



Safer Recruitment Policy & Procedure

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1. Overview

Wild Embers is committed to promoting and safeguarding the welfare of children, young people and families and as an organisation expects all employees/volunteers to share this commitment. Recruitment is the first step in creating a safe environment for children and young people in order for them to achieve.

This Recruitment Policy and Wild Ember's procedures are based on, and conform to, the statutory and non-statutory guidance contained in 'Keeping Children Safe in Education 2020'.

Wild Embers is committed to ensuring all employees/volunteers have an in depth understand of safeguarding and invest in ensuring this information is kept up to date and in line with current guidance and legislation.

2. Aims and Objectives

The purpose of the Safer Recruitment policy is to ensure an appropriate individual is selected for the advertised position whilst identifying, deterring and rejecting any person that is unsuitable to be in a position supporting children and young people.

The aim of Wild Embers policy is to:

- to ensure that the best possible staff are recruited on the basis of their experience, qualification and skill set
- to ensure that a fair and transparent process is carried out within recruitment
- to ensure that no applicant is treated unfairly on any grounds which include race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - 2020 (KCSIE), the Prevent Duty Guidance for



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England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and

- to ensure that Wild Embers adheres to its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Any person within Wild Embers who is involved in the recruitment process is responsible for familiarising themselves and complying with this policy. If any further information is needed, the Directors should be contacted.

Wild Embers will seek to recruit the best applicant for the position. The recruitment and selection process should ensure this is possible and should be based on the applications, qualifications, experience and skill set. This is measurable against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance (including KCSIE 2020 and Prevent Duty Guidance).

If a member of staff who is involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it immediately as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

3. Roles and Responsibilities

The following is the responsibility of the Directors and other staff members involved in recruitment to:

- Safer recruitment practice is followed including all appropriate checks are carried out for employees and staff prior to work commencing.
- Ensure all legal requirements are followed.
- Promote the welfare of children and young people at all times.



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4. Advertising

As Wild Embers is committed to investing in employees, new job vacancies will be advertised internally as part of staff's continued professional development. However; if no suitable candidate is identified, the job will be advertised externally to ensure the best applicant is recruited. This advert will clearly outline Wild Embers commitment to the safeguarding of children and young people.

5. Job Description and Person Specification

The job description is a key document in the recruitment process, it will clearly outline the roles and responsibilities for the job being advertised. It is a must that this document is finalised prior to the recruitment process beginning.

Similarly, the Job specification is also an important document and needs to be completed prior to the process starting. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

6. Application Packs

Wild Embers will ask all shortlisted candidates interview questions that allow us as an organisation to recruit the most suitable candidate. It will also give candidates the opportunity to demonstrate and explain their past experiences in a work/voluntary role that relate to the current position. As well as this, it will draw on any skills/training and qualifications they have that again are beneficial to the advertised role.

As part of the application pack all candidates will receive a self-declaration form, this will be included for each individual to declare any convictions. If the candidate is shortlisted, these will be discussed in the interview process or removed from the process if deemed inappropriate to continue.

Wild Embers will make it explicitly clear that it is seen as an offence for any candidate to provide false information and as a direct result could be removed from the process or



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dismissed from the role if employed. As well as this, a referral into relevant bodies could be made.

7. References

Two references must be provided for any employee within Wild Embers and these will need to be received prior to any work being carried out by the appointed person. Reference requests will be sent out once the candidate has been appointed and once received and satisfactory, a formal offer of employment will be made.

The purpose of the reference will be to provide the company with factual information to help support any appointment of work. Any discrepancies will be investigated by either Director and dealt with accordingly.

References should be followed up with a phone call, you should keep a log of who you spoke to and a summary of that conversation.

8. Interviews

All short-listed applications will be invited to interview via email, ensuring all applications receive the same information.

All candidates will be asked to provide a proof of their identity (Passport etc.) or evidence of their right to work in the UK. Proof of relevant and in date qualifications for the job role will be obtained at this point and kept on file should the candidate be successful.

If no original is to be found, Wild Embers will ask the candidate to order replacement certificates, or will request confirmation of the qualification in writing from the organisation or institution concerned. The confirmation will be kept on file.

The interview will always take place face to face with at least one director present. Although all interview questions will be asked the same for each candidate, the panel may ask for further information during the process. This will allow the panel to ensure all information needed is gathered for an informed decision to be made.

Any information in regard to past disciplinary action or allegations, cautions or convictions



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will be discussed and considered in the circumstance of the individual case during the interview process.

9. Offer of Appointment and New Employee Process

Once the interview process has been completed and a suitable candidate has been identified, an offer of employment will be made. However; this offer will be subject to a satisfactory enhanced DBS certificate, proof of ID and qualifications as well as 2 satisfactory references. These checks will remain on the employees personnel file if employment is undertaken.

10. The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to children. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at Wild Embers.

11. DBS (Disclosure and Barring Service) Certificate

Wild Embers requires all staff to have an enhanced DBS Certificate and therefore a DBS Certificate must be obtained before the commencement of employment of any new employee. The Directors need to confirm receipt of this prior to employment starting.

Wild Embers adopts the policy to re-check employee's DBS Certificates every three years and in addition any employee that takes leave for more than three months (ie: maternity leave, career break etc.) must be re-checked before they return back to work. All staff will be reminded of the Updated system should they wish to sign up to this.

12. Dealing with Convictions

Wild Embers follow a formal procedure if a DBS Certificate is returned with details of convictions. We understand the importance of ensuring all adults employed/volunteering for the company are safe to do so and present no risk to children. Consideration will be



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given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

The individual will meet with the directors and DSL to discuss the convictions and to further gather evidence to see if the candidate is appropriate to continue.

13. Disqualification by Association

All staff members to complete disqualification by association form on formal employment being offered. This information will be held on their personnel file.

14. Induction Programme

All new employees will be given an induction programme that will include the expectation of their role within the company. It will also go through Wild Embers' policies and procedures, including our safeguarding policy.

The appointed candidate will then be given a key worker within the team to shadow and draw on their experience and skills until it is felt appropriate for them to begin 1:1 support.

15. Record Retention / Data Protection

In line with the Data Protection Act 1998, Wild Embers will keep all interview notes for all applications on file for 6 months. This will also allow us to deal with any discrepancies or complaints that may occur. After the 6 month period, all notes will be disposed of appropriately (shredding).

All information retained on employees is kept securely with only those needing access.

16. Ongoing Employment



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Wild Embers understands and believes that safer recruitment is not solely for the use of recruitment but to be used ongoing for all employees. Staff will be offered regular training to ensure they are kept up to date with changes in legislation, policies and current issues children and young people face. They will also have access to regular supervision and annual appraisals with the Directors.

The Directors will also observe sessions delivered by staff on an adhoc bases and address any issues that may arise with employees at the earliest convenience.

17. Document versions and review control

DATE WRITTEN/REVIEWED	WRITTEN BY	APPROVED DIRECTORS
30/09/20	Richard Scofield	Dawn Shade
07/09/21	Richard Scofield	Dawn Shade
15/09/22	Mel Triggs	Richard Scofield
01/0923	Alex Goswick	Richard Scofield

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