

## Safer Recruitment Policy

### Safeguarding Policy Statement.

MAP is committed to safeguarding and protecting all children and young people and will do so by implementing robust safer recruitment, selection, induction, training, support and ongoing performance management of employees and volunteers.

### Responsibility

The responsibility for implementing, monitoring and promoting this policy is that of the Trustees, Chief Executive, Senior Managers, HR Team and line managers.

### Recruitment & Selection

We will always seek to discourage inappropriate people from seeking employment to work with children and young people by:

- Ensuring job adverts indicate our commitment to safeguarding children and young people;
- Stating clearly in our selection processes that rigorous checks on those applying to work within our organisations will be undertaken;
- Asking for any gaps in employment history to be explained on the job application form.
- Always undertaking a face to face interview with at least two people interviewing; one of whom will be trained in Warner interview techniques. If a physical face to face interview is not possible; an online interview will take place with video camera turned on.
- At least 3 Warner-based questions will be asked;
- Seeking two written references;
- Insisting DBS checks are undertaken as appropriate to identified posts as per a risk assessment of the establishment which will be reviewed regularly. Posts who have regular, unsupervised contact with children and young people will have an Enhanced DBS check which will check the barred lists for working with adults and children. Posts who do not have regular, unsupervised contact with children and young people will have a Basic Disclosure check.
- Requiring staff in relevant permanent roles to register for the Update Service and maintain this annual registration. As part of MAP's commitment to safeguarding the MAP will pay for this registration
- Only allowing staff to have unsupervised contact with children, young people and vulnerable adults when the results of the DBS check have been considered. For further guidance see the DBS Disclosure Policy.

### Induction, Training and Support

MAP will support all newly recruited and existing staff to understand the aims, objectives and boundaries of their role by:

- Providing induction to all newly appointed staff and issuing clear guidance on expected behaviour and personal conduct;
- Ensuring all staff are aware of safeguarding and other relevant policies and procedures;
- Ensuring relevant staff can access child protection adult safeguarding training;



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- Ensuring all staff have access to guidance and support and that they are aware of the Safeguarding Lead within the organisation who has responsibility for all matters relating to child protection.

Please refer to MAP's [Adult Safeguarding](#) and [Child Safeguarding](#) Policies for further information.

### **Managing Allegations**

MAP will ensure that children and young people are able to raise worries and concerns in order to achieve this we will:

- Ensure allegations are managed fairly by following Norfolk LSCB procedures;
- Have named people who will be the contact point with the Local authority Designated Officer (LADO) in the event of an allegation being made against an employee or volunteer of MAP. The nominated people are the Director of Operations and the HR Manager;
- Cooperate and contribute fully to any investigation undertaken by the statutory agencies;
- Make sure that all staff understand what happens when an allegations is made, who will be involved and what support is available to those involved;
- Make sure that all staff have access to and are familiar with our [Confidential Reporting](#) (whistle-blowing) policy and are aware of how to apply whistle-blowing procedures to any concerns that they have about the conduct of a colleague.

### **Recording & Information Sharing**

MAP is aware of the importance of recording any information about an adult working with children and young people, which may impact upon their welfare. We will always follow the guidance about data protection which can be found at <https://ico.org.uk/>; we will also:

- Record information relating to allegations against staff;
- Retain information about an adult against whom an allegation has been made;
- Make sure that records are accurate, proportionate and securely held on the Safeguarding file
- Share information about an adult with statutory partners;
- Ensure confidentiality is maintained and information is shared with those appropriate people i.e. statutory partners.

### **Monitoring & Reviewing**

MAP will continually promote our culture of safeguarding children and young people. We will always be alert to our need to learn from others and seek advice and guidance from our partners within Norfolk LSCB. We will:

- Review this policy and other practices and procedures relating to safe recruitment, induction, training and the management of allegations at least once a year;
- Agree to regularly review and monitor our safer recruitment policy and process as determined by the LSCB;
- Make any necessary changes to keep the policy up to date and practicable.



