**Safer-Recruitment Policy**

AIMS OF THE POLICY:

SEN Venture is committed to safeguarding and promoting the welfare of children and young people. To achieve this commitment we will ensure the continuous development, improvement and review of robust safeguarding processes and procedures that continuously promote a culture of vigilance in respect of safeguarding within our services.

This policy sets out the minimum requirements of SEN Venture recruitment process, taking in due consideration of the statutory guidance Keeping Children Safe in Education (September 2018) that aims to:

-Attract the best possible applicants to vacancies;

-Deter prospective applicants who are unsuitable for work with vulnerable children and young people.

-Identify and reject applicants who are unsuitable for work with vulnerable children and young people.

***All appointing managers and interview panel members will be briefed on this policy before selecting applicants for interview or interviewing.***

SEN Venture Safer-Recruitment Policy and Procedure will be available on the website or a hard copy can be requested from the management.

PROCEDURES:

**1 *INVITING CANDIDATES***

All recruitment advertisements will have a DBS disclosure statement which includes the statement:

“SEN Venture is committed to safeguarding vulnerable children and young people. All appointments are subject to receipt of satisfactory Enhanced Disclosure and Barring Service disclosure”.

***Pre-employment checks*** – This includes DBS checks, qualification checks, reference checks and identity checks.

***Prospective candidates will be supplied as a minimum with the following:***

-Job description and personal specification (where available);

-Application form including equal opportunities monitoring form;

-Selection procedures for the post;

All prospective candidates must complete, in full, an application form.

**2 *SHORT LISTING AND REFERENCES***

2.1 Short-listing of candidates will be against the personal specification for the post, or where this is not available against criteria, which has been agreed in advance of the role being advertised.

2.2 Where requested and where possible, references will be obtained before the selection stage, so that any discrepancies can be probed during the selection stage.

2.3 References will be sought directly from the referee. References or testimonials provided by the candidate will not be accepted. SEN Venture will require a minimum of two satisfactory references in order to ascertain suitability to work with vulnerable groups. One Reference must be obtained from the current or most recent employer (school/college/university).

2.4 Referees will always be asked specific questions regarding:

-The candidate’s suitability for working with vulnerable children and young people;

-Any disciplinary warnings or sanctions, including time-expired warnings, that relate to the safeguarding of vulnerable children and young people;

-The candidate’s suitability for the post that they have applied for.

**3 *THE SELECTION PROCESS***

3.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require a face to face interview of short-listed candidates.

3.2 Safeguarding questions will be included within the question plans that will be issued to the interview panel members. These must be asked at interview to identify how aware candidates are of safeguarding practices, to set the agenda for any future training needs (if their application is successful) and also to help in determining their suitability for the post they have applied for.

3.3 Candidates will always be required to:

-Explain satisfactorily any gaps in employment;

-Explain satisfactorily any anomalies or discrepancies in the information available to the recruiting panel;

-Declare any information that is likely to appear on a DBS disclosure;

-Declare if there are any other countries that they have resided in for a period of three months or more;

-Demonstrate their capability and commitment to safeguard and protect the welfare of vulnerable children and young people.

3.4 SEN Venture will:

-Confirm the outcome of the interview to the applicant within a reasonable timescale;

-Give detailed feedback on the interview if requested by the candidate.

**4 *EMPLOYMENT (VETTING) CHECKS***

4.1 All successful candidates are required to:

-Provide proof of identity (to include photographic evidence);

-Provide proof of eligibility to live and work in the UK;

-Complete a DBS disclosure application and receive satisfactory clearance (subject to the requirements of the role, see section 5.2 below);

- Produce police checks from all countries that they have resided in for a period of more than 3 months since the age of 18;

-Provide original certificates of qualifications they claim to hold;

-Complete a confidential health questionnaire (only after any offer of employment has been made) and receive satisfactory clearance to ensure that they are mentally and physically fit to carry out their work responsibilities;

-Provide a minimum of two satisfactory references, these references will be reviewed and if deemed necessary there will be follow up discussion prior to the appointment being confirmed.

-Disclosure and Barring Service (DBS) check

***SEN Venture encourages all staff to join the DBS Update Service in order for SEN Venture to be able to check that no new information has been added to the certificate since its issue. SEN Venture will undertake this check on a minimum of a three yearly basis.***

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### 5 *REGULATED ACTIVITIY*

HM Government is publishing statutory guidance on supervision of activity that would be regulated activity if unsupervised (i.e. work that a barred person must not do), for example carrying out relevant personal care, e.g. washing or dressing; or health care by or supervised by a professional. Full details can be found at: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf>

All successful candidates are required to:

5.1 Complete an enhanced DBS check, which includes barred list information, as the majority of staff will be engaging in regulated activity.

5.2 Will carry out paid or unsupervised unpaid work where that work provides an opportunity for contact with children;

5.3 Engage in intimate or personal care activity, even if this happens only once (Please read Personal-Care Policy).

For all other staff who have an opportunity for regular contact with children who are not engaging in regulated activity, a DBS certificate, which does not include a barred list check, will be appropriate. This would include contractors who would have the opportunity for contact with children and who work under a temporary or occasional contract.

**6 *AGENCY STAFF***

SEN Venture must ensure that they have obtained written notification in the form of a Certificate of Compliance from any agency, providing details of the vetting checks carried out on an individual who will be working within the provision. These checks are at the same level, as SEN Venture would obtain for its own direct employees.

SEN Venture must also check that the person presenting themselves for work is the same person on whom the checks have been made. This will be validated via photographic identification, evidence of the workers original DBS certificate and evidence of their home address.

**7 *VOLUNTEERS AND STUDENTS ON WORK PLACEMENT***

Volunteers and students on work placement who may undertake unsupervised work will be required to undertake the same level of vetting as members of staff.

Where a volunteer or students on work placement is only attending the provision for a short period of time (less than 2 weeks), then a decision will be made as to the level of vetting that must be undertaken through a safeguarding risk assessment, and if not all vetting is to take place then they must be supervised at all times. It should be noted that this supervision requires that;

7.1 They must be supervised by a person who is in regulated activity;

7.2 The supervision must be regular and day to day;

7.3 The supervision must be “reasonable in all the circumstances to ensure the protection of the students”

**8** ***INDUCTIONS AND PROBATION***

8.1 All new staff will undergo an induction that will include the SEN Venture Safeguarding policy and clear guidance on safe working practices.

8.2 All new staff will be subject to a probation period as detailed in the SEN Venture Probation Policy, which provides a formal framework for ensuring that the standards of performance set by SEN Venture are fully communicated and what required standards are being met and maintained. During the probationary period, the individual’s practice in respect of safeguarding will also be monitored. Any areas of concern will be highlighted and addressed with the individual.

8.3 Only in exceptional circumstances will a member of staff be permitted to start work prior to their full clearances being in place. Such a decision will be taken by management and will be subject to a full safeguarding risk assessment being conducted and mitigating actions identified, which will include as a minimum supervision of the member of staff at all time.

SEN Venture Safer-Recruitment Policy and Procedures is an essential framework in creating and maintaining a safe, caring and supportive environment for service users and staff. SEN Venture is committed to safeguarding and promoting the welfare of children and young people. To achieve this commitment we will ensure the continuous development, improvement and review of robust safeguarding processes and procedures that continuously promote a culture of vigilance in respect of safeguarding within our services.

We aim to provide:

-A safe environment

-Excellent quality of care and support;

-Physical development, emotional and mental well-being;

- Opportunities to develop new skills;

-Exciting challenges and experiences;

-Community cohesion and social inclusion.