

Low Farm Therapy Centre

SAFER RECRUITMENT POLICY

Written October 2015 by Ruth Lo

Reviewed August 2017

To be reviewed September 2018

Low Farm Therapy Centre (hereafter known as 'The Centre') is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All newly recruited staff undergo a thorough and rigorous recruitment process to ensure safeguarding and promoting the welfare of children attending The Centre is paramount.

Advertisements

Advertisements for staff will be placed on our own website, and may also be placed on other appropriate websites and in relevant publications and professional journals. If no satisfactory candidates are identified from these sources then an appropriate advertisement shall be placed in the local Job Centre.

Any advertisement will make clear The Centre's commitment to safeguarding and promoting the welfare of children; and state that successful applicants will need to undertake an Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information. The person specification will clearly state that applicants must be suitable to work with children.

Responses to Advertisements

All applicants shall be given equal consideration, in accordance with the requirements of the Equality Act 2010, as to the suitability of the applicant for the post advertised and whether they should be called for interview. Applicants will be required to complete a self-disclosure form which will be looked at if shortlisted (Appendix E Part B).

Interview of Applicants

All interviews are carried out face to face and at least one member of a recruitment panel will have had Safer Recruitment Training. Ruth Lo has this training. All applicants called for interview shall be asked the same questions and requested to complete the same tasks, as appropriate to the position to be filled. In addition to the candidate's ability to perform the duties of the post, the interview will ascertain the candidate's suitability to work with children, verify mental and physical fitness and

explore issues relating to safeguarding and promoting the welfare of children. All applicants called for interview shall be asked to exhibit their passport, evidence of residence and the originals of any degree or professional qualification certificates. The passports of applicants who are not EU citizens shall be examined to establish nationality and Immigration status. Copies will be taken of these documents, and will be retained for successful candidates only. A record will be made, and kept, of the interviews of all applicants.

Appointment of Staff

Following interview of appropriate candidates the selection panel will make the selection of the candidate most suited for the position. A verbal offer of appointment will be made, conditional upon receipt of satisfactory completion of pre-employment checks.

New staff are informed that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and possible referral to the police.

Pre-Employment Procedure:

A letter will be sent to the successful candidate confirming the conditional appointment, the initial salary, the starting date of the appointment and the hours to be worked. The following documents will be sent for completion and return: Employee Personal Details Form, Contract of Employment, Application for Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information (unless the candidate can provide one issued for child workforce within an educational or healthcare establishment that is not more than 3 months old or has been working in a nursery/school/healthcare setting and stopped not more than 3 months previously). Any candidate to be employed as a teacher will be checked that they are not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service.

With regards applicants who have lived or worked overseas within the last 5 years for a period of 6 months or more, the DBS cannot currently access criminal records held overseas, therefore a DBS check may not provide a complete picture of an individual's criminal record. It is considered good practice to obtain a certificate of good conduct from the embassy of the country the applicant has specified they have spent a significant period of time. The applicant is responsible for requesting a 'Certificate of Good Repute/Letter of Good Conduct.' Please see appendix.

The Senior Management Team will require to see the original of the passport and 2 forms of address identification of the new member of staff; and will take a photocopy of the passport and address ID.

New staff are required to provide the names and addresses of two persons to whom the Senior Management Team will write for references.

New staff should not work with children at all until the barred list has been satisfactorily checked and must not work alone with children until the DBS Certificate has been received.

Form P45 from previous employer, or Form P46 for newly starting workers, are to be provided by the new member of staff for onward transmission to the Payroll Bureau.

Records

The Senior Management Team shall ensure that all appropriate details and records are obtained (Appendix E Part 1). All documents and records relating to members of Staff shall be kept in an individual folder within the file of staff record, which is kept locked. These will be also recorded on a Single Central Record.

Induction of New Permanent Staff

For details of the induction programme for permanent staff, please refer to the **Induction Policy**. All Staff are also required to sign the confidentiality agreement in Appendix A.

Induction of New Temporary Staff

The vetting procedures for any Temporary Staff, Volunteers, or Students attached to the Centre as part of their studies; who are not subject to a written Contract of Employment but are in regulated activity, are as above. The documents required and checks to be made are: Passport/Photo I/D and proof of address to be seen; Personal Details Form completed; barred list check and enhanced DBS certificate supplied.

