement to declare they are not included on any Barred or Restricted list

7. EMPLOYMENT CHECKS:

7.1 All successful applicants are required to:

- Provide evidence that professional registration is current
- Provide proof of identity
- Complete a CRB disclosure application and receive satisfactory clearance
- Provide actual certificates of qualifications
- Provide proof of eligibility to live and work in the UK
- Provide a full history, in chronological order, of education and employment

7.2 A firm offer of employment and a start date will only be given, once full and satisfactory clearances are gained.

8. INDUCTION:

8.1 All staff who are new to the iMap Centre will receive induction training that will include iMap's Safeguarding policies and guidance on safe working practices.

8.2 Regular meetings will be held during the first 6 months of employment between the new employee(s) and the appropriate manager(s) as part of an induction and probationary period. Records of these meetings will form part of the supervisory record of the employee.

9. MONITORING:

9.1 The appointment procedure will be monitored through:

- Feedback from the new employee
- Feedback from the line manager
- Exit interviews
- Professional development records of new staff, ie, safeguarding issues
- Regulation 33 monitoring scheme