

Louie's Helping Hands

RECRUITMENT, SELECTION & DISCLOSURE POLICY & PROCEDURE

CHAIRPERSON: SARA LLEWELLYN

DATE AGREED: 22 FEBRUARY 2017

DATE OF NEXT REVIEW: 22 FEBRUARY 2018

ALL, STAFF HAVE ACCESS TO THIS POLICY AND SIGN TO THE EFFECT THAT THEY HAVE READ AND UNDERSTOOD ITS CONTENT

Louie's Helping Hands

Recruitment, Selection & Disclosure Policy and Procedure

1. Introduction

Louie's Helping Hands is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people.

The Charity is also committed to providing a supportive and flexible working environment to all its members of staff.

The Charity recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of the Charity's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equitably and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age;
- to ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Children, Schools and Families (DCSF) in "Safeguarding Children: Safer Recruitment and Selection in Education Settings" and the code of practice published by the Disclosure and Barring Service (DBS);
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

2. Recruitment & selection procedure

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. A curriculum vitae will not be accepted in place of the completed application form.

Applicants will receive a job description for the role applied for.

The applicant may then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following: the agreement of a mutually acceptable start date

· the receipt of two satisfactory references (one of which must be from the applicant's most recent employer) which the Charity considers satisfactory;

- the receipt of a disclosure from the Disclosure and Barring Services with which the Charity is satisfied; and
- a completed medical questionnaire and verification of medical fitness for the role

3. Pre-employment checks

In accordance with the recommendations of the DCSF in "Safeguarding Children: Safer Recruitment and Selection in Education Settings" the School carries out a number of pre-employment checks in respect of all prospective employees.

4. Verification of identity and address

All applicants who are invited to an Interview will be required to bring the following evidence of identity, address and qualifications: -

- current driving licence (including photograph) and/or passport/full birth certificate;
- one utility bill or statement (dated within the last three months) showing their name and home address;
- documentation confirming their National Insurance Number (P45, P60 or National Insurance Card);
- documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

5. Disclosure and Barring records check

Due to the nature of the work, the Charity applies for criminal record certificates from the Disclosure and Barring Service (DBS) in respect of all prospective staff members, governors and volunteers.

All successful candidates at Louie's Helping Hands will undergo an enhanced disclosure.

Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction(s).

The Louie's Helping Hands expects supply/temporary worker agencies/contractors that are used by the Charity to register with the DBS on their own account and to follow their policy or their own comparable policy. Proof of registration will be required before the Charity will commission services from any such organisation.

6. Policy on recruitment of ex-offenders

Louie's Helping Hands will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The Charity makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically debar him/her from employment within the Charity. Instead, each case will be decided on its merits.

In view of the fact that all positions within the Charity will amount to "regulated positions" within the meaning of the Protection of Children Act 1999 (as amended by the Criminal Justice and Courts Services Act 2000), all applicants for employment must declare all previous convictions (including those which would normally be considered "spent" under the Rehabilitation of Offenders Act 1974). A failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

Under the relevant legislation, it is unlawful for the Charity to employ anyone who is included on the lists maintained by the DCSF and the Department of Health of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the Charity to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the Charity. If:

- the Charity receives an application from a disqualified person;
- is provided with false information in, or in support of an applicant's application;
- the Charity has serious concerns about an applicant's suitability to work with children, it will report the matter to the Police, DBS and/or the DCSF Children's Safeguarding Operations Unit (formerly the Teacher's Misconduct Team).

7. Assessment criteria

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, Louie's Helping Hands will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question; the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred; 5
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the Charity's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:

- against adults: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence;
- against children or adults: serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the Charity's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the Charity's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

8. Retention and security of disclosure information

The Charity's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

In particular, Louie's Helping Hands will: -

- store disclosure information and other confidential documents issued by the DBS in locked storage container, access to which will be restricted to members of the Charity's board of trustees.
- not retain disclosure information or any associated correspondence for longer than is necessary. In most cases, the Charity will not retain such information for longer than 6 months although the Charity will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken.
- ensure that any disclosure information is destroyed by suitably secure means such as shredding;
- prohibit the photocopying or scanning of any disclosure information.

The Charity complies with the provisions of the DBS code of practice, a copy of which is held in the charity office

9. Retention of recruitment checks on staff

Louie's Helping Hands records the outcomes of all the required checks on staff on an electronic single central register.

This policy was adopted by: Louie's Helping Hands	Date: 19 th May 2016
Reviewed on: 22 nd February 2017	Signed: S J Llewellyn
To be reviewed on: 22 nd February 2018	