



Action Community Enterprises CIC (ACE)

Safer Recruitment Policy



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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 and on leading online job sites. All vacancy advertisements will contain the following Safeguarding statement 'ACE is committed to safeguarding and promoting the welfare of children and young people, and all staff and volunteers will be expected to share this commitment' and indicate whether the post is exempt from the Rehabilitation of Offenders Act 1974.

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

Shortlisted applicants will be invited to interview and provided with a copy of the Safeguarding Policy. ACE conduct all interviews face to face, preferably with at least two representatives from the management team. At least one of the management team conducting the interview will have an up to date safer recruitment certificate. Interviews may include a task and 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.

Induction and Probationary Period

ACE will ensure all staff and volunteers receive a comprehensive induction, in line with our Induction Policy. We expect a normal probationary period to be 6 months, during which time the volunteer or worker will regularly work under the supervision of a more experienced volunteer or worker, such as management. Training on Safeguarding and Prevent is completed during the initial induction period.

If there are concerns during the probationary period, the volunteer or staff member will not be offered a permanent position. Any concerns related to suitability to work with children will be passed onto the Local Authority Designated Officers (LADO). If certain conditions are met our organisation will have a legal duty to make a barring referral to the Disclosure and Barring Service.

Schools Alternative Provision

ACE provide schools with written confirmation that appropriate safeguarding checks have been carried out on individuals working at ACE, i.e. those checks that the school would otherwise perform in respect of its own staff.