Safer Recruitment Policy

Introduction

The safe recruitment of staff at Peat Rigg Charitable Foundation (PRCF) is the first step to safeguarding and promoting the welfare of young people in a residential setting. PRCF is committed to safeguarding and promoting the welfare of all young people in its care. As an employer, we expect all staff and volunteers to share this commitment.

Aims and Objectives

The objective of the Safer Recruitment policy is to help deter, identify or reject people who might abuse young people, or who are otherwise unsuited to working with them by having appropriate procedures for appointing staff.
The aims of PRCF's recruitment policy are as follows:

- to ensure that the best possible staff are recruited based on their merits, abilities, and suitability for the position.
- to ensure that all job applicants are considered equally and consistently.
- to ensure that no job applicant is treated unfairly on any grounds including 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 - September 2016 (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS);
- to ensure that PRCF meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Roles and Responsibilities

It is the responsibility of all Staff and Trustee involved in recruitment to:

- ensure that PRCF operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the centre.
- monitor associates and freelancers' compliance with this policy.
- Promote the welfare of children and young people at every stage of the procedure.

Recruitment and Selection Procedure

Job Adverts

Any advert placed for a vacancy at Peat Rigg/PRCF will highlight the importance of a rigorous selection procedure and demonstrate our commitment to safeguarding and protecting young people. It will also state that if successful, the candidate will be required to undergo a thorough identity check including an enhanced Disclosure and Barring Service (DBS) check.

Application Forms

PRCF uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history). Candidates with incomplete application forms will not be shortlisted.
The application form will include the applicant's declaration regarding convictions and working with children. The application form also makes clear that if an offer of employment is made then the candidate will require an enhanced DBS check. Further information on the recruitment of ex-offenders can be found in the relevant policy section below.

References

Candidates will be required to provide two references one being from their current or most recent employer. Referees and previous employers will be asked to include a statement of suitability to work with children and young people and include details of any allegations and/or disciplinary investigations relating to the safety or welfare of children and young people and the outcome of these (including where any sanction has expired).

Interview and selection

All candidates will be instructed to bring with them documentary evidence of their identity, either a full birth certificate, passport or photo card driving licence and additionally a document such as a utility bill or bank statement that verifies the candidate's name and address. Where appropriate, change of name documentation must also be brought to the interview.

Any offer of appointment will be conditional upon pre-employment checks being satisfactorily completed.

On taking up a post at Peat Rigg/PRCF, new staff will be required to familiarise themselves with our safeguarding policies and procedures. If any gaps in knowledge are identified, a new employee will be required to fill these gaps through additional staff training and ongoing CPD.