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**Other policies and procedures that accompany this policy:**

- Recruitment Policy
- [Adult Safeguarding Policy](#)
- [Child Safeguarding Policy](#)
- [DBS Disclosure Policy](#)
- [Confidential Reporting \(Whistle-blowing\) Policy](#)
- [Equality, Diversity & Inclusion Policy](#)
- GDPR Data Protection Policy
- [Induction Policy](#)
- [Social Media Policy](#)
- [Volunteer Selection Policy](#)
- Volunteer Management Policy

**Useful links**

[Norfolk Safeguarding Children Partnership](#)

[LSCB Safeguarding Children Programme](#)

[LSCB Protocol: Allegations Against Staff, Carers and Volunteers](#)

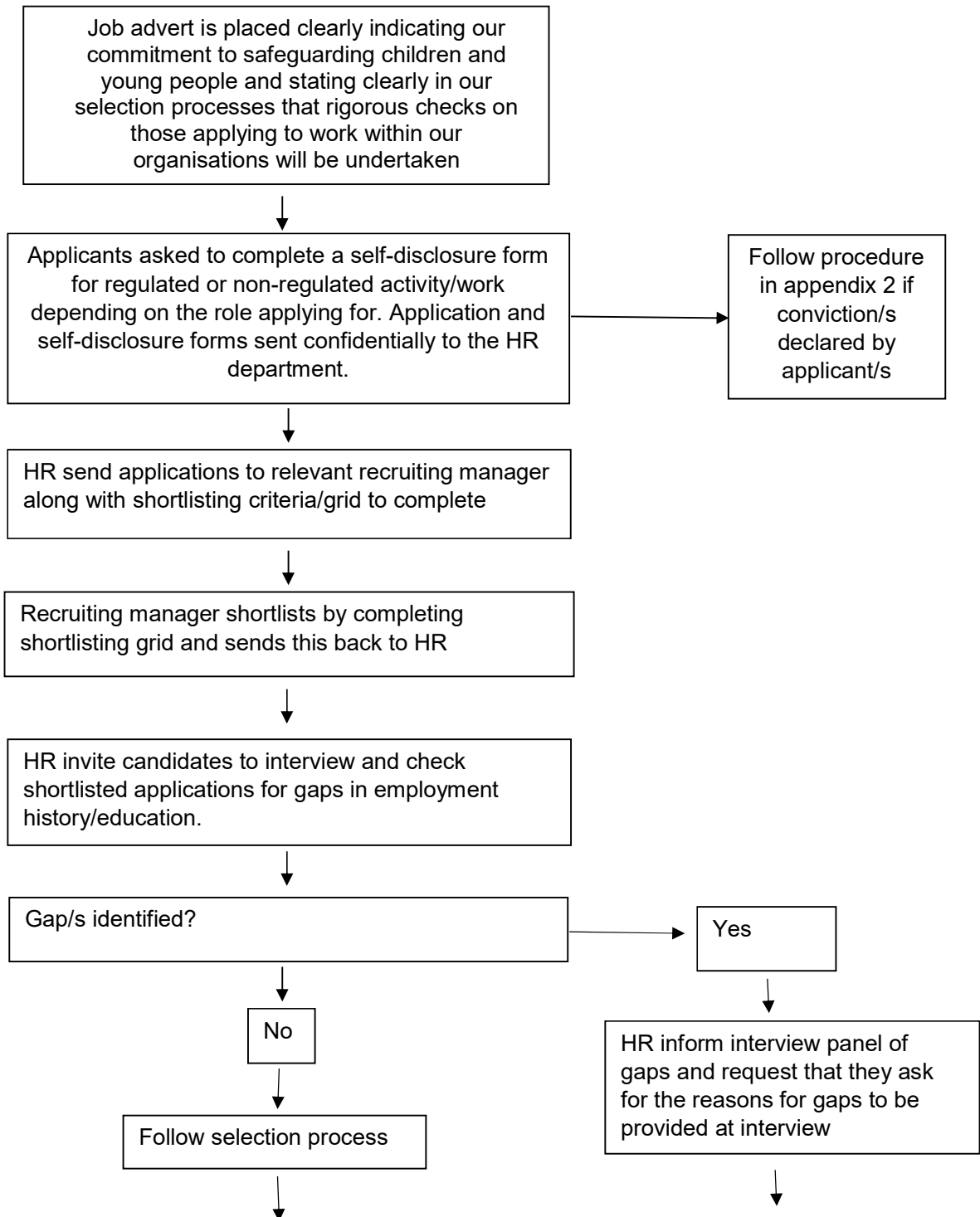
[Allegations Management Advisors \(AMA\) Guidance for Safer Working Practices for Adults who Work with Children and Young People](#)

