

**Cavernoma Alliance UK
Safer Recruitment Policy**

Created

Date developed	By whom	Method of consultation and recommendations	Date adopted
20/12/2020	EYF Ltd. for CAUK		19/2/2021
Schedule for revision		This policy should be reviewed annually or sooner if needed.	

History of revisions

Review date	By whom	Summary of changes made	Date implemented

Context

Safer recruitment is one of the most important aspects of safeguarding children, young people and vulnerable adults. CAUK must, therefore, put effective systems in place to ensure the suitability of new staff, including volunteers during the recruitment process and then continue to maintain systems that guide conduct and monitor on-going suitability.

Definition of terms

Staff	Describes all paid and non-paid staff such as volunteers, Trustees and anyone who is representing CAUK.
Service users	Children and their parents, young people and vulnerable adults that engage with CAUK.

CAUK aims to have a high-quality staff team that act at all times in the best interests of our service users. To achieve this, we have policies and procedures to support the recruitment, development and retention of staff.

Policies in respect of staff (both paid and unpaid) are governed by the following:

- The best interests of the service user, their welfare, safety and care
- Compatibility between an allocated member of staff and a service user
- Compatibility between all members of staff and the building of a good team spirit
- Consideration of the advancement of each member of staff
- Training to help them achieve their maximum potential
- Equal pay for work of equal value

- Compliance with the current legislation including the principles of the Equality Act 2010.

We will ensure:

- The provision of a person specification and job description for every member of staff prior to an interview
- All interviews will follow our recruitment procedures to ensure safe, fair and non-discriminatory recruitment practices
- The provision of a statement of terms and conditions and contract for every member of staff in employment
- Successful applicants will receive a full induction programme
- New members of staff will be provided with copies of all the policies and procedures and we will ensure their understanding and adherence to these over an induction period
- Discrimination or harassment of any member of staff relating to sex, race, sexual orientation, gender, gender reassignment, age, religion or belief and disability will not be tolerated. This includes unwanted verbal or physical third-party harassment by those not employed by CAUK.

CAUK is committed to ensuring that all staff, including volunteers are suitable to work with or be in regular contact with our service users. We have systems in place to ensure that this includes making a decision about suitability as part of the recruitment process and monitoring continued suitability, as part of regular staff supervision meetings.

The Operations Manager is responsible for ensuring that all staff (both paid and unpaid) have an enhanced check with the Disclosure and Barring Service (DBS), and that the results of such a check are assessed as part of a decision on suitability. Where possible, staff will have the checks completed prior to starting employment. However, if there are delays in DBS checks coming through, staff will not be able to work in an unsupervised capacity with service users. All CAUK staff will be informed of any staff awaiting enhanced DBS clearance to ensure this level of vigilance.

We recognise that the enhanced DBS disclosure is only one part of a suitability decision and that senior staff within CAUK will need to ensure that every individual goes through a vigorous recruitment and induction procedure to confirm that they are suitable to work with service users. We will also ensure that each staff member receives continuous support, training and supervision from senior staff members within CAUK in order to provide a safe, secure and healthy environment for both our employees and our service users.

We will act swiftly on any information that comes to our attention that suggests someone may no longer be suitable for their role.

The safe recruitment of staff

We will ensure our compliance with legislation by:

- Understanding the importance of safer recruitment through training and by regularly updating our knowledge of key documents such as Working Together to Safeguard Children

- Following any requirements or guidance given by the Disclosure and Barring Service (DBS) in relation to carrying out checks and abide by the employer's responsibilities relating to significant changes to suitability or on-going investigations.

Advertising

- We will use reputable newspapers, websites and the local job centre to advertise vacancies.
- We will ensure that all recruitment literature includes details of our equality and inclusion policy and our safe recruitment procedures, including an enhanced DBS check and at least two independent references for every new employee.
- We will also include the requirement for an additional criminal records check (or checks for more than one country) for anyone who has lived or worked abroad.

