
Safer Recruitment Policy

Statement of intent

Cambo Wraparound takes its commitment to Safeguard and Promote the Welfare of Children and Young People very seriously and expects all staff, students and volunteers to do the same.

Aim

We aim to ensure that all the people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team.

Methods

Our procedure is as follows:

Before a post is released:

1. Train and brief those that are carrying out the interview.
2. Ensure that there is an up-to-date recruitment and selection policy.
3. Ensure that the organisation has an up-to-date safeguarding policy.
4. Design a job description and person specification.
5. Ensure that there is an appropriate advertisement prepared that contains all necessary information about the role, timetable for recruitment and selection and also our commitment to safeguarding.
6. Ensure that a suitable candidate information pack containing all the required information about the organisation, role, recruitment timetable, safeguarding policy/statement and application form is compiled. All candidates must complete an application form.
7. Choose/design methods of assessment (Interview, role play etc.).
8. Advertise the post in a reputable newspaper or website.

Before Interview:

1. Each application form will be checked, and candidates shortlisted.
2. Ensure that all shortlisted candidates receive the same letter of invitation to interview, supplying them with all necessary information.
3. Scrutinise references, check DBS and check for gaps or issues on the application form.

At interview:

1. Ensure a face-to-face interview is conducted for ALL short-listed candidates based on an objective assessment of the candidate's ability.
2. Ensure that all questions have been asked, including those needed to address any gaps in information supplied on the application form.
3. Discuss any criminal convictions history with the candidate (if any disclosed).

4. Applicant will be asked to prove: their identity (passport or photo card driver's license), relevant qualifications and any professional registration (original certificates) and their eligibility to work in the UK (official paperwork).

Before formally appointing:

1. Make a confident selection of the preferred candidate, based on their demonstration of suitability for the role. Each candidate will receive communication from the organisation stating whether they have been successful or not.
2. Inform the preferred candidate that the offer of employment (including volunteer positions) is conditional on receiving two satisfactory written references and an enhanced DBS check.

Upon appointment:

1. Ensure that all appropriate checks have been undertaken, including references and safeguarding (DBS checks).
2. New members of staff will not be allowed unsupervised access or be able to provide intimate care (nappy changing/toileting) to any child until their DBS check comes back clear.
3. The first 12 weeks of employment will be probationary. Performance and suitability for continued employment will be reviewed throughout the probationary period and the organisation reserves the right during or at the end of the four-month period to terminate employment.
4. All staff will attend an annual 'ongoing suitability interview' and are responsible for notifying the manager, in person, if any circumstances arise that may affect their suitability to work with children. This includes any health concerns or incidents that have occurred outside of the setting. Staff will face disciplinary action if they fail to notify the manager or committee within a reasonable time scale.