

# **Recruitment and Vetting Policy**

## **Aims**

- To ensure that our recruitment process is fair and transparent.
- To ensure that we recruit staff members with the experience, knowledge and qualifications required for the role that they are to have.
- To ensure that adults are checked for suitability to work with children before being able to work unsupervised.

## **Methods**

### **Equal opportunities**

- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin, sexual orientation or disability.
- We do however require that applicants have a sufficiently good standard of written and spoken English to ensure the well-being of the children in our care.

### **Vetting procedures**

- We take our responsibility for assessing the suitability of our staff to work with children very seriously and have a rigorous vetting procedure in place for this purpose.
- Applicants are informed that they will be subject to a thorough vetting process before they apply for a post.
- Our vetting procedure consists of the following steps:
  - a) Initial application requesting information about the applicant, their right to work in the UK, their suitability for the role and their ability to convey their passion for the position.
  - b) A thorough interview relevant to the post that the person is being considered for, unless the person is a recent ex-employee being recruited for a job similar to the one they were doing before they left.
  - c) Verification of a recent (less than 2 years) enhanced Disclosure and Barring Service check in accordance with the DBS Code of Practice.
  - d) Obtaining a certificate of good conduct if the person has been resident or has worked overseas in the 5 years leading up to their recruitment.
  - e) Obtaining references from the staff member's most recent employer and the past 3 years history.
  - f) Investigating any gaps in the person's employment history.
  - g) Verifying the person's last five years of employment history.
  - h) Checking qualifications and obtaining copies of relevant certificates.

i) Obtaining evidence of identity (e.g. passport copy).

j) Investigating any medical issues disclosed on the person's application form that may prevent them from working with children or needing accommodations.

- We never allow any person to be left alone with children unless we have completed all the steps of our vetting procedure and are satisfied that the person is suitable.

#### **Induction process**

- We provide induction training for all new staff members. This includes training on the Agency's childcare safety policy and safeguarding policies, safe sleep policies, accident policy and code of conduct as well as in-house training- where applicable. This induction will take place and be completed within the first week of employment and ideally before working with children commences.

#### **Staff Recruitment and Vetting Policy**

- We regularly carry out reviews for all new staff members in the first three months of their employment to identify and resolve any potential issues at the earliest possible stage. We collect feedback weekly from permanent placements or after each placement in multi-family positions.
- The Agency Owner or suitable manager ensures that all new staff are appropriately supported and guided.