Where any Temporary Staff, Volunteers and Students are not in regulated activity, they must be supervised at all times in their work with pupils.

Documents relating to Temporary Staff, Volunteers and Students are to be retained and filed separately from Permanent Staff Files, all being under the control of the Senior Management Team.

Employment Agencies and Contractors

Employment Agencies and Contractors must sign a declaration in order to provide staff (see Appendix B). Staff will also need to provide their passport, right to work in the UK, proof of address and DBS certificate on the day they commence work.

All new staff, including temporary staff and volunteers are given a pack containing:

- Data Protection Policy
- Safeguarding Children and Child Protection policy
 - Staff Code of Conduct policy
 - First Aid and Medical policy
 - Fire policy
 - Whistle Blowing policy
- Confidentiality agreement to be signed which also confirms that policies have been read and understood (Appendix A).

Name badge to be worn when in the centre for temporary staff and/or visitors.

Permanent staff to be identified on the staff board and to be in uniform (when in place).

Annual Declaration form

All staff, prior to starting at the Therapy Centre, and then on an annual basis, are required to fill in this form, attached as Appendix D, regarding their suitability to work with children. Any concerns will be addressed by the Senior Management Team, as detailed on the form.

Referring to DBS

The Centre is aware of their obligation to refer an employee to DBS if:

They are dismissed because they have harmed someone;

They are dismissed/removed from working in regulated activity because they might have harmed someone;

They were going to be dismissed for either of these reasons, but they resigned first.

Please refer to the **Safeguarding and Child Protection Policy** for details.

This Policy was written with reference to:

Keeping Children Safe in Education July 2015

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418686/Keeping_children_safe_in_education.pdf

Appendix A.

To be signed by all temporary and permanent staff, volunteers and students working at Low Farm Therapy Centre and given to the Senior Management Team.

This is to confirm that I have been given copies of, read and understood, and will implement the Safeguarding Children and Child Protection Policy (including section on 'allegations against staff'), Staff Code of Conduct Policy, Partnership with parents, Mobile phones and social media policy, Staff sickness and absence policy, Whistleblowing Policy, Touch and Physical Intervention policy, Fire Evacuation, Data Protection and First Aid Policies.

I have received induction training in:

- Introduction to the Centre structure and timetable
- Support and supervision procedures
- Roles and responsibilities within the setting
- Intervention and therapy approaches utilised in the setting
- The strengths and needs of individual children
- Safeguarding and Child Protection
- Data Protection
- Health and Safety
- Fire Procedures

I also understand that it is extremely important not to divulge any details, including names, about any of the children attending Low Farm Therapy Centre, and agree to keep all details confidential at all times.

I acknowledge that it is my responsibility to raise any concerns about any aspect of my work or workplace with Ruth Lo.

Signed

Print name.....

Date.....

Appendix B : Conditions of working at Low Farm Therapy Centre (for employment agencies).

A person supplying work to the Centre may only begin to work at Low Farm Therapy Centre after the Senior Management have received written notification of the following checks, including the date each check was completed or certificate obtained:

- An **identity check**;
- A **check to establish the person’s right to work in the United Kingdom**;
- A **check to establish whether the person is barred from regulated activity** relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006 or is subject to any direction made under section 142 of the 2002 Act or any disqualification, prohibition or restriction which takes effect as if contained in such a direction;
- An **enhanced DBS check or an enhanced criminal record certificate** which your business or another employment business has obtained. The DBS check/certificate must be obtained no more than three months before the date on which the person is due to begin work at the Centre, unless the person has already had an enhanced DBS check/certificate from working in a nursery, school or further education institution no more than three months previously;
 - Where any such DBS checks/certificates contain a disclosure, or where any information has been supplied to your business in accordance with section 113B(6) of the Police Act 1997 a copy of the certificate must be given to the Centre;
- Further **checks on people living or having lived outside the United Kingdom**, whereby obtaining any such DBS checks/certificates is not sufficient to establish the person’s suitability to work with children, as the Secretary of State considers appropriate;
- A **prohibition from teaching check** (if relevant);
- A **check of professional qualifications**; and

It is a condition of accepting to work with Low Farm Therapy Centre that you can comply to the above. Please either sign below to confirm or send written confirmation:

Signed.....

