



## Safer Recruitment Policy

*Review Date: June 2022*

*Reviewed by: Melanie Parr*

Lymley Wood is committed to safeguarding and promoting the welfare of children and young people and engages with children and staff in policy and practice developments. We expect all staff and volunteers to share in this commitment.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that applicants are required to disclose details of convictions, cautions, reprimands or final warnings that are not “protected” as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(as amended in 2013\)](#), and the fact that the successful applicant will be required to obtain an enhanced Disclosure and Barring Service (DBS)

Selection will consider applicants personal suitability for the role, including:

- Motivation and suitability to work with children;
  - Integrity and ability to form and maintain appropriate professional relationships with children;
- and
- Emotional resilience when working with challenging behaviours and situations.

### DBS

Lymley Wood will obtain an enhanced DBS for all employees and a basic DBS for regular volunteers. For employees who originate from a country other than the UK, an international DBS, Police Check or equivalent will be obtained in addition. DBS certificates issued in the last 2 years by another organisation will be acceptable. DBS Update service registration will also be acceptable and Lymley Wood will request annual information via the update service

Until a DBS check has come back clear, employees will not be allowed to change nappies or assist in toileting. Employees always follow our lone working procedures.

Ongoing suitability of staff checks will be conducted regularly.



## **Application Process:**

Application form completes

Candidate contacted by HR via phone and email to schedule initial interview

Phone or zoom interview conducted by HR

Staff member invited for a work trial

Interview/Trial completed and Responsible manager provides feedback to HR

HR contacts successful candidate to make an offer or reject the application.

All information added to the Lymley Wood Single Central Record

## Lymley Wood Onboarding Process Requires the Following:

- Full identifying details including all names, current address and National Insurance Number, right to work in the United Kingdom, and photo ID
- Current CV (any gaps to be pursued);
- Ongoing Suitability Form
- Medical Questionnaire – including any medication taken by the employee.
- Self Declaration form for staff working in regulated positions
- Details of at least two references. One from current / most recent employers

## **Induction**

Staff induction will be completed within 4 weeks of the staff member commencing employment, and will include current safeguarding procedures.

Staff will be required to read all relevant policies and procedures, and there will be opportunities to discuss issues or concerns about role & responsibilities.