Interview stage

- We will shortlist all suitable candidates against a pre-set specification and reply to all applicants regardless of whether they are successful in reaching the interview stage or not.
- All shortlisted candidates will receive a job description, a person specification, an equal opportunities monitoring form and a request for identification prior to the interview.
- The Operations Manager will decide on the most appropriate people for the interview panel and we will strive wherever possible to have 3 people involved in the decision-making process to avoid deadlock situations.
- At the start of each interview, all candidates' identities will be checked using, for example, their passport and/or photocard driving licence. All candidates will also be required to prove that they are eligible to work in the UK.
- The interview process will identify and address any gaps in the candidate's employment history.
- All candidates reaching the interview stage will be questioned using the same set of criteria and questions. These will be specific to the role being advertised and will include questions on safeguarding to assess prior knowledge and experience.
- Candidates will be given a score for their answers including a score for their individual experience and qualifications and the candidate with the best score will be offered the position.
- Every candidate will receive communication from the interview panel lead stating whether they have been successful or not. Unsuccessful candidates will be offered feedback.

Starting work

- The successful candidate will be offered the position subject to at least two references from previous employment or, in the case of anyone with a limited career history, we will accept character references from an upstanding member of their local community.

- References will be checked before the successful candidate is able to take up their post and these checks will not only deal with the content of the reference but will also ensure that the reference comes from a valid source.
- All documents pertaining to the recruitment process including the interview questions and the answers given by the candidate will be kept on each staff member's personnel file.
- The successful candidate will be asked to provide proof of their qualifications, where applicable. All qualifications will be checked, and copies taken for their personnel files where applicable.
- Prior to employment but after the job has been offered a health check questionnaire will be given to the successful candidate and its results will be taken into account in making an overall decision about suitability. CAUK reserves the right to take any further advice necessary in relation to a person's suitability and ability to carry out all aspects of their role.
- All new starters, other than those who have registered for the DBS update service will be subject to an enhanced Disclosure and Barring Service (DBS) check. This will be initiated before the member of staff commences work. An additional criminal records check (or checks for more than one country) will also be made for anyone who has lived or worked abroad.
- CAUK will record and retain details about the individual including staff qualifications, identity checks carried out and the vetting process in accordance with our GDPR Policy. This will include the DBS reference number, the date the disclosure was obtained and details of who obtained it. CAUK will not retain copies of the disclosure itself once the employment decision is taken.
- There may be occasions when a DBS check is not clear, but the individual is still suitable to work with children and/or vulnerable adults. This will be treated on an individual case basis taking the following into account:
 - The seriousness of the offence or other information
 - The accuracy of the person's self-disclosure on the application form
 - The nature of the appointment including levels of supervision
 - The age of the individual at the time of the offence or other relevant information
 - The length of time that has elapsed since the offence or other relevant information
 - The relevance of the offence/information to working with or being in regular contact with children, young people and vulnerable adults.
- New starters are required to sign (on either the application form, contract or a separate form) to state that they have no criminal convictions, court orders or any other reasons that would disqualify them from working with children, young people and vulnerable adults or any circumstances that would make them unsuitable to do so.
- All new members of staff will undergo an intensive induction period during which time they will read and discuss our policies and procedures to ensure that they understand how to put our policies into practice.
- During their induction period, all new staff will receive training on how to safeguard service users and will be required to follow our Child Protection and Safeguarding Policy and procedures.
- The new member of staff will have regular meetings with their manager during their induction period to discuss their progress.

Ongoing support and checks

- All staff are responsible for notifying their line-manager or a senior member of staff if there are any changes to their circumstances that may affect their suitability to work with service users. Staff will face disciplinary action should they fail to notify their line-manager of any significant changes immediately.
- All members of staff will update a health questionnaire on an annual basis to ensure that senior staff have a good knowledge of any changes that may require support or additional resources to aid them to carry out their day-to-day duties. This will also be discussed at staff supervision meetings which will take place throughout the year.
- Senior leaders will review any significant changes to an individual's circumstances that may suggest they are no longer suitable to work with service users and take appropriate action to ensure any unsuitable or potentially unsuitable employee does not have unsupervised contact with service users until the matter is resolved.
- Every member of staff will have at least 4 supervision meetings a year which will be held quarterly with individual staff members. This will provide an opportunity for the manager and member of staff to discuss what is working well, where support is needed and whether professional development opportunities would be beneficial.
- It is the responsibility of the line-manager to ensure that quarterly supervision meetings happen with consistency and at a mutually convenient time.