



192 ALMA ROAD, BOURNEMOUTH

DORSET, BH9 1AJ

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[www.onwardsnupwards.org.uk](http://www.onwardsnupwards.org.uk)

Email: [office@onwardsnupwards.org.uk](mailto:office@onwardsnupwards.org.uk)

## SAFER RECRUITMENT POLICY

**This policy should be read in conjunction with the Safeguarding and Child Protection Policy, Lone Working Policy, Anti-Bullying Policy, Behaviour and Code of Conduct Policy, Managing Allegations Policy, Data Protection and GDPR Policy.**

### Introduction

Onwards 'n' Upwards is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The safe recruitment at Onwards 'n' Upwards is the first step in this process. It is recognised that this can only be achieved through clear procedures and policies, good interagency cooperation and the recruitment and retention of competent, motivated staff who are suited to, and fulfilled in the roles they undertake.

At Onwards 'n' Upwards, we recognise the value of having a diverse workforce which includes people from different backgrounds with different skills and abilities. Onwards 'n' Upwards is committed to ensuring that the recruitment and selection of all who work within our company is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. We uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

Due to the nature of our business and the company set up, we require all staff to be self-employed. They are responsible for paying their own tax and National Insurance contributions.

All staff are informed that they must adhere to policies and procedures set by Onwards 'n' Upwards.



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## The Recruitment Process

All staff at Onwards 'n' Upwards have an Enhanced DBS. We are committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position.

Onwards 'n' Upwards will:

- Ensure that appropriate staff who undertake recruitment have experience of recruiting new staff and / or have received safer recruitment training.
- Ensure that every appointment panel includes at least one member who has received safer recruitment training and / or has experience of recruiting new staff.
- Implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
- Require staff who are convicted or cautioned for any offence during their employment with Onwards 'n' Upwards to notify the Director or Associate Director in writing of the offence and the penalty.

## Interview and Recruitment Process

- The recruitment and selection process should ensure the identification of the person best suited to the job based on the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification.
- The interview or formal discussion should also be used to inform the applicant about the requirements of the role, expectations, time-commitment, training on offer, support provisions, self-employed status and the timetable/rota process. This is not an exhaustive list.
- If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.
- All interviews are conducted face-to-face and with two members of staff from Onwards 'n' Upwards.
- All applicants are requested to have their own Public Liability Insurance. All applicants are reminded of their employment status and that they are responsible for paying their own tax and insurances to HMRC.

During the interview process, we inform the applicant that we must see original copies of:

- A satisfactory Enhanced DBS clearance
- Verification of the candidate's medical fitness (if requested)
- Verification of qualifications and attendance at relevant training courses



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## **Shadowing opportunities prior to taking up the opportunity**

For new potential members of the team, we offer shadowing as an option to provide them with the chance to join a mentor or tutor and to check it is the role for them. It offers the opportunity for them to meet some of the young people we work with and to find out more about the work we do within the provision on offer. Shadowing can also assist us with our recruitment process and if we feel they will be suitable working with our client group.

## **Roles and Responsibilities**

It is the responsibility of the Director and the Management Team at Onwards 'n' Upwards and those involved in recruitment to:

- Ensure that Onwards 'n' Upwards operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff who work with the young people referred to the provision.
- Promote the welfare of children and young people at every stage of the procedure.

It is the responsibility of the referral agencies to request in writing that staff working for Onwards 'n' Upwards are adhering to their policies and procedures.

It is the responsibility of all potential and existing self-employed staff to comply with all of Onwards 'n' Upwards policies and procedures.

The Director of Onwards 'n' Upwards may delegate the selection process of staff to the Management Team, but remains responsible for the decision to appoint.

## **Applications**

All potential applicants should apply via email with a CV and a covering letter prior to being offered an interview. At interview, we require the applicant to:

- account for any gaps or discrepancies in employment history on their CV.
- verify their right to live and work in the UK.
- provide additional information when requested to provide explanation for information on their CV that might be unclear.
- applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies.
- if a candidate for a post working with children is not currently employed in a post working with children, a reference will be sought from the most recent employment in which the candidate has worked with children to confirm details of the candidate's employment and his/her reasons for leaving.



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Two references will be requested which will ask the referee to confirm, in writing:

- The referee's relationship to the candidate.
- Details of the candidate's current post and salary.
- The candidate's performance history and conduct.
- Whether the candidate has been subject to capability procedures and the outcome of this.
- Whether the candidate has been subject to disciplinary action relating to the safety and welfare of children, including where the sanction has expired, and the outcome of this.
- Details of any substantiated allegations or concerns about the candidate relating to the safety and welfare of children.
- Whether the referee has any reservations as to the candidate's suitability to work with children and young people (if so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children).
- The candidate's suitability for the post with explicit reference to the job description and person specification.

The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act will be asked.

The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

### **Personal File Records**

As an Alternative Education Provider, Onwards 'n' Upwards must keep a central record of workers data as requested by Dorset Council and other referral agencies, which has to be available on request.

Onwards 'n' Upwards will retain the following information which will make up part of the personal file, for the successful candidate:

- CV / relevant certificates
- Disclosure of convictions form
- Proof of identification
- Evidence of medical clearance from Occupational Health (where applicable)
- Evidence of the Enhanced DBS clearance
- Valid MOT certificate
- Car insurance certificate showing business use
- Public Liability insurance certificate
- GDPR Data Consent



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- GDPR Data Mapping Statement
- Proof of self-employment (to be verified)
- A signed Service Level Agreement

The recruitment documentation will be retained. Under the Data Protection Act, applicants have the right to request access to notes written about them during the recruitment process. After 12 months, all information about unsuccessful candidates will be securely destroyed.

### **Safeguarding Training**

All staff members working with Onwards 'n' Upwards are required to renew their safeguarding training every two years. This can be via a face-to-face or online course. A certificate of this must be presented to Onwards 'n' Upwards.

Safeguarding is also discussed as part of the induction process and is included as in-house training at all training events/meetings provided by Onwards 'n' Upwards.

There is the expectation that all staff will undertake relevant training as required by Onwards 'n' Upwards to fulfil the requirements of their role and to fall inline with our funders requests when working with young people.

All staff receive training and written guidelines on reporting procedures if they suspect that a child or young person is at risk of harm.

All staff receive training and written guidelines on allegations management and record keeping regarding allegations for future work placements if they require a reference.

This policy is available in hard copy at the centre, electronically on Findmyshift and on the Onwards 'n' Upwards website.

This policy will be reviewed annually.

Date updated	Policy approved by	Signed
16/10/19	Linsey Spicer	