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The Queen's Award for  
Voluntary Service  
2007



## Safer Recruitment Policy



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### Policy statement

The safe recruitment of staff at Foresight is the first step to safeguarding and promoting the welfare of the adults and children who use any service or attend any activity within the organisation. Foresight is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.



Foresight recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The organisation is committed to ensuring that the recruitment and selection of all who work within the organisation is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The organisation will 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. This document provides a good practice framework to comply with the principles set down in the organisations Equality Policy.



All posts within Foresight are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure.



The organisation is 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. The organisation will:



1. Ensure that appropriate staff who undertake recruitment have received safe recruitment training and successfully completed a safe recruitment training assessment
2. Work towards every appointment panel to include one member who has received safe recruitment training
3. 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 vulnerable people, or who is disqualified from working with



- vulnerable people, or does not have the suitable skills and experience for the intended role.
4. Keep and maintain a single central record of recruitment and vetting checks in line with DCSF requirements
  5. Ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The organisation will monitor the compliance with these measures.
  6. Require staff who are convicted or cautioned for any offence during their employment with Foresight to notify the organisation in writing of the offence and the penalty.

The following pre-employment checks will be undertaken:

Receipt of at least two satisfactory references, one of which will be from the former or most recent employer

Verification of the candidate's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006

A satisfactory CRB clearance

Verification of the candidate's medical fitness

Verifications of qualifications

Verification of successful completion of induction period

### **Roles and responsibilities**

It is the responsibility of the operations manager to:

Ensure the organisation has effective policies and procedures in place for the recruitment of all staff and volunteers.

Monitor the organisations compliance with them

It is the responsibility of the staffing sub-committee to:-

Ensure that the organisation operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work within the organisation.

To monitor contractors' and agencies' compliance with this document

Promote welfare of vulnerable children and adults at every stage of the procedure

It is the responsibility of all potential and existing workers, including volunteers to comply with this document.

It is the responsibility of all contractors and agencies to comply with safe recruitment pre-employment checks.

### **Single Central Record of Recruitment Vetting Checks**

In line with DCSF requirements, Foresight will keep and maintain a single central record of recruitment and vetting checks. The central list will record all staff who are employed in the organisation, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, trustees who also work as volunteers, and those who provide additional teaching or instruction for service users but who are not staff members, eg: specialist sports coach or artist.

The central record will indicate whether or not the following have been completed:

Identity checks

Qualification checks for any qualifications legally required for the job

Checks of right to work in the United Kingdom

CRB Enhanced Disclosure

Further overseas records where appropriate

It shall also indicate who undertook the check and the date on which the check was completed or the relevant certificate obtained.

In order to record supply staff provided through an agency on the record, the organisation will require written confirmation from the supply agency that it has satisfactorily completed the checks described above.

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Version 4

Updated 23<sup>rd</sup> February 2017

Foresight has a specific safeguarding related whistle blowing policy which has been disseminated to all staff and volunteers.

Foresight adopts a culture of vigilance where all concerns are listened to and taken seriously.

This information is also available in other formats, languages and picture format upon request.