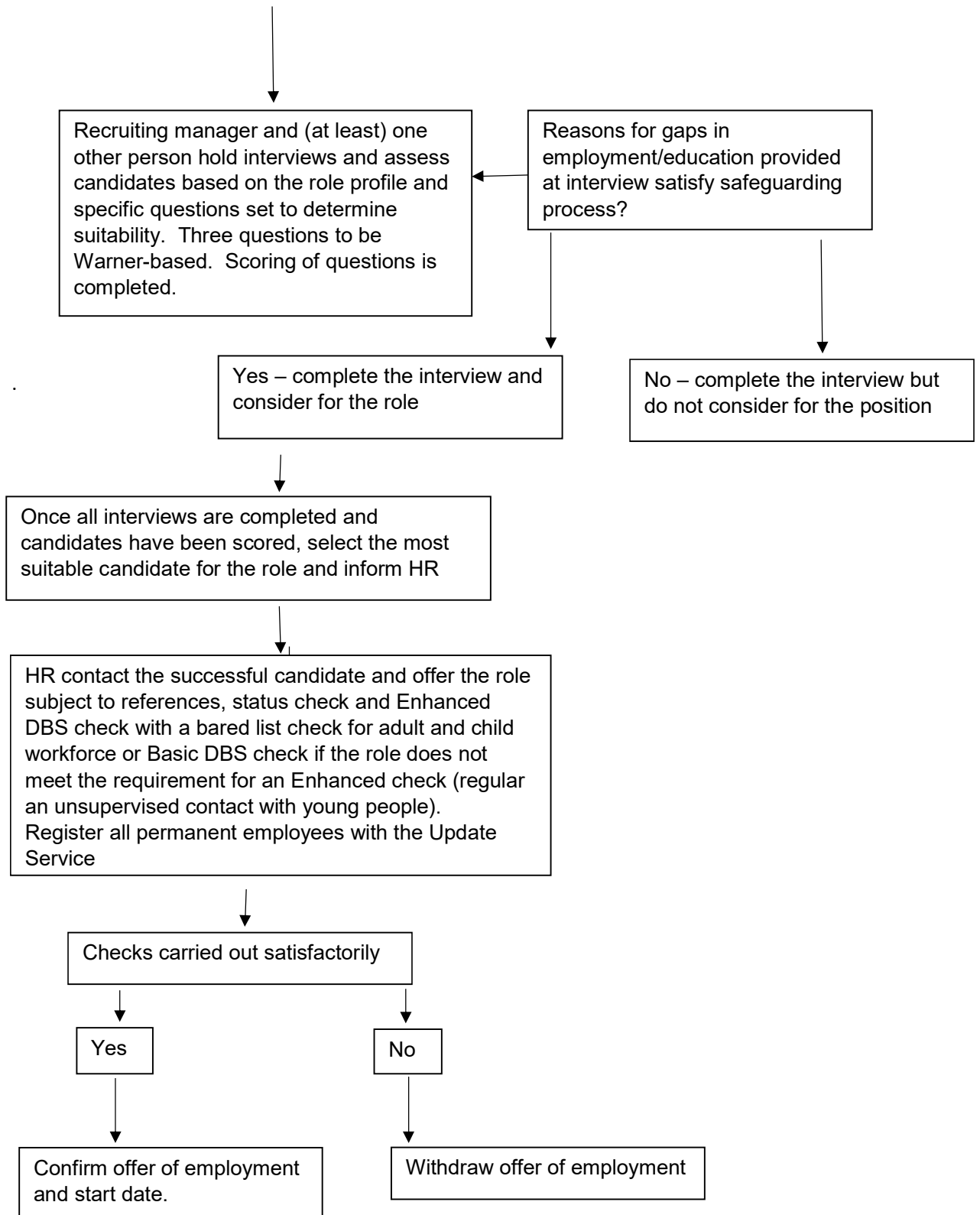
[NSCB Safer Recruitment Guidance](#)



