



AUTISM & ADHD SUPPORT

for parents/carers of children with
ADHD and/or on the Autistic Spectrum

Safer Recruitment Policy

1. Introduction

1.1. Angels Support Group emphasises the importance of safeguarding the children in our care and this policy should be read in conjunction with our Safeguarding Children Policy. The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

2. Identification of recruiters

2.1. Subject to the availability of training, Angels Support Group will aim to have at least one recruiter who has been trained in Safer Recruitment procedures.

3. Inviting applications

3.1. Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“Angels Support Group is committed to safeguarding children and young people and expects all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check (including barred list check for those who will be engaging in regulated activity).”

3.2. Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- Angels Support Group’s Safeguarding Children Policy;
- Angels Support Group’s Safer Recruitment Policy (this document);
- the selection procedure for the post;
- an application form.

3.3. All prospective applicants must complete, in full, an application form. We require information on academic and employment history; suitability for the role; referee details; a declaration about Disclosure and Barring Service checks and a declaration of eligibility to work in the UK. The provision of any false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or the DBS.

4. Short-listing and references

- 4.1. Short-listing of candidates will be against the person specification for the post.
- 4.2. Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection process.
- 4.3. References will be sought directly from the referee. References or testimonials provided by the candidate will not be accepted. We do not accept open references, those from relatives or those writing solely in the capacity of friend.
- 4.4. Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 4.5. Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 4.6. Referees will always be asked specific questions about:
 - the candidate's suitability for working with children and young people;
 - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
 - the candidate's suitability for this post.
- 4.7. Angels Support Group's employees are entitled to see and receive, if requested, copies of their employment references.

5. The selection process

- 5.1. Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- 5.2. Interviews will always be face-to-face (which may be via video link). Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview.

5.3. Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

6. Employment checks

6.1. All applicants are required to bring to the interview:

- proof of identity
- proof of their qualification (only original documents are accepted).
- proof of eligibility to live and work in the UK

6.2. Successful applicants will also be required to complete:

- a confidential health questionnaire
- an application for an enhanced DBS check (including a barred list check if required) and receive satisfactory clearance.

7. Offer of appointment

7.1. A conditional Offer of Appointment is made in writing to the successful candidate. The offer is made subject to:

- a. Confirmation of proof of eligibility to work in the UK. Angels will obtain this via Gov.UK: www.gov.uk/check-job-applicant-right-to-work
- b. Receipt of at least two references satisfactory to the charity (if these have not already been received).
- c. Verification of identity and qualifications.
- d. A Barred list check (if required)
- e. A satisfactory DBS Certificate at the enhanced level.
- f. Medical fitness for the role and duties.
- g. The entries on the application form proving to be complete and accurate.

8. Induction

8.1. Upon starting employment, as part of the Induction process, each employee is given safeguarding training and guidance on safe working practices. In so doing we are meeting our obligations as an employer, and reinforcing our commitment to ensuring the safeguarding children and employees alike.

8.2. Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

9. Volunteers

9.1. Potential volunteers will be required to complete a volunteer application form and will have references checked. Depending on the nature of the role they may be required to complete and receive a satisfactory enhanced DBS check, which will include a barred list check if the role involves engaging in a regulated activity as defined in the Safeguarding Vulnerable Groups Act 2006.

9.2. Volunteers will receive induction training in line with employees (see section 8.1 above)

Approval and review schedule

This policy and procedures applies to Angels Support Group and covers any activities we run as a group. We are committed to reviewing our policy and procedures on a regular basis and when there are significant changes in legislation or to our organisation.

This policy was adopted as follows:

Date approved: 28th June 2021

Signature of the Chair:

Date Signed:

Signature of Trustees:

Frequency policy to be reviewed: Annually

Date policy to be reviewed: June 2022

History of changes to this policy

Date	Summary of changes
April 2020	"Child protection policy" changed to "Safeguarding Children Policy".
May 2021	Version 2: 5.2 Checked, clarified that face-to-face interview can also be via video link. 7.1 Clarification that Angels will verify the right to work in the UK via the Gov website checker.