



Safe Recruitment Policy

Purpose

OSCARS uses safe recruitment practices to ensure that all people working with the children in our care are safe and qualified to do so. When recruiting paid staff or volunteers we will follow the procedures set out below.

Procedure

Advertising the vacancy

We will advertise all vacancies, and any job advertisements will include a statement about our commitment to safeguarding children.

Initial enquiry

Upon enquiring about a vacancy, we will send potential candidates:

- a job description
- a person specification
- an application form

The application form includes:

- instructions that the application form must be completed by hand
- a declaration that all information is correct
- a section under the Rehabilitation of Offenders Act that asks if the applicant has been awaiting a verdict, convicted, or cautioned for any relevant offence
- a request for the contact details of two referees one of which should be the last employer; (if this is the candidate's first job, their course tutor is a suitable alternative)

In order to be considered for interview, all applicants must submit a hand-written application form by the stated closing date. We will only accept CVs if they are also accompanied by our standard application form completed as required.

Interview procedure

We will notify all candidates selected for interview by letter. All candidates will be asked to bring to the following items to the interview:

- proof of identity, e.g. passport, driving licence or birth certificate
- proof of address, e.g. recent utility bill (not mobile phone) or bank statement
- proof of qualifications, i.e. the relevant certificates
- for non-British nationals, proof of the right to work in the UK (as required by the Asylum and Immigration Act)

The interview will be conducted by a minimum of two interviewers. All candidates will be asked the same set of questions. We will then ask additional questions about any other issues that arise from their application form, for example gaps in career history, etc.

All successful candidates will be subject to an enhanced DBS disclosure for a regulated activity. We will require full sight of the DBS certificate, and if appropriate, we will also check the status online via the DBS Update service. Candidates will be advised if applying for a DBS for the first time, to join the update service.

All candidates will also be asked to participate in a session with the children for a minimum of an hour so that they can be observed interacting with both children and staff

Only when all candidates have been interviewed and observed in a session will we make our

final selection.

Appointing a new member of staff

When we have selected the successful candidate, we will

- send him or her a written offer, which will clearly state that it is subject to the receipt of suitable references and a clear enhanced DBS check
- we will contact both referees for a reference, including asking them if they have any child protection concerns about the candidate.
- initiate an enhanced DBS check for the candidate or check their status via the update service.
- ask the candidate to complete a health questionnaire
- notify any unsuccessful interviewees

We will also take photocopies of the new member of staff's qualification certificates and proof of identity and keep these on file.

When a new member of staff starts work at OSCARS we will give him or her:

- our terms and conditions, and get them to sign their contract; a copy of their contract will be kept on file
- all our Club policies, and ensure that they sign a policy confirmation form to confirm that they have read and understood them; the signed form will be kept on file
- Copy of the Staff Suitability Declaration which they must complete and return. This form will be completed on an annual basis on or after their first working day after the 1st March.

We will conduct a full induction and orientation programme with all new members of staff as set out in our Staff Induction policy, which will include EPI Pen training.

DBS checks

New staff will only be allowed to work unsupervised with children when we have received a clear DBS check for them.

New members of staff must bring into OSCARS the original copy of their DBS check to be seen by the Manager. Its number and date of issue will be recorded.

Date first adopted by OSCARS management committee	27.02.12
Date of latest review	23.02.2015
Review signed on behalf of OSCARS	C. Mumby
Position	Chairperson