Dated.....

Job title.....

Please ensure that each time a new worker attends Low Farm Therapy Centre for the first time that they bring their passport, proof of right to work in the UK, two forms of proof of address and DBS certificate.

Appendix C – Safeguarding and Foreign Nationals – Risk Assessment Form Template and Guidance Notes (Taken from <http://www.hertsdirect.org/docs/pdf/s/sfgforeignnationals.pdf> November 2014)

The following guidance outlines Low Farm Therapy Centre's procedure when recruiting either UK citizens who have lived overseas or recruiting non UK citizens into a post that requires an enhanced DBS disclosure. The subsequent risk assessment form on page 2 must be completed by a manager with knowledge of the role, ensuring that the appropriate safeguards are in place.

The Disclosure and Barring Service cannot currently access criminal records held overseas, therefore a DBS check may not provide a complete picture of an individual's criminal record. It is considered good practice to obtain a certificate of good conduct from the embassy of the country the applicant has specified they have spent a significant period of time in.

As stipulated within the Safer Recruitment Policy this is part of an applicant's pre-employment checks please note that a DBS and all other recruitment checks must be sought taking extra care with references and other background checks.

Limitations of Certificate of Good Conduct/Letter of Good repute

Managers should note that the information provided on certificates of good conduct/ letters of good repute can be subjective due to the following reasons;

- ☐ Data protection
- ☐ Political willingness e.g. Countries with political unrest are unlikely to provide information.
- ☐ Culture e.g. age of consent in a number of EU countries is less than 16.
- ☐ Each country may provide different information, and in some cases, will not provide any information. For details of what each country is able to provide, please refer to the CPNI Website (<http://www.cpni.gov.uk/advice/Personnel-security1/Overseas-criminal-record-checks>).

Obtaining a Certificate of good conduct/good repute

The **applicant** is responsible for requesting a 'Certificate of Good Repute/Letter of Good Conduct' from the home embassy of that country which can authenticate the document. It also reduces the need and cost for potential translation requirements. Costs for the certificate/letter can vary according to the country and the applicant must cover this charge.

Applicants must provide a certificate of good repute / letter of good conduct from a country that is able to provide one. If this is not obtained, they must provide evidence that an attempt was made to obtain a certificate / letter.

Useful Contacts/Links

Foreign and Commonwealth website www.fco.gov.uk or telephone 020 7008 1500

CPNI – Centre for the protection of National Infrastructure -

Risk Assessment Template

Overseas Certificate of Good Repute/ Letter of Good Conduct

What is this assessment for?

If an applicant has lived or worked overseas within the last five years for a period 6 months or more, they must seek to obtain a certificate of good repute/letter of good conduct. If the applicant is unable to provide a certificate of Good Repute / Letter of Good Conduct from the embassy of the country they have spent time in, the Head of Centre should make an assessment of any potential risks. This form should be retained on the personal file of the individual involved.

Risk Assessment

Considerations (tick Yes/No, and add necessary comments)	Yes	No	N/A	Comments
Has the applicant provided evidence that a Cert. good conduct / Letter of Good Repute have been requested?				
If one has not been requested, please state reasons?				
Is the certificate/ letter from a country where it may prove difficult to obtain?				
Have satisfactory employment references been sought and received?				
Have references been validated to ensure accurate? E.g. dates stated match, from a genuine source.				
Have satisfactory other pre-employment checks been completed? E.g. Proof of right to work, health, qualifications etc.				
Has the person completed their DBS application form?				
Have they declared any information				

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N.B - Following on from completing this assessment of risks, if the applicant is employed, it is imperative that the employee is provided with an in-depth induction and any relevant professional codes of conduct are issued.

Appendix D: Annual Declaration for staff

Ongoing suitability of staff - Staff Declaration

This form is to be completed by all new staff when they commence employment (including regular volunteers and students) AND completed by all staff on an annual basis

Name of staff:.....Setting: Low Farm Therapy Centre

Please answer the questions and sign the declaration below to demonstrate that you are safe to work with children. If there are any aspects of the declaration that you are not able to meet, you should disclose this immediately to the manager/senior responsible for your recruitment.

