



Safer Recruitment Policy

Introduction

CN Active have developed a suite of policies that reflect the agreed day to day best practice and set of beliefs. This policy is a supplement to the safeguarding policy.

The CN Active policy for safer recruitment is applied thoroughly whenever someone is recruited to work for us for both employed and volunteer positions. This ensures the utmost safety for the children and young people who attend out clubs, our staff, and volunteers at every stage of the process.

1. Aims

CN Active are committed to safeguarding and promoting the welfare of Children and young people in its recruitment practice and expects all employees and volunteers to share this commitment.

Good practice and equality of opportunity are integral to the CN Active's recruitment and selection processes, which is approached in a fair, equitable, transparent and effective manner.

The principles of this policy apply to all recruitment processes undertaken at CN Active, whether external or internal, with the aims of:

- Safeguarding and protecting the children and young people when at our clubs and ensuring all possible precautions are taken to prevent unsuitable people from being employed or volunteering here.
- Selecting the best people to work at CN Active, with the right combinations of knowledge, competencies and personal attributes.
- Ensuring that processes are fair and transparent and do not discriminate against any groups or individuals.
- Ensuring all new staff and volunteers participate in an induction which includes safeguarding.

The Director, Chris Nay, will ensure that the following statement (or similar) will be included at all opportunities during the recruitment process:

"CN Active is committed to safeguarding and promoting the welfare of Children and young people. It expects all staff and volunteers to share this commitment."

In cases of redundancy and redeployment, CN Active may apply flexible internal recruitment practices in order to avoid potential redundancies wherever possible; however, the underlying principles in this policy will prevail.

2. Planning the recruitment process

CN Active plan the whole of the recruitment process in advance of any interviews held, to ensure we have a consistent approach every time we recruit a new staff member or volunteer.

By doing this structured approach we:

- Minimise the risk of appointing someone unsuitable.
- Ensure that we select the right person for the role.

- Make sure the process is fair.
- Make sure there are records of the process for future reference.
- Also adhere to our Privacy statement, Equality and Diversity, and Safeguarding Policies in conjunction with this.

3. Defining all roles

CN Active spend time defining what all roles at our clubs will be. This results in anyone wanting to work with us as a paid member of staff are fully aware of the specific duties through both a job description and job specification.

4. Advertising the role

The Safeguarding and safety of all children and young people is always our upmost priority and is stated in all advertising conducted.

To ensure Equality of opportunity all vacancies whether the role is for paid staff or a volunteer are advertised to attract a wide selection of applicants.

5. References, Checks and Records

The Director will ensure that all necessary checks have been carried out, and appropriately recorded, prior to staff or volunteers commencing their roles.

The specific checks required for each position may vary according to the role being recruited for, to assess which are appropriate in each case. In all cases an enhanced criminal records DBS (Disclosure and Barring Service) check will be carried out to ensure that people aged 16 or over have nothing on their record that makes them unsuitable to work or volunteer in any role.

Generally, all staff and volunteers recruited to work at CN Active must satisfactorily pass the following prior to commencing their role:

- At least two satisfactory references (including last employer and at least one reference relevant to their work with children and young people). The referees will be specifically asked to share information on the candidates:
 - Suitability and ability to work with children and young people.
 - Knowledge and understanding of child protection and safeguarding.
- Proof of their right to work (to comply with the *Home Office 2021a*) – including photo identification.
- Sight of their Birth, Marriage or Civil Partnership certificate.
- An enhanced DBS check.
- Disclosure of any convictions (spent or unspent) consistent with exemption from the *Rehabilitation of Offenders Act 1974*.
- Verification of medical fitness for the role.

Other post-specific checks may include:

- Compliance with disqualification requirements under the *Childcare Act 2006*.
- Verification of any relevant qualifications required for the job.

The Director is responsible for ensuring that checks are carried out, where appropriate, for any other people undertaking work (paid or voluntary). They will make a decision on a case-by-case basis, depending on the role.

6. Self-disclosure form

The self-disclosure form does not replace the need for criminal records checking but adds another stage in our procedure in case information is not available at the time of interview.

In addition to applying for any roles, candidates are given the opportunity to confidentially self-disclose any relevant criminal convictions, child protections investigations or disciplinary sanctions they have of their record. (*Appendix 1*)

CN Active asks applicants to complete the self-disclosure form before our interviews and to bring it with them in a sealed envelope marked Confidential. The Director will only open this envelope if the candidate has been selected for the role, to review the information inside as part of the vetting checks, applying a risk assessment process if information has been disclosed.

All other confidential envelopes from candidates from the interview process are securely disposed of unopened at the end of the interview.

7. Interviews

Shortlisting will always be carried out by at least two people who are clear about what their role involves. Each application will be read in advance of all interviews and assessed against the job specification criteria.

The interview panel agree in advance of the interview how it will be conducted fairly and all candidates treated equally. Any formal questions to be used are written in advance to ensure consistency and fairness. At CN Active, with the nature of our work practical test activities are woven into the interview in addition to formal questioning.

