

SAFEGUARDING - Appendix 4

Staff and Volunteer – Safer Recruitment Policy

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.

This policy document is to be followed in line with StreetGames Safeguarding Children and young people policy. It is to be used in reference to the following StreetGames policies and procedures:

- Appendix 3 of the Safeguarding Policy - DBS checks
- StreetGames recruitment procedure document
- StreetGames Induction procedure.

Definition of Roles

As outlined in Appendix 3 of the Safeguarding Children and young people policy: DBS checks StreetGames has a clear process for the following:

- The definition of regulated activity in relation to StreetGames
- Which staff roles are eligible for a DBS check
- The process of managing DBS in relation to staff and volunteers at StreetGames

For roles deemed to be in regulated activity

The information below outlines to steps to be followed when recruiting roles that will be defined by StreetGames as in regulated activity.

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 the 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 HR staff. 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.

Recruitment of Roles not in regulated activity

All recruitment of new roles, whether employees or volunteers will follow StreetGames recruitment processes. At the applications stage we ask the following:

- Eligibility to work in the UK
- Details of any convictions with a request for further information
- Health
- Disability

All information that is recorded from the applications phase is screened during any shortlisting. Information is subsequently stored on the StreetGames single central record

Pre-Employment Risk Assessment:

As outlined in Appendix 3 – DBS checks – if any details of convictions are identified from the DBS checks then a risk assessment is carried out. The same process would apply if an information is disclosed on an application form. This risk assessment is carried out by the relevant members of StreetGames staff which would include some of the following - Finance Director (acting as HR lead) Designated Officer, Chief Executive. The line manager of this new post or volunteer would be informed and consulted at this stage.

Any subsequent actions or processes put in place from the risk assessment will be stored on the staff member or volunteer personnel file and reviewed at regular intervals.

Post Recruitment

The information and steps below outline the procedures and processes to be followed once the initial recruitment is conducted. All new employees of StreetGames are subject to a minimum 3-month probation period.

Post Recruitment: 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 contribute 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 GBG system for DBS 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.

Post Recruitment: 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 StreetGames staff are required to attend an annual 'core' staff safeguarding training course delivered by the DSO.

All staff and volunteers working or in contact with children on behalf of the organisation will receive training to the course mentioned above. This training will include:

- StreetGames 1day CIMSPA accredited training course
- A workshop on visiting and supporting LTO's in safeguarding;

This training will be regularly refreshed to reflect changes in policy and practice. As above all staff will be expected to attend annual safeguarding training

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.

Where a staff members role changes during the course of their employment where they are then required to carry out a role that has more contact with children and young people they will be requested to undertake further safeguarding training beyond the 'core' training all staff are required to do.

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.

All learning gained from performance monitoring and review will be used to inform subsequent Staff safeguarding training.

Changing Roles

During their time at StreetGames an employee may change roles or be asked to perform extra duties beyond their initial job description. In these cases:

- If the role is due to a recruitment process (either internal or external) then the information contained in this policy and other recruitment policies will be followed;
- If there are extra duties to be carried out that would be classified as 'regulated activity' then that person will be asked to carry out an enhance DBS check before they start this new activity/duties. As outlined above they would also be asked to take part in extra training