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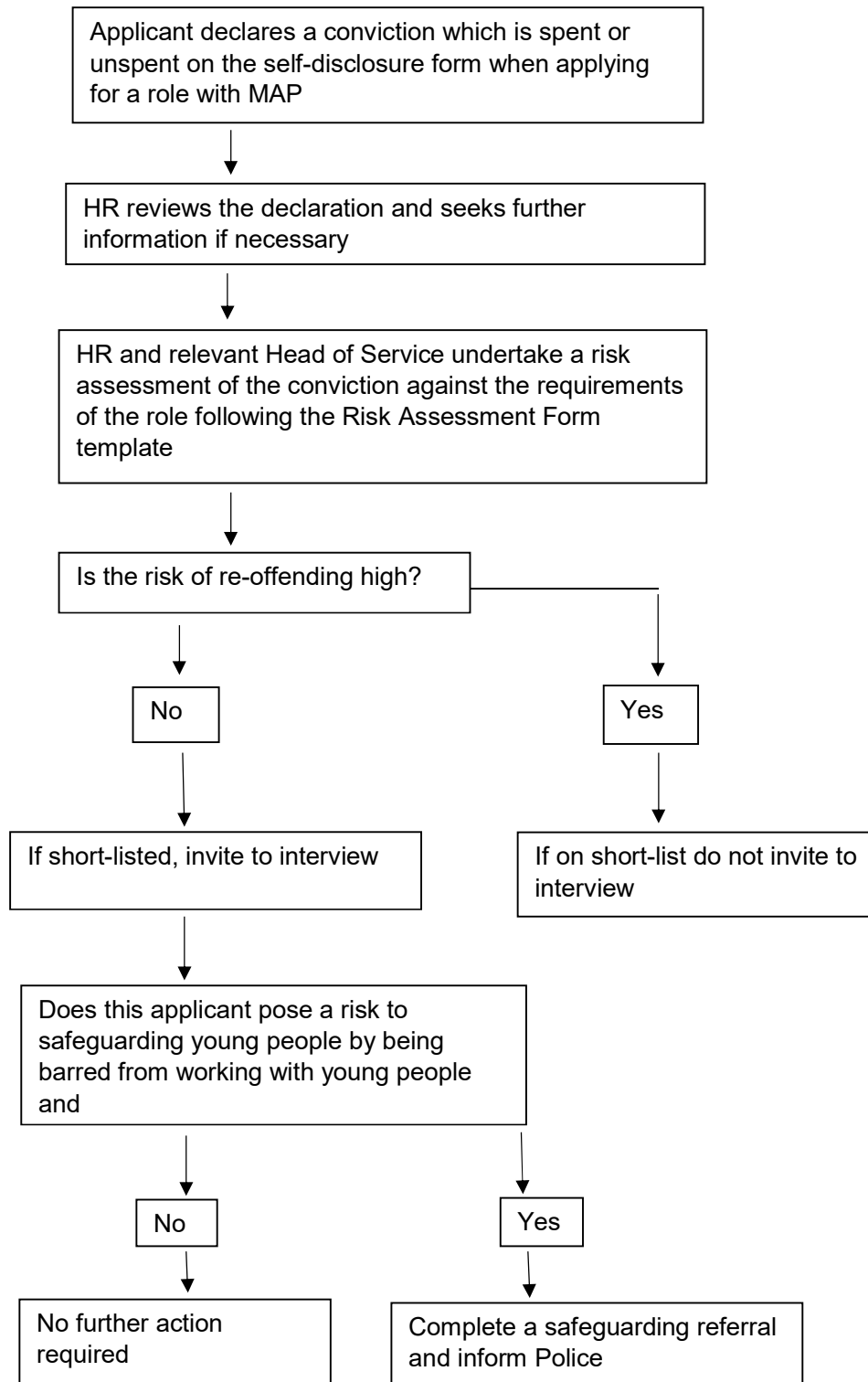
**Appendix 1**  
**Flowchart of the recruitment process**





## Appendix 2

### Flowchart of responding to a disclosure



**Record of policy creation and amendments**

Date	Version	Section	comments
Sept 2020	1.0	All	Creation of document
Feb 2021	1.0	Appendices	Flowcharts added



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