

SAFER RECRUITMENT POLICY STATEMENT

LAST UPDATED: 08/09/2021

The aim of this policy is to outline Creative Arts Therapy Devon CIC recruitment policies and procedures for all staff, whether paid, voluntary, self-employed or on payroll.

We are committed to ensuring that all members of staff delivering services on behalf of our organisation are suitable and safe to work within their roles. As such our recruitment procedures have been constructed in line with recommended best practice to safeguard all children and young people and this policy should be read as part of our wider safeguarding policy and procedure.

We want to ensure that anyone involved in the delivery of services are fully informed as to what is expected of them in their role. For this purpose, we ensure that any applicants are provided with this policy prior to application alongside a detailed job description, person specification, application form and equal opportunities monitoring form. The checks that are undertaken as part of this process are the organisation's first chance to make robust efforts to prevent unsuitable individuals working with children, young people and vulnerable adults.

Our recruitment process is as follows:

Defining role → Advertising → Position → Examining Application → Following Selection Criteria → References → Checks → Interviews → Reviews

This policy goes into each of these stages in more detail to more comprehensively examine how our procedures ensure safer recruitment within our organisation. We have an allocated lead dedicated to recruitment, who receives annual training to ensure that this policy remains up to date and relevant.

Defining Role

We ensure that we construct a thorough job description and person specification for each role. These must include the skills, experience, training, knowledge and attitude to young people required for the person to provide high quality, safe provision for our service users.

The job description will clearly outline the expectations and limitations with regards to contact with children and young people or vulnerable adults.

The job description will clearly outline the boundaries of the role.

The job description will clearly define expectations with regards to safeguarding and safeguarding knowledge and experience within the person specification.

Advertising

When advertising for a post, we will clearly state the necessity to complete DBS checks for the purpose of the role. All candidates will be sent information regarding our safer recruitment and safeguarding policies and procedures.

Application

All applications require the completion of an application form rather than a CV to ensure that essential data for safer recruitment is collated. The application form must ensure that it requests all information regarding background, experience, knowledge, training and references to ensure an accurate selection process and background checks. The application must include a full history since leaving education. The application must also be signed either during submission or during the interview process. Any qualifications on the application form must be supported by certificates. At least two references will be taken up and any job offer will be conditional until satisfactory references are received.

Selection Criteria

Although DBS checks are not part of the initial selection process, the application forms will provide the opportunity for applicants to self-declare if they have any convictions that might come up on the DBS check. They must also declare whether they are living in the same household as someone disqualified under the Childcare Act 2006. This may disqualify them by association.

No individual disqualified under the Childcare Act 2006 will be considered for a role in our organisation regardless of whether their role requires direct contact with children, young people or vulnerable adults.

A short list will be created of at least two candidates based on the person specification and job description.

Interviews

Any interviews will be conducted by at least one interviewer who has received safer recruitment training. The interview may be conducted in a variety of ways such as a series of questions, role play, creative activities, etc, but they will be carefully constructed beforehand and designed to obtain the information needed to determine whether the applicant meets the person specification. The interview must also include a section that succinctly determines the applicant's knowledge of safeguarding and how this may be relevant to their prospective role.

References

All applicants must provide two references including from their most recent employer and important details such as term of employment and reason for leaving. Our reference checks include checking whether there was any disciplinary action or cause for concern during the term of employment.

Checks

All employers have a legal obligation to confirm the identity of the individuals they are actively recruiting, and to check their right to work in the UK. To fulfil this obligation, we will request the required documentation in line with the current Home Office guidelines.

All applicants must either have a DBS, at a level appropriate to their role, registered on the DBS Update Service or complete an application for a new DBS through Creative Arts Therapy Devon CIC. Annual status checks are completed for all people employed by the company or who are involved in the delivery of services.

Under no circumstances will any individual be allowed to work unsupervised with children, young people or vulnerable adults until their DBS checks have been completed.

All those recruited by Creative Arts Therapy Devon CIC will have undertaken safeguarding training as part of their induction to a level and frequency suitable for their role.

Review

We believe that it is essential to the well-being of our staff and our service users to ensure that our staff continue to have the capacity to fulfil their role successfully. Therefore, we ensure that we communicate and explore any changes in role or expectations within a role thoroughly with the staff member. Frequent supervision and mentoring structures within the organisation ensure that staff have the opportunity to explore and communicate when they may be finding it difficult to meet their responsibilities for whatever reason. We also ensure that training is kept up to date.

POLICY REVIEW DATE: 08/09/2022

Signed : Caz/Caroline Hoar (Director)

Signed: Maaike Geschwindt (Director)

Signed: Tracey Wills (Director)

If you have any enquires or concerns in relation to this policy and procedures, please contact **Creative Arts Therapy CIC** directors at:

Info@catdevon.org.uk

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Creative Arts Therapy Devon CIC is a community interest company (Company No. 13080646)