



<b>Policy Title</b>	Safer Recruitment Policy
<b>Issue date (m/y)</b>	08/2013
<b>Author</b>	Donna Welburn, Operations Manager
<b>Approved by</b>	Laura Cook, Director
<b>Review date (m/y)</b>	08/2015

## Context and or Aims

To ensure The Learning Support Centre Ltd and Jotters Ltd recruitment and selection procedures, human resource and management processes help deter, reject or identify people who might abuse, or are otherwise unsuitable to work with young people and vulnerable adults.

## Policy Statement

Learning Support Centre Ltd and Jotters Ltd are committed to safeguarding and promoting the welfare of young people and vulnerable adults. The Learning Support Centre Ltd and Jotters Ltd demonstrate this commitment at every stage of the recruitment process.

## Policy Scope

The policy has been written for all staff who take part in recruiting and selecting people to work for The Learning Support Centre Ltd and Jotters Ltd.

## Requirements for Implementation

It requires a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants.

This includes:

- Obtaining comprehensive information from applicants, scrutinising the information and satisfactorily resolving any discrepancies or anomalies
- Obtaining two independent professional references that answer specific questions to help assess an applicant's suitability to carry out the role and follow up any concerns
- Hold interviews that explore the candidate's suitability to work with young people and or vulnerable adults as well as their suitability for the role
- Check previous employment history and experience
- Carry out pre-employment checks where appropriate via the Disclosure and Barring Service (DBS)

It is important not to rely solely on a DBS check to screen out unsuitable applicants. They will only identify a small percentage of abusers who have been convicted, have come to the attention of the police or have been listed.

## Review and Maintenance of Policy

This policy will be subject to a routine annual review, and will also be subject to alteration if required through the creation of additional national policy, legislation or guidance and / or local guidance. If revised, all stakeholders will be alerted to the new version. The review will be conducted by the Operational Manager and other relevant personnel.



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## Monitoring of policy

Implementation of the policy will be monitored by the Operations Manager and Support Coordinators.

## Related Documents

Recruitment Procedure

[Safeguarding Vulnerable Groups Act 2006](#)

Safeguarding Policy

Safeguarding Procedure

Health and Safety Policy

Care Staff handbook

Staff Handbook

Dignity at Work Policy

Recruitment of ex-offenders Policy

The Rehabilitation of Offenders Act 1974

<http://www.legislation.gov.uk/ukpga/1974/53>