

SAFER RECRUITMENT POLICY

SCL (“the Company”) is committed to promoting the welfare of children and vulnerable adults, and protecting them from harm. The Company is also committed to providing a supportive working environment for all its members of staff. It recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff who share this commitment.

PURPOSE

- to ensure that the Company meets its commitment to safeguarding and promoting the welfare of children and vulnerable adults by carrying out all necessary employment checks
- to ensure that the best possible staff are recruited
- to ensure people looking after children and/or vulnerable adult are suitable to fulfil the requirements of their role
- to ensure that all job applicants are considered equitably and consistently
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability and age
- to ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education and Skills (DfES) in “safeguarding children: safer recruitment and selection in education settings” and the code of practice.
- to have effective systems in place to ensure suitability of staff to work with children and vulnerable adults and other person coming into regular contact with them, including obtaining information about whether a person is disqualified.

Recruitment

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and signing of a contract incorporating the Company’s standard terms and conditions of employment
- the receipt of two references (one of which should be from the applicant’s most recent employer) which the Company considers satisfactory
- completion of all background checks
- the receipt of a satisfactory DBS check
- the receipt of any relevant qualifications
- evidence of identity, proof of right to work in the UK address and qualifications

BACKGROUND CHECKS

Disclosure and Barring Service Checks

Due to the nature of the work, the Company applies for DBS checks in respect of all staff members that have involvement with children or vulnerable adults. The Company will always request an Enhanced Disclosure as described below:

- an Enhanced Disclosure will contain details of all convictions on record
- including current and spent convictions (including those which are defined as “spent” under the rehabilitation of offenders Act 1974) together with details of any cautions, reprimands or warning held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question
- If the individual is applying for a position working with children or vulnerable adults, it will also reveal whether he/she is barred from working with children by virtue of his/her inclusion on the lists of those considered unsuitable to work with children maintained by the DfES and the department of health.
- If you are not already signed up to the DBS Update Service then you will need to obtain a new DBS Check through SCL. Having a DBS check is a requirement for anyone working with children in the UK.
- If you are required to hold a DBS certificate it is our policy that you must sign up to the DBS update service. The Company will repay the cost of this to you under any expenses claim providing you comply with our expenses policy.
- If your position requires you to hold an Enhanced Disclosure and Barring Service (DBS) Certificate, as detailed in your contract of employment, **you have an obligation to inform the Designated Safeguarding Officer immediately of any change to the status of your DBS certificate**, if you are charged or convicted of any offence, or if you receive a police caution, reprimand or warning.
- You are also required to inform the Company if there is a formal child protection investigation of you or any member of your household.
- If your employment is subject to a satisfactory completion of a DBS check as detailed in your contract, failure to disclose a criminal conviction or one gained during your employment may result in the termination of your employment.
- As part of your employment with SCL you will be required to consent to, and authorise, the Company carrying out periodic ad hoc checks of your DBS check.

Retention and security of disclosure information

The Company’s policy is to observe the guidance issued or supported by the DBS check on the use of disclosure information. In particular, the Company will:

- store disclosure information and other confidential documents issued in regards to the DBS check in locked cabinets, access to which will be restricted to specific members of staff
- not to retain disclosure information or any associated correspondence for longer than is necessary. In most cases the Company will not retain such information for longer than 6 months although the Company will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number and the decision taken regarding if it is considered satisfactory or not.
- Record information about staff qualifications identify checks and vetting processes that have been completed.
- Ensure that any disclosure information is destroyed by suitably secure means such as shredding
- Prohibit the photocopying or scanning of any disclosure information



Criminal/Police Record Checks from Overseas

- If you have lived and/or worked outside the UK since you were 18 for 3 months or more, you will need to undergo a police check from that country to be deemed suitable to work in the UK with children.
- The standard for criminal and/or police checks varies, therefore you may be required to provide original copies of such clearance yourself.

Verification of Educational/professional qualifications

- You will be required to provide evidence of any educational or professional qualifications necessary or relevant to the post you have applied for i.e. Childcare, first aid, lifeguarding or teaching qualifications.
- Originals or certified copies must be produced. When these are not available, written confirmation of the relevant qualifications should be obtained from the awarding body.

References

- SCL will seek to obtain a minimum of 2 professional references for each successful applicant.
- Please note that character references will not be accepted from relatives. Professional reference will only be accepted from employers or academic supervisors.
- It is normal practice for at least one reference to be obtained prior to interview should candidates be short-listed.
- Your references will be asked about disciplinary offences, including disciplinary offences relating to children or young person (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure.
- Where your employment has not involved working with children, your current employer will still be asked about your suitability to work with children, although they may, answer 'not applicable' if your duties have not brought you into contact with children

Evidence of Eligibility to work in the UK

- In accordance with the requirements of the Immigration, Asylum and Nationality Act 2006, you will be required to provide evidence of your eligibility to work in the UK:
 - A passport/national identity card confirming either British Citizenship or European Economic Area Nationality or a valid work-permit to cover the role specified in this offer.
 - A letter from the Home Office confirming that you are allowed to work in the UK.