



Safer Recruitment Policy

Resonate Hants

NCS is a three-part programme for 15-17 year olds. It's perfect for boosting CV experience, personal statements and UCAS forms. It's also an unforgettable experience which builds confidence and independence.

The programme is a government-funded initiative that brings together schools, community organisations, businesses and individuals to build a stronger and more cohesive society.

Programme Aims

In Week 1, young people will stay in group accommodation, building their confidence and facing fears by taking on their own Personal Challenge. Activities we provide include; coasteering, surfing, mountain biking etc. Young people will face individual challenges but have the support of team mates to help overcome any fears. No team will make it through this demanding experiencing without mastering the art of communication and encouraging one another, making lifelong friends along the way.

In Week 2, young people will be based on residential but closer to their local community. Individuals and their teams will face the initial challenge of staying in accommodation whilst budgeting and catering for themselves- a real taste of independence. During this week, young people in their teams will undertake a number of different workshops in order to learn skills that may help with their social action projects.

During week 3, young people will plan and fundraise for their social action projects. It's up to the teams themselves to decide what to do, plan how to organise it and present the idea to a panel of experts. Once the team's ideas have been given the go ahead, they will be supported to help develop the skills required to execute their social action project and make a mark in their local community. Their projects will become a reality and their actions can have a big impact: Be the Change!

In completing all three challenges, young people will; try new things, meet new people, gain independence, build friendships and make a difference.

DDA STATEMENT

At Resonate Hants we will aim to:

- Promote equality of opportunity, it is our aim to run a socially mixed programme which is both safe and accessible for all young people.
- Eliminate discrimination that is unlawful under the Act.
- Eliminate harassment of young people or staff.
- We are committed to ensuring the safety of participants, staff, volunteers and partners during the programme. We work with highly experienced partners, employ fully trained staff and comply with all relevant legislation.

This policy has been developed to embed safer recruitment practices and procedures throughout **Resonate Hants** and to support the creation of a safer culture by reinforcing the safeguarding and well-being of young people in our care.

This policy complies with guidance outlined in 'Safeguarding Children and Safer Recruitment in Education-January 2007' and Dealing with allegations of abuse against staff – DfE 2012.

This policy reinforces the conduct outlined in the Government Office 'Guidance for Safer Working Practice for Adults Who Work with Children and Young People' as well as the organisations Whistle Blowing policy all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents.

This policy is an essential element in creating and maintaining a safe and supportive environment for all young people and others within the organisation and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by;

- Attracting the best possible candidates/volunteers to vacancies

- Deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- Identifying and rejecting those candidates/volunteers who are unsuitable to work with young people

Resonate Hants is committed to using disciplinary procedures that deal effectively with those adults who fail to comply with the companies safeguarding and child protection procedures and practices.

As an employer, we are under a duty to refer any allegation of abuse against a member of staff to the Local Authority Designated Officer within one working day of the allegation being made. A referral will be made if a member of staff (including volunteers) has;

- Behaved in a way that has harmed a young person, or may have harmed a young person
- Possibly committed a criminal offence against or related to a young person
- Behaved towards a young person or young people in a way that indicates he or she would pose a risk of harm if they work regularly or closely with young people

As an employer; we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary proceedings, is dismissed because of misconduct towards a young person and we may refer any concerns we have before the completion of this process.

Roles and Responsibilities

The Organisation will;

- Ensure the company has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements
- Monitor compliance with them
- Ensure that staff have completed safer recruitment training

The DSL/HR Department will;

- Ensure that the company operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- Ensure that all appropriate checks have been carried out on staff and volunteers who work on programme
- Monitor any contractors and agencies compliance with this document
- Promote the safety and well-being of young people at every stage of this process

Inviting Applications

All advertisements for posts of regulated activity, paid or unpaid, will include the following statement;

Resonate Hants is committed to safeguarding and protecting the young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our programmes.

We expect all staff and post holders to share this commitment to safeguarding by ensuring compliance with our policies and practices.

All applicants will receive a pack containing the following when applying for a post;

- A statement of the organisations commitment to ensuring the safety and well-being of all young people
- Job description and person specification
- Safeguarding Policy
- Safer Recruitment Policy
- The selection procedure for the post
- An application form

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

Candidates submitting an application form completed on line will be asked to sign the form if called for interview.

A curriculum vitae will not be accepted in place of a completed application form.

Identification of the Recruitment Panel

At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment.

Short Listing and References

Candidates will be short listed against the person specification for the post.

Two references, one of which must be from the applicant's current/most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure.

References will be sought directly from the referee, and will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Referees will be asked specific questions about the following;

- The candidate's suitability to work with young people

- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of young people
- The candidate's suitability for the post

Reference requests will include the following;

- Applicants current post
- Sickness record
- Attendance record
- Disciplinary record

All appointments are subject to satisfactory references, disclosure and barring service checks and any internal safeguarding checks made by the company.

Invitation to Interview

Candidates called to interview will receive;

- A letter confirming the interview and any other selection techniques
- Details of the interview day
- Further copy of the person specification
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview

The Selection Process

Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates as well as attendance at an additional staff training day and online training assessments set by the NCS trust.

Interviews will always be face-to-face.

Candidates will be required to;

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Declare any information that is likely to appear on the DBS disclosure
- Demonstrate their ability to safeguard and protect the welfare of young people.

Employment Checks

An offer of appointment will be conditional and all successful candidates will be required to;

- Provide proof of identity
- Complete an enhanced DBS application and receive satisfactory clearance
- Complete a confidential health questionnaire
- Provide proof of eligibility to live and work in the UK

All checks will be;

- Confirmed in writing
- Documented and retained on the personnel file
- Recorded on the companies Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

Employment will commence subject to all checks and procedures being satisfactorily completed.

Induction

All staff and volunteers who are new to the company will receive information on safeguarding policies and procedures and guidance on safe working practices as part of their induction training.

All successful candidates will undergo a period of monitoring and will;

- Meet regularly with their coordinator/manager
- Attend any appropriate training

This Policy was Adopted by

Resonate Hants

Date to be Reviewed

March 2019

Signed on Behalf of the Provider



Name of Signatory

Anna Nicholls

Role of Signatory

Operations Director
