



St Joseph's Specialist Trust

Safer Recruitment Procedures for All Applicants

Safe recruitment and selection

Children, when placed in the care of staff, are treated with respect, free from all forms of abuse or mistreatment.

At St Joseph's, we aim to be sure that a commitment to safeguarding is the central focus at every stage of our recruitment process from advertising to short-listing, obtaining references, providing information for candidates, conducting the interviews, making appropriate checks of identity and qualifications and undertaking appropriate vetting.

Child Protection Training is delivered to all staff at St Joseph's. This, coupled with the Safe Recruitment Procedure can help eliminate the risk of abuse of children. A thorough and careful recruitment procedure will be consistently applied throughout the recruitment process.

The Key Standards

1) **General Recruitment**

- Only fully completed, signed application forms will be accepted. CV's will never be accepted in their place.
- The Trust adheres to all legislation in relation to safe recruitment of staff, including the latest version of Keeping Children Safe in Education and The Children's Homes Regulations.
- All interviews will include questions in relation to safeguarding.

2) **Interviewing**

- Recruitment panels contain a minimum of two interviewers, at least one of whom is safer recruitment trained and/or aware of the safeguarding agenda;
- Interviews are face to face even if there is only one candidate;
- Notes are made and retained of candidates' responses;
- Interviews explore issues related to the safeguarding of children, for example:
 - Identity checks will be required. Previous employment history will be examined and gaps accounted for;
 - Concerns or discrepancies arising from the information provided by the candidate and/or referee will be explored;
 - The candidate will be asked if they wish to declare anything in light of the requirement for an enhanced DBS check;
 - Personal interview questions will be asked when selecting staff who will work with children.

3) **References**

Prior to interview, the school requires at least two references, one of which should be the candidate's current (or most recent) employer. Candidates who do not wish their employer to be contacted pre-interview must provide a third referee.

- References are sought directly for the referee;
- References from relatives or those writing in the capacity of personal friends will not be accepted;
- Open ended, 'to whom it may concern' references are *never* accepted;
- Written references are subject to scrutiny and verification and are always followed up verbally;
- When employing agency staff, all agencies must adhere to similar safeguarding procedures. Agencies will check references by contacting the candidate's last place of employment;
- In particular, referees are asked specific questions in relation to the following:
 - The referee's perception of the individual's suitability to work with children;
 - Whether they have any concerns about the candidate working with children;

- 4) Employment Checks**
- An enhanced DBS check is undertaken for each person selected for appointment as a member of staff. This must be received prior to commencement of employment;
 - If an applicant has worked with children previously, one reference is preferred from the person or organisation that employed the applicant in working with children even if that is not the applicant's current or more recent employer. For those working in a care role, references will be sought for all periods of employment including working with children or vulnerable adults.
 - Any additional checks are also made e.g. barred list.
 - No employee is permitted to work with children unless there is documented evidence of a clear check;
 - Pre checks will be carried out once a position has been offered. Health questionnaires and proof of qualifications will be sought.
- 5) Post-Employment**
- Induction and probationary periods for employees are thoroughly utilised to develop employee understanding and grounding in the safeguarding policies, ethos and culture;
 - During this stage of employment, the employee works under probationary supervision on a regular basis.
- 6) Training**
- Training to facilitate a sound understanding of key guidance and practices about safeguarding and child protection is mandatory, updated regularly and embedded in performance management systems;
 - Additional training with a specific focus on safeguarding is undertaken by those who recruit staff and is regularly updated.
- 7) Safe Working Culture**
- All employees are monitored by their line managers to ensure that all staff comply with expected behaviours and attitudes that constitute best practice in relation to safeguarding;
- 8) Policies and Procedures**
- All personnel must adhere to the school policies, procedures and practices;
 - All new staff are provided with clear codes of conduct/safe working practice guidelines at induction;
 - Appropriate disciplinary procedure in line with personnel policy are applied where safeguarding measures are not strictly adhered to.

“St Joseph’s Specialist Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.”