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**Safer Recruitment Policy**

**March 2021**

As per the Bichard Inquiry - no interview panel at Free Rangers should appoint staff working within a setting without one member of the interview panel being properly trained in safer recruitment.

Currently trained in safer recruitment:

Charlotte Lucas

At Free Rangers we are committed to adopting the best practice when it comes to safer recruitment and by extension safeguarding. We do this through all stages of recruitment; advertising, shortlisting, interview and vetting as well as promoting a culture of all staff being able to speak out and be heard.

At Free Rangers we apply the Finkelhor model to recruitment:

1. Deter, during the application process
2. Reject - During the interview stage
3. Prevent - Appointment and induction
4. Prevent & Detect - Developing and maintaining a culture of vigilance.

**Free Rangers Safer Recruitment Process**

1. Sending the right message from the outset - include the fact we adhere to safer recruitment procedures on all job adverts
2. The application form - ensure it’s rigorous and asks appropriate and probing questions (full history, relevant qualifications, referees, personal statement to meet job specification, signed declaration of criminal record, signed declaration that all information is true.)
3. The selection criteria - ensure someone on the interview panel is trained in safer recruitment
4. Ensure references are robust and apply fair assessment criteria
5. Review and next steps

**The role**

Ensure each role has a relevant job description and person specification.

Ensure the culture and the attitudes towards children is shared and explained.

Clear boundaries of roles and expectations.

**Scrutinising applications and short listing**

At least two people should shortlist

Identify inconsistencies

Ensure application form is fully completed

Evidence relates to job specification

Scrutinise for gaps

Apply shortlisting criteria

Be aware of prejudices and discrimination

**References**

Must be from a current employer

Has worked with children in the past, at least one reference should be from this placement / work place

Is there any behaviour that might give rise to concern? Any disciplinary action?

Any allegations about their behaviour towards children?

Specific confirmation about details and responsibilities of previous post?

Be concerned with open references and testimonials - don’t accept at face value.

Scrutinise - is information cross referenced with application form? - follow up residential settings by confirming with a phone call.

**Not just an interview**

Interviewee should also spend time in the room, always supervised, with both children and other staff. We ensure feedback is received from both the children and the staff.

Have answers ready and a selection criteria, what would you expect a good candidate’s answer to be?

**Areas of potential concern**

The candidate might show limited or no understanding or appreciation of children’s needs.

The candidate uses inappropriate language when talking about children.

The candidate might express extreme views or views that do not support safeguarding.

The candidate demonstrates unclear boundaries with children.

The candidate demonstrates vagueness about experiences and gaps or unable to provide any examples to support what they tell you.

The candidate shows maverick behaviour. Non rule following and unwilling to work with others.

**Pre appointment checks**

A conditional offer of employment can be made pending the following checks:

Identity - inc DOB

Eligibility to work in the UK

DBS barred list

Enhanced DBS certificate

Qualifications

Disqualification from childcare / disqualification by association

Overseas checks

**DBS checks and regulated activity**

At present people are barred from working with children if they are:

On the DBS children’s barred list

Banned by a court on conviction of a specified offence

Free Rangers must see the original certificates and should only retain a copy in certain circumstances.

It is a legal requirement to check people working in RA are not barred from that work before they commence in post.

**Criminal offences**

Check relevance -

Nature, seriousness and relevance

How long ago it occurred

One off or part of a history

Circumstances of it being committed

Changes in applicant’s personal circumstances

Country of conviction

Decriminalisation

At Free Rangers we work hard to ensure an ongoing culture of vigilance. We empower and encourage staff members and volunteers to report concerns or allegations about the behaviour of others, reporting is essential if we are going to tackle inappropriate or abusive behaviour.

Ensure staff know who the site’s safeguarding offer is: Jessica Kendrick and Charlotte Lucas

Ensure Staff know about the whistle blowing policy.

Ensure staff know the contact details of the LADO - details in the whistleblowing policy

Useful contacts:

Jackie Deas (LADO) 01225 396810

Children and Families Assessment and Intervention Team on 01225 396312 or 01225 396313

If you have an allegation

1. Speak to senior manager / head of service
2. Local Authority Designated Officer (DO or LADO)
3. Named Senior Officer for all LSCB partner organisation
4. Local Safeguarding Children Board