

Manor House Development Trust (MHDT)

Safer Recruitment Policy

1. Definition and scope

- 1.1 'Staff' is defined as all those engaged as part of the children's workforce, including trustees, permanent and temporary employees, workers provided by an employment agency, contractors, consultants and volunteers.

2. Named person

- 2.1 MHDT's named person for safer recruitment is its Director.

3. Annual review

- 3.1 MHDT will undertake an annual review of its recruitment procedures.

4. Recruitment procedures

- 4.1 All stages of the recruitment process are committed to safeguarding through:
- 4.1.1 All posts, including volunteers and trustees, having clear job descriptions and person specifications that demonstrate suitability to work with children;
 - 4.1.2 Stating MHDT's commitment to safeguarding in job adverts, application forms, job descriptions and person specifications;
 - 4.1.3 Asking for information about previous allegations in the recruitment process;
 - 4.1.4 Personal identification being checked at interview;
 - 4.1.5 Application packs being consistent with MHDT's policy on safer recruitment;
 - 4.1.6 Application packs containing MHDT's Safeguarding Statement;
 - 4.1.7 Application forms asking for information on education establishment and qualifications obtained, employment history, verification of applicant's identity and professional registration where applicable;

- 4.1.8 References sought will include specific questions in relation to the applicant's suitability to work with children/young people and any personal knowledge of the applicant being investigated over safeguarding issues, even when the concerns may not have been evidenced;
- 4.1.9 Where there are gaps in information, concerns or matters of judgement, the case is referred to more senior or experienced person in the organisation (MHDT Director or a suitably qualified member of the MHDT Board) who undertakes a risk assessment;
- 4.1.10 All interviews where relevant, to assess applicant's attitude towards children and young people;
- 4.1.11 For successful applicants, interview questions and applicants' responses being recorded and kept on the personal file. All other records are retained and destroyed in line with data protection legislation and guidance;
- 4.1.12 Each recruitment panel having at least one member trained to an agreed and recognised standard in recruitment and selection procedures in relation to safeguarding, where relevant;
- 4.1.13 CRB and other checks being completed in line with government regulations and guidance. These will include – verification of personal identity and aliases used; qualifications; all professional and personal references; registration with any regulatory body;
- 4.1.14 Following up any concerns regarding CRB and other checks;
- 4.1.15 Anyone employed pending the outcome of a CRB or other check is only allowed to work with children and young people with a documented risk assessment, approved by an authorised manager or Board member;
- 4.1.16 Keeping a record of CRB checks which will be accessible and available;
- 4.1.17 Having safeguarding systems in place to ensure that overseas applicants are CRB checked;
- 4.1.18 All relevant legal requirements and standards applying to all staff;
- 4.1.19 Contracts of employment setting out expected behaviour or

codes of conduct relating to safeguarding;

- 4.1.20 Induction for new staff including training on safeguarding where relevant;
- 4.1.21 Records being kept of all training attended;
- 4.1.22 Performance being monitored regularly and appropriate action taken where there are concerns;
- 4.1.23 Having procedures in place for confidential reporting or whistle blowing – this will cover conduct which is in breach of criminal law or statute; compromises health and safety; breaches acceptable professional codes of conduct and otherwise falls below established standards of practice with children and young people;
- 4.1.24 MHDT Whistle-blowing Policy including mechanisms for confidential reporting; provision to reveal reporter identity with consent only; support mechanisms for the reporter to give evidence; an investigation process; support available to the reporter and the subject; processes to inform the reporter that their identity may be revealed and links with other procedures, such as those for dealing with complaints or allegations. These policies will be accessible to and understood by staff;
- 4.1.25 Disciplinary procedures making it clear what action is to be taken where there are concerns about staff members who do not comply with policies and procedures, including those in place to safeguard and promote the welfare of children;
- 4.1.26 MHDT Procurement Policy ensuring that it only commissions providers whose recruitment policy and procedures are consistent with those identified in this policy;
- 4.1.27 Safer recruitment processes being made available and used by all staff.