



WYKE COMMUNITY &
CHILDREN'S CENTRE

20. Safer recruitment Policy and Procedure.

20.1 Statement

At Wyke Community and Children's Centre we take our commitment to Safeguarding Children, Young People and Vulnerable Adults very seriously. We expect all staff, students and volunteers to do the same.

We aim to ensure that all people working with children, young people and vulnerable adults are suitable to do so and so employ extremely vigilant procedures when recruiting new staff.

20.2 Implementation and Procedure of Application process.

At Wyke Community and Children's Centre we will:

- Only advertise positions on reputable websites, usually Direct.gov.
- Ensure that all job position advertisements state that enhanced checks will be part of the recruitment procedure.
- Accept only application forms when considering applicants for a position. CV's or letters will not be accepted at any time.
- Supply Job description and personnel specifications along with the application form.
- Only provide a letter for successful applicants, who will be proceeding the next stage of the recruitment process, which will be an interview.
- Ensure all applicants are asked to provide proof of Identity, Qualifications, Eligibility to work in the UK and asked to disclose anything which may show up on DBS check.
- Investigate in the Interview process any gaps in employment or any other anomalies that are apparent.
- Ensure that two members of the SMT are present in all interviews. The manager whose department the vacancy is for will have the final decision upon the appointment of applicants.

20.3 Implementation and Procedure of Staff Induction

At Wyke Community and Children's Centre we will

- Ensure each new employee is informed that their job offer is conditional, dependant on satisfactory references and Enhanced DBS checks.
- Ensure all new staff will have an induction meeting with their line manager before commencing employment during which they will be asked to complete an online Awareness of Child Abuse and neglect course.
- Complete all relevant paper work within the induction meeting, including: staff details form, emergency contact form and staff induction checklist.
- Ensure all staff are provided with a full copy of the Centre's Policies and Procedures and asked to read these and confirm that these have been understood.
- Ensure that staff fully understand the conditions outlined within the Staff Induction Checklist and ask them to sign this as an acceptance of the Centre policies and Procedures.
- Guarantee that no member of staff will commence work at the Centre before their DBS has returned.

- Subject all staff to a probationary period, during which regular meetings will be held to assess the staff suitability for the position and address any issues promptly.
- During the probationary period work ethic and work produced will be monitored closely. If the standard of work is not satisfactory their employment may be reconsidered.
- Ensure all staff attend an annual appraisal where an ongoing staff suitability form will be completed by them. This includes notifying their line manager of any changes to their suitability to work with children, health concerns or incidents which may have happened outside of work.(In serious cases this information should be relayed to management at the earliest opportunity)
- Confirm that staff employed after 1 January 2015 to work in early years provision, and employees who are directly concerned in the management of such provision are not disqualified and that no members of their households are disqualified