SAFEGUARDING - Appendix 4

Staff and Volunteer Recruitment

Introduction

StreetGames will ensure all reasonable steps are taken to prevent unsuitable people from gaining access to and working with children and young people through its comprehensive recruitment and selection procedures.

Regulated Activity

The following additional procedures apply to the recruitment of paid staff and volunteers (full or part time) to posts:

- That will involve significant or regular contact (including by phone, email, text etc) with children and young people
- That will involve supervising children and young people
- That will include line management responsibility for staff or volunteers in regular direct or supervisory contact with children and young people
- That involve handling or managing personal data about children and young people

Details of the roles to which these standards (Regulated Activity) apply are provided in Appendix 3.

For roles deemed to be in regulated activity, the following processes will be applied:

Advertising

Any advertising used to recruit staff or volunteers to StreetGames reflects the aims of the organisation, the responsibilities of the role, the level of experience or qualifications required – noting where relevant that experience of working with young people is an advantage.

Where appropriate, recruitment advertising will also include expectations around the completion of a DBS check.

Pre-Application Information

Potential applicants are sent a job pack containing pre-application information, which includes a job description, a person specification, and an application form.

Applications

All applicants whether for paid, full or part-time positions are asked to complete an application form. This includes the following:

- Their consent to a DBS check
- An acknowledgement of their agreement to abide by the organisation’s policies including Safeguarding and Protecting Children policy and Code of Conduct;
Applicants are to be advised that failure to disclose information or subsequent failure to conform to any of the organisation’s policies will result in disciplinary action and possible exclusion from working for the organisation.

Checks and References

If a role is deemed to be in regulated activity, it will be subject to a Disclosure and Barring Service (DBS) check. Applicants will subsequently be requested to provide this information to StreetGames. Any applicants that are present on the Barred list will immediately be deemed unsuitable to work with young people and the appropriate authorities will be informed.

Information relating to the Disclosure and Barring service check will be reviewed by the Designated Safeguarding Officer in consultation with the Deputy Chief Executive. A minimum of two written references covering at least three years of employment history will also be taken up and referees are asked to comment on applicant’s previous experience and suitability for working with children and young people, as appropriate. Training will be provided to successful applicants who do not have experience of working with children.

Induction

All new staff in paid posts at StreetGames will follow a comprehensive induction programme, which includes:

- Providing information about StreetGames
- Setting standards and patterns of behaviour expected
- Providing an understanding of how individual roles contributes to our success
- Agreeing performance objectives

All new staff are required to sign-off their agreement to StreetGames policies (including this policy on Safeguarding and protecting Children) on their first day at StreetGames. For new staff in regulated activity, safeguarding and child protection procedures will be explained by line managers as part of the induction process and any training needs established.

If the role is deemed to be in regulated activity a DBS check will be started in the first week of the induction. StreetGames uses the Rugby football league for its checks and the new starter will be given access to the online application process for StreetGames. If the applicant is registered for the DBS online update service then the check on this service will be carried out by the designated safeguarding officer in the first week of the induction.

All new staff will attend an Induction day within three months of joining StreetGames. Responsibilities of all staff (whether in regulated activity or not) with regard to Child Protection are included in the programme for the day.

Training for StreetGames Staff and Volunteers

DBS checks are only part of the process to protect children from possible abuse. Appropriate training enables StreetGames staff and volunteers to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.
All staff and volunteers, whatever their role, are required to sign-off StreetGames’ Safeguarding and Protecting Children policy and our Code of Conduct on Policy Matters to confirm that they have read and understood these policies.

All staff and volunteers working or in contact with children on behalf of the organisation will receive training in basic child protection awareness. This training will be regularly refreshed to reflect changes in policy and practice.

Training will also be provided for staff on Prevent. As outlined in the policy this is closely linked to StreetGames work in safeguarding and hence staff will have this additional training alongside any safeguarding training that takes place.

All staff will receive training in StreetGames’ approach to safeguarding and the practice and procedures expected of all staff. This will be as part of their induction and will also happen at regular intervals through the year as part an internal training programme for all staff.

**Performance Monitoring and Review**

At regular intervals (or following a programme or event), StreetGames staff or volunteers working or in contact with children will be given the opportunity to receive feedback, to identify training needs and set new goals.

Line Managers undertaking the assessment must be sensitive to concerns about poor practice or abuse and act on them at an early stage. Staff and volunteer competence in working with or in contact with children will be formally reviewed by their line managers in accordance with StreetGames’ check and challenge process.