



Safer Recruitment Policy

Written by Kathryn Carter, business manager.

Last updated: 25th October 24

Review due: October 25

Introduction

New Leaf Triangle adheres to Safer Recruitment Practices as outlined in our Safeguarding Policy. The steps we take as part of our safer recruitment practices are as outlined below.

Advertising and Inviting Applications:

- All advertisements for posts include a clear job description, person specification and standard application for completion.
- The application form includes advice that the role is subject to enhanced DBS checks, overseas criminal checks (where applicable), that convictions spent or unspent must be declared and that the role is exempt from the Rehabilitation of Offenders Act 1974.
- We advise at this stage that future appointees will need to register with the online DBS update service so that regular checks can be made.
- All applicants must include details of two referees, (one of which must be the current or most recent employer) and advised that references will be sought for any successful candidates.

Invitation to Interview and Conducting the Interview:

- Only candidates who fully complete and sign the declaration on the application form will be invited to interview.
- We adhere fully to the Equality Act 2010 in making interview and recruitment decisions based on suitability for the role regardless of personal or protected characteristics
- We interview all candidates face to face on our site. We ask standard questions, including their experience of working with children and young people, and recording all responses and decisions.
- We advise shortlisted candidates that before attending the interview, we will conduct a check of their online and social media presence. We advise that this will be done as a one-off to provide safeguarding assurances and will not be used for any other purpose.

- At least one member of the selection panel will have completed safer recruitment training

Offer and Acceptance of Role:

- All offers are subject to two full references being received and verified before the role can commence. Referees are asked to comment on their reliability, team working and trustworthiness, as well as their experience of working with young people. They are asked to comment on any safety or safeguarding concerns.
- All received references are verified by a phone call to the number provided on the original application to assure the identity of the referee, and the validation of the information included.
- All offers are subject to an enhanced DBS check to be completed before the role can commence.
- All offers are subject to us conducting a satisfactory online check.

Induction and Probation Period:

- All recruited staff must attend a minimum of two days of induction before commencing the role. The induction includes, among other things, an initial Health and Safety Briefing and initial Safeguarding Training.
- All staff must read and agree to adhere to a range of staff policies as part of their induction.
- All Staff are subject to a probationary period in their role which is subject to regular review before confirmation of the post continuing.

Administration and Record Keeping:

- Recruitment information is kept securely and saved for the appropriate length of time for appointed and non-appointed candidates according to our data retention policy.
- Where a staff member is dismissed due to safeguarding concerns (or would have been had they not resigned) then a referral will be made to the DBS Barring Service according to the government guidance on <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>) for that individual, according to KCSIE Policy Guidance and as per our legal obligation.