Please circle yes or no against each bullet point): -

<ul style="list-style-type: none"> • Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence since the date of your most recent enhanced CRB/DBS disclosure? 	<p>Yes/ No</p>
<ul style="list-style-type: none"> • Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence either before or during your employment at this setting? 	<p>Yes/ No</p>
<p>Are you disqualified from caring for children or included on the Children’s Barred List? Please answer the questions below:</p> <ul style="list-style-type: none"> • have you been convicted of an offence against a child (for example murder, kidnapping, rape, indecent assault, assault causing actual bodily harm etc)? • are you included on the barred list of persons considered unsuitable to work with children, which is held by the Disqualification & Barring Service (DBS)? • have you been made the subject of an order where a child has been removed from your care or prevented from living with you? • have you been refused registration as a childminder, foster parent, nursery owner or children’s home provider, or had your registration cancelled? • do you live in the same household as another person who is disqualified known as disqualification ‘by association’ (someone who has been convicted of an offence against a child)? 	<p>Yes/ No</p> <p>Yes/ No</p> <p>Yes/ No</p>

	Yes/ No
	Yes/ No
<ul style="list-style-type: none"> • Have any of your own children been subject to a child protection plan whilst in your care? 	Yes/ No
<ul style="list-style-type: none"> • Please answer these questions regarding any medical conditions that could affect your ability to care for children? <ul style="list-style-type: none"> ❖ Do you find it difficult to lift and carry a small child (under 30 months)? ❖ Do you struggle to sit comfortably on the floor or low level child-sized chairs, in order to interact with children at their level? ❖ Do you struggle to lift, carry and move around resources and undertake activities such as filling and emptying water trays etc? ❖ are you suffering from any mental health issues (e.g. depression, anxiety etc)? ❖ are you suffering from any other ongoing medical conditions that require you to undertake medication on a regular basis? ❖ have you ever suffered from blackouts, seizures or fits? 	Yes/ No
	Yes/ No
	Yes/ No
	Yes/ No
<ul style="list-style-type: none"> • Are you taking any other medication on a regular basis or any other substances? 	Yes/ No

If you have answered **YES** to any of the questions, please **provide further information** below, including, where possible, the **names of any professionals** who may need to be contacted (hospital consultant, GP, social worker etc):-

.....
.....

.....
.....

.....
.....

If you have answered **YES** to the question about living with someone who is disqualified; known as disqualification 'by association' you **MUST** provide the following information:

Provide details of the person you are associated with?

First Name/s

Surname:

DOB:

1. Provide details of any order, determination, conviction, or other ground for disqualification from registration under the Childcare (Disqualification) Regulations 2009;
2. Provide the date of the order, determination or conviction, or the date when the other ground for disqualification arose;
3. Provide information about the body or court which made the order, determination or conviction, and the sentence (if any) imposed; and
4. Provide a certified copy of the relevant order (in relation to an order or conviction)

ALL STAFF SHOULD NOW SIGN THE DECLARATION BELOW

- I understand that if I fail to provide a true and accurate information on this form, and disclose all information regarding my suitability to care for children, that my employee

may have the right to terminate my employment, subject to my contract of employment

- I understand my responsibility to safeguard children and am aware that I must notify my manager of anything that may affect my suitability as soon as possible (for example, concerns raised about my ability to protect my own children, or notification that I am living with a disqualified person etc.)
- I will ensure I notify my employer of any convictions, cautions, court orders, reprimands or warnings I may receive
- I am aware that if I am taking medication on a regular basis I must notify my employer, and must keep the medication in a safe place, out of reach of children
- I will ensure I notify my manager if I experience any health concerns which could impact upon my ability to work with children
- I give permission for my employer to contact any previous settings I have worked at, local authority staff, the police, the DBS, Ofsted, the LADO or any medical professionals to share information about my suitability to care for children, subject to the usual information sharing protocols

Staff signature:.....Date:.....

Manager signature:.....Date:.....

PART 2

Ongoing suitability of staff – Management/Owner Action

This section should be completed by the Manager/Owner where follow-up action is necessary

Please record follow-on action taken in relation to the declaration received, including any referrals made or references sent for

Staff member: (insert name).....

Follow on action:.....

.....

.....

Risk Assessment.....

.....

Manager/Owner Sign:

Date action taken:

If a member of staff has indicated 'YES' in any of the boxes, you must ensure that you follow-up the information provided (*see below*) and seek further advice. If there are concerns that a member of staff is not suitable to work with children, or is disqualified, then you may need to make a referral to the LADO (Local Authority Designated Officer).

