



## Action Community Enterprises CIC (ACE)

# Safer Recruitment Policy



<b>Policy number:</b>	SA01
<b>Version:</b>	4.0
<b>Policy holder:</b>	Lou Gardiner
<b>Approval board:</b>	ACE Board of Directors
<b>Date of original approval:</b>	September 2014
<b>Date of latest approval:</b>	September 2020
<b>Review period:</b>	Annually
<b>Date of next review:</b>	September 2021

### Action Community Enterprises CIC

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## **Safer Recruitment Policy**

ACE will always seek to prevent inappropriate people from obtaining employment or volunteering opportunities which enable them to work with children and young people.

### **Selection criteria**

ACE will identify the tasks and skills necessary for each position available which will be set out in the job description and person specification, this will confirm the attributes required by the candidates who apply.

ACE have a staff code of conduct which outlines staff behaviour expectations.

### **Recruitment publicity**

ACE will circulate all vacancies widely, for example, by putting them on notice boards in shops or the local library. All vacancy advertisements will contain a commitment to safer recruitment practice and safeguarding of children and young people.

### **Application Process**

All applicants will be required to complete a written application form. This will include personal details such as name, date of birth, past and current work/volunteering experience and an explanation of any gaps in employment. Applicants will also be required to provide current and previous addresses for the past 5 years.

### **Written Declaration**

All applicants who are invited to interview will be asked for a statement in writing to confirm or otherwise that they have no past or current convictions, cautions or bind-overs and no pending court cases.

### **Identification**

All applicants who are invited to interview will ask for photographic documentation to confirm identity, such as passport or driving licence, and a utility bill that contains their address.

### **Qualifications**

At interview all applicants will be asked to bring copies of original certificates and qualification documentation.

### **Interview**

ACE conduct all interviews face to face, preferably with at least two representatives from the management team. Discussions with the applicant will include a review of the applicant information contained in their application form and an exploration of their attitudes towards working with children and young people. This also provides an opportunity to discuss ACE's

safeguarding and child protection policy and to ensure that the applicant has the ability and commitment to meet the standards required.

We will discuss the following with the applicant:

- Areas of the application where more details are required
- Gaps in employment history
- Vague statements or unfamiliar qualifications
- Frequent changes of or gaps in employment history
- The applicant's motives and attitudes for working with children and young people.

## **References**

Two written references will be obtained, where possible to include current or most recent employer.

## **DBS Check**

ACE will always gain DBS disclosures as appropriate to the role. Only when the results of the DBS check, references and all other recruitment checks have been completed and ACE are satisfied the applicant is suitable for the role will the new member of staff be permitted to have unsupervised contact with children and young people.

Details of all staff's DBS checks will be recorded on the central staff record.