



## SAFER RECRUITMENT POLICY

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### Introduction

The purpose of this policy is to set out the minimum requirements of a recruitment process for employees of KidsAid that aims to:

- Attract the best possible applicants to vacancies.
- Deter prospective applicants who are unsuitable for work with children, young people, adults at risk or their families.
- Identify and reject applicants who are unsuitable for work with children, young people, adults at risk or their families.
- Identify and reject applicants who are unqualified for the position.
- To ensure that all applicants are considered equally and consistently.
- To ensure that no applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex, or sexual orientation, marital or civil partner status, disability, or age.
- To ensure that KidsAid meets its commitment to safeguarding children, young people, adults at risk and their families by following safer recruitment practices and carrying out all pre-recruitment checks.

### Equality and Inclusion

These procedures will be applied fairly to all potential employees and self-employed therapists regardless of race, ethnic or national origin, colour, or nationality, gender (including marital status), age, disability, sexual orientation, religion or belief, length of service, whether full or part-time or employed under a permanent or a fixed-term contract or any other relevant factor.

At KidsAid we recognise that we work with a diverse range of clients, so we aim to recruit in a way which reflects the diversity of our client group.

## **Inviting Applications**

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

*“KidsAid is committed to safeguarding children, young people, adults at risk and their families. All postholders are subject to a satisfactory DBS (Disclosure & Barring Service) check where appropriate.”*

Prospective applicants will, as a minimum, be supplied with or given access to (e.g., on KidsAid’s website) the following:

- Job description and person specification.
- KidsAid’s Safeguarding and Child Protection procedure.
- KidsAid’s Safer Recruitment Policy.
- The selection procedure for the post.

All applications must be in writing with an application form and a covering letter (either on paper or by e-mail).

## **Short-listing and References**

- The short-listing of candidates will be against the person specification for the post.
- As per our due diligence checks an online search will be carried out for prospective candidates for any position within KidsAid.
- Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- References will be sought directly from the referee.
- References or testimonials provided by the candidate will not be accepted.

Where necessary, referees will be contacted by telephone or e-mail to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- The candidate’s suitability for working with children, young people, adults at risk or their families.
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people, adults at risk or their families.
- The candidate’s suitability for this post.

## **The Selection Process**

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview with short-listed candidates.

Interviews will always be face-to-face, in person or via Zoom/Teams. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview.

Candidates will always be required:

- To explain satisfactorily any gaps in employment.
- To explain satisfactorily any anomalies or discrepancies in the information available to recruiters.
- To declare any information that is likely to appear on a DSB (Disclosure & Barring Service) check.
- To demonstrate their capacity to safeguard and protect the welfare of children, young people, adults at risk and their families where appropriate.

## **Employment Checks**

All successful applicants are required:

- To provide proof of identity.
- To complete a DSB (Disclosure & Barring Service) check and receive satisfactory clearance as appropriate.
- To provide actual certificates of qualifications.
- To complete a confidential health questionnaire.
- To provide proof of eligibility to live and work in the UK.

## **Induction**

All staff who are new to KidsAid will receive induction training that will include KidsAid's safeguarding policies and guidance on safe working practices.

Regular meetings will be held during the first 3 months of employment between the new employee and their line manager.