NOTES FOR USING THIS DECLARATION

All staff that work directly with children **MUST** have an enhanced CRB check / DBS Check.

However, staff may become 'unsuitable' to work with children once they have been employed for any of the following reasons: -

- They have been cautioned or convicted of a criminal offence since their last enhanced CRB / DBS
- They may have become 'Disqualified for Caring for Children' as a result of other activities they are/have been involved in outside of work
- They may have a medical condition which is affecting their suitability
- They may have undergone a section 47 investigation in relation to their care of their own children, or children they care for, which has resulted in their name being placed on the DBS barring list
- Their own child may have been taken into care, via a formal Care Order
- They may start living with a person who is 'unsuitable' (for example, a known sex offender) which would make them disqualified by association

Disqualification by association

If a member of staff indicates that they are living with or works in the same household as a person who may pose a risk to children 'by association', the manager/owner MUST take action to determine further information. This is to guard against an individual working with young children who may be under the influence of a person who lives with them and where that person may pose a risk to children i.e. 'by association'. It is likely that in this circumstance the matter should be referred to the LADO.

Why complete the annual declaration?

Circumstances change and CRB/DBS checks will only contain information up to the date they were issued. There are also many other things which may affect a member of staff on-going suitability to work with children, that will not show up on a DBS/CRB.

As a result all staff should be asked to sign the attached declaration when they first commence work with children, and also on an annual basis, to ensure that they remain suitable to work with children.

What the Head of Centre should do next

If staff state 'YES' on the form, ***the Head of Centre should:*** -

- Ask the member of staff to provide additional information
- Notify the registered person with immediate affect and make an immediate decision as to whether the member of staff should be suspended following investigation
- Carry out a formal meeting with the member of staff to discuss the disclosure in more detail

The Head of Centre is responsible for: -

- Referring the matter to the LADO, where appropriate, and attending any strategy meetings
- Working in partnership with the LADO , making the final decision as to whether the member of staff remains 'suitable' to work with children or whether further investigation is required. This may include contacting former employees, GP's or medical consultants for example
- Placing the member of staff's name on the DBS list, if this is appropriate in the circumstances (the owner may need to work in partnership with the LADO)
- Requesting to have the disqualifiable offence waived, if they feel this is appropriate
- Making a decision as to what information will be disclosed to future employers of the member of staff (reference requests), where applicable this should be discussed with the LADO as part of the strategy meeting
- Undertaking a risk assessment, where the member of staff is to remain employed, to demonstrate the action that has been taken to ensure children are safeguarded
- Ensuring that if any medications are used regularly by staff members, that there is somewhere where they can be kept locked away out of children's reach

Please note: This is not an exhaustive list, there may be other action that the Lo and Lo Education/Low Farm Therapy Centre must take in relation to safeguarding procedures and employment legislation.

Appendix E

Self-disclosure form: Part 1

For completion by the organisation

This form is designed for roles involving contact with children (under 18s), but may be adapted to include roles working with vulnerable adults.

Private and confidential

Name of candidate/person:	
Previous name(s):	
Address and postcode:	
Telephone/mobile no:	
Date of birth:	
Gender:	Male / Female
Identification (tick box below):	
<input type="checkbox"/>	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.
1. UK passport with details of issuing office or non-UK passport with work permit/visa	
2. UK photo-card driving licence and paper counterpart	
3. Proof of National Insurance number or current work permit number	
4. Proof of home address and postcode	

Signature of authorised employing officer:	
Print name:	
Date:	

Self-disclosure form: Part 2

For completion by the candidate/person named in Part 1

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children, you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

Have you ever been known to any children's services department or to the police as being a risk or potential risk to children?	Yes / No
If yes, please provide further information:	
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	Yes / No
If yes, please provide further information:	
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013?	Yes / No

If yes, please provide further information:

Confirmation of declaration (tick box below)

- | | |
|--------------------------|--|
| <input type="checkbox"/> | I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention. |
| <input type="checkbox"/> | In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it. |
| <input type="checkbox"/> | I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. |
| <input type="checkbox"/> | I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children. |

Signature of candidate:

Print name:

Date: