

Introduction

ITEC is committed to safeguarding and promoting the welfare of vulnerable people and expects all staff and volunteers to share this commitment. For clarity, the term vulnerable people refers to children and vulnerable adults.

It is vital that ITEC applies recruitment and selection procedures that identify people who are unsuited to work with children. The measures described in this policy should be applied in relation to everyone who engages in regulated activity in an employed or voluntary capacity. A regulated activity is one which has contact with children or vulnerable adults and is:

<p>of a specified nature e.g. teaching, training, care, supervision, advice, treatment, or transport or</p>	<p>“frequently, intensively and/or overnight”</p> <ul style="list-style-type: none"> ➤ once a week for most services, <i>but once a month or more for health and social care services involving personal care</i> ➤ takes place on 4 days in one month or more ➤ Overnight: between 2 - 6am
<p>in a specified place e.g. schools, children’s homes & hospitals, juvenile detention facilities, adult care homes or in a specified place e.g teacher, tutor, GP, care workers, youth workers</p>	

For further definitions of Children, Vulnerable Adults, and the other policies that the Safer Recruitment Policy link with please refer to sections 3, 4 and 9 of the document “ITEC’s Safeguarding Policy and Procedures” which is available on the intranet.

Aims

- To help deter, reject or identify people who might abuse vulnerable people or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.
- To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants.
- To seek to secure an on-going safe and secure environment for vulnerable people by ensuring all staff are suitably trained in recognising and responding to signs of abuse.

Recruitment Procedures

In order to ensure safer recruitment ITEC will:

- Ensure that when a post is advertised the advertisement makes clear the organisation's commitment to safeguarding and promoting the welfare of vulnerable people.
- Ensure that the job description makes reference to the responsibility for safeguarding and promoting the welfare of vulnerable people.
- Ensure that the person specification includes specific reference to suitability to work with vulnerable people.
- Obtain and scrutinise comprehensive information from applicants and take up and satisfactorily resolve any discrepancies or anomalies.
- Obtain independent professional and character references that answer specific questions to help assess an applicant's suitability to work with vulnerable people and follow up any concerns.
- Conduct a face to face interview with at least one other interviewer who has appropriate Safeguarding training to explore the candidate's suitability to work with children as well as his/her suitability for the post.
- Verify the successful candidate's identity.
- Verify, where necessary, that the successful applicant has all the academic or vocational qualifications claimed
- Check his/her previous employment history and experience.
- Verify that s/he has the health and physical capacity for the job.
- Conduct the mandatory check list of List 99 and/or the Protection of Children Act (PoCA) List and an enhanced disclosure criminal record check via the CRB
- From November 2010 conduct the mandatory check with the Independent Safeguarding Authority to establish whether the person has been barred from working with vulnerable people through the Vetting and Barring Scheme
- Ensure new staff are familiarised with our Safeguarding Policies and Safer Working Practices.