Due to the nature of the work at CN Active, the formal question part of the interview will always check to ensure the candidates are able to:

- Establish and maintain professional boundaries and professional integrity.
- Establish and maintain professional relationships.
- Take actions to protect and safeguard all of our children and young people at all times.
- Respect and adhere to confidentiality and not gossip about any client / staff member either verbally or through any media.

As CN Active work with children and young people interviews are always conducted face-to-face. This is an opportunity to cross check information provided from the application and references gained. Any discrepancies, concerns or vague statements from a candidate will always be followed through by a further questioning.

All candidates are asked in advance whether they have any access requirements for the interview venue so that appropriate arrangements can be prepared if needed.

8. Making an offer

When an offer is made to the success candidate it is made clear that the offer is still subject to the satisfactory completion of all checking and vetting processes.

9. Procedure if vetting check raises concerns

If references, vetting or a DBS reveals a concern about a person's history, CN Active will put off any formal offer of an appointment / volunteering putting the job on hold to consider all the information thoroughly. There is no time limit on this as some verification may take longer than others.

When making a final decision to ensure consistency the following will be considered:

- The nature of the offence and its seriousness.
- The relevance of the offence to the children and young people who attend out clubs.
- The length of time since the offence took place.
- The length of the sentence.
- Whether the offence was an isolated incident or part of a pattern or history of offending.
- The circumstances which led to the offence being committed.
- If the new role would provide the opportunity to re-offend.

If the decision to employ or allow someone to volunteer has been made where vetting checks raised a concern, a risk assessment will be completed for that individual. The applicant will also be informed who knows about their history. As past convictions may be a great source of anxiety or embarrassment for the person concerned, this will be done with sensitivity and empathy.

Where necessary information will be passed onto the relevant authorities, such as the criminal records agency, professional bodies or the police.

10. Responsibilities

The Director responsible for the management and implementation of this policy and will ensure that all involved in the recruitment process are aware of their responsibilities and have received the necessary training.

The Director will undertake equality monitoring of recruitment and selection decisions and will regularly review the composition of its workforce.

CN Active will ensure that all application forms, shortlisting notes, interview notes and any other documentation from recruitment processes are securely retained by the academy for twelve months from the end of the process. After this period, they will be destroyed in a confidential manner.

11. Related Sources referred to

- NSPCC Safer Recruitment Guidance October 2021
- Working together to safeguard children(Department for Education 2018b)
- Safeguarding Vulnerable Groups Act 2006
- Proof of the right to work 2021 – Gov.UK
- Disclosure and Barring Service
- Home Office 2021a – Right to work checks: an employer’s guide
- Ministry of Justice 2020 – Guidance on the Rehabilitation of Offenders Act 1974
- Ofsted 2021 – DBS Guidance for children’s and social care providers and managers

12. Review

This policy will be reviewed in line with the CN Active policy cycle.



CN Active is a Private Limited Company. Registered company number 13838740. Director: Mr Christopher Nay.
Registered address: 288, Church Street, Blackpool, Lancashire, United Kingdom, FY1 3QA



Self-Disclosure Form (Appendix 1)

As the role you have applied for involves contact with children and young people, you will also be required to undergo the relevant vetting and barring checks. Depending on the nature of your role, this could include checking criminal convictions and checking that you are not barred.

All information you provide on this form will be treated as confidential and managed in accordance with the relevant data protection legislation and guidance.

Please complete as fully as possible, place in a sealed envelope marked Strictly Confidential with your name underneath and bring with to your interview. This will only be opened if you have been chosen to take the job.

Full name of candidate / Person:				
Previous name / s <i>Please include the date each name was used (mm/yyyy)</i>				
Address with postcode: <i>Please include dates from and to (mm/yyyy) for each address</i>				
Telephone / Mobile number:				
Date of birth:				
Gender:				
Have you ever been known to any Children’s / Social services department or the police as being a risk or potential risk to children, young people or vulnerable adults?	Yes:		No:	
If yes please provide further information:				
Have you been the subject of any investigation and / or sanction by any organisation or body due to concerns about your behaviour towards children, young people or vulnerable adults?	Yes:		No:	
If yes please provide further information:				

Have you ever been the subject of disciplinary sanctions or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children, young people or vulnerable adults?	Yes:		No:	
If yes please provide further information:				
Do you have any unspent convictions in the UK or overseas?	Yes:		No:	
If yes please provide further information:				
Confirmation of declaration:				
I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment / volunteer work may be withdrawn or disciplinary action may be taken if information is not disclosed by me, and subsequently come to CN Active's attention.	Please sign:			
In accordance with CN Active's policies and procedures if required, I agree to provide a valid criminal record / DBS certificate and consent to the CN Active clarifying any information provided on the disclosure with the agencies providing it.	Please sign:			
I agree to inform CN Active within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people or vulnerable adults.	Please sign:			
I understand that the information contained on this form, the results of the criminal record check and information supplied by third parties may be supplied by CN Active to other persons / organisation in circumstances where this is considered necessary to safeguard children, young people or vulnerable adults.	Please sign:			
Date:				



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