



## Safer Recruitment and Selection Policy

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### 1. Purpose of the policy

We aim to have a transparent, fair and robust recruitment and selection process which is fit for the sector we operate in. We aim to attract and select the best possible applicants to vacancies within our organisation. Our process also aims to deter, identify and reject prospective applicants who are unsuitable for work with children or young people. Our induction and probationary arrangements enable professional development to begin immediately with the aim of developing expert mentors who are skilled, confident and vigilant.

### 2. Recruitment and Selection Procedures

At Ignite Life we are vigilant in our recruitment procedures. We follow this procedure every time.

#### Advertising

- All our adverts include a 'recruitment and selection policy statement' which gives details of our equal opportunities policy and safe recruitment procedures. *For example, "Ignite Life is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants are subject to a satisfactory enhanced check by the Disclosure and Barring Service (previously the Criminal Records Bureau) and at least two independent references."*

#### Job application pack / recruitment materials

- Any person enquiring about the post will be supplied with a job application pack which as a minimum, will include:
  - Job description and person specification



- An application form / An outline of the selection process
- A copy of our recruitment and selection policy
- All applicants must complete, in full, an application form. CVs will not be accepted.

### **Short-listing**

- We shortlist all candidates against the person specification for the post.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of their marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.

### **Recruiting panel**

- We have a minimum of two people on our recruiting panel. The same two people are involved in every step of the process.
- At least one member of the panel will have completed training in safe recruitment procedures.

### **Interview stage**

- Interviews will always be face to face.
- A minimum of two people, including a manager, will sit on the interview panel. Both will be involved in the overall decision making.
- At the interview, each candidate will be required to prove their identity against photo ID (for example a passport, birth certificate or driving licence) and also produce documents to prove they are eligible to work in the UK.
- At the interview, candidates will be questioned using the same set criteria and same questions. The questions will be formulated from the essential criteria listed in the person specification and specific areas of mentoring and youth work.
- Candidates will be given a score for their answers
- Candidates will always be required
  - to explain satisfactorily any gaps in employment
  - to explain satisfactorily any anomalies or discrepancies in the information available
  - to declare any information that is likely to appear on a DBS disclosure
  - to demonstrate their capacity to safeguard and protect the welfare of children and young people
- The manager and deputy will then select the most suitable person for this position based on these scores and their knowledge and understanding of working with young people
- Each candidate will receive communication from Ignite Life stating whether they have been successful or not.

### **Employment checks**



- The successful candidate will be offered the position subject to at least two references from previous employment or in the case of a newly qualified student, their tutor and a personal or professional reference. These references will be taken up BEFORE employment commences.
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- Referees will always be asked specific questions about
  - the candidate's suitability for working with children and young people
  - any disciplinary warnings, including time expired warnings that relate to the safeguarding of children
  - the candidates suitability for the new post
- The successful candidate will be subject to an enhanced DBS check (Disclosure and Barring Service) previously known as a CRB check (Criminal Records Bureau) prior to starting work.
  - The new employee, both volunteers and paid staff, will not have **unsupervised** access to any children in the setting before the DBS check comes back and a decision is made about that person's suitability. In addition they will not take photographs of children, will not have access to any child's records and learning & development information and will not change the nappy of any child.
- All qualifications will be checked against actual certificates and copies taken for their personnel files.

### 3. Induction

- For all new staff, a clearly written and structured induction programme is in place that includes training, shadowing and opportunities to read and discuss policies and procedures.
- The induction plan sets out what new staff members will cover before beginning work and throughout the 3 month induction period.
- All new staff will be allocated a pod leader who will introduce them to the way in which the setting operates.
- Throughout the induction period, all new staff members will have regular formal supervision 1:1 and small group meetings with the pod leader to discuss progress and identify any further training and development needs.

Policy reviewed: October 2019

To be reviewed: October 2020



## Appendix 1: Sample questions

### Recruitment Process

#### Sample Interview Questions

Score the answer to each question out of 5 and total. This will help if deciding between applicants.

Questions with a \* must be asked.

- 1. Questions based on the application form. Discussion of previous employment and clarifying (satisfactorily) and gaps in employment. Questions based on referees given and relationship with the candidate. Questions of any aspects of the application which appeared less secure or appropriate.**

*Looking to check that any periods not formally employed are accounted for. Also looking to check that referees are professional and not friends etc. Any comments in the application which might be at odds with the ethos/safeguarding of Ignite Life should be highlighted and checked out.*

- 2. What has led you to apply for this role?**

*Looking for passion and interest-not just needing a job. Looking for evidence of some relevant experience of working with young people and capacity to learn. Check that the applicant has the resilience and interpersonal skills required to form relationships with CYP.*

- 3. What skills do you think you have which will be effective with vulnerable young people?**

*Additional skills are not necessary but having an interests/hobby/background which supplements Ignite Life's work is very useful.*

- 4. Do you have any qualifications which would be useful in your mentoring role?**

*e.g. coaching/teaching/relevant subjects and studies at school or degree/practical skills such as mechanics, woodworking etc*

- 5. What do you anticipate the challenges of this kind of work will be?**

*A good candidate will be realistic and have an idea. If not point out some of the challenges our mentors have faced in the past and the way we support. Check they are accepting and confident with this.*

- 6. \*You are aware that all mentors require full DBS clearance. Is there any reason why you would not get this clearance?**

*This is an opportunity to disclose anything which would come up on a DBS*

- 7. \*Describe a safeguarding issue you have dealt with in the past. Explain how you managed it and the outcome.**

*The applicant may not have had direct experience of this. If they have look for answers which include; not keeping things to themselves, sharing with relevant line manager, offering reassurance, making notes. If they do not know check they are aware of the need to pass on concerns and make a note of the requirement for safeguarding training asap should they be successful.*



# **IGNITE LIFE**

## **SPARKING CHANGE**

- 8. \*What would you do if a CYP disclosed something to you which suggested they were at risk from harm?**

*Look for things like: Just listen and do not ask leading questions, make notes straight after so they are accurate including quotes, discuss with a safeguarding lead.*

- 9. A big part of our role is reporting back accurately to the people funding referrals with session plans and reports. Is this something you would be confident doing or would you benefit from some training /support from you pod manager.**

*We do not employ mentors purely for their literacy and we would encourage applicants to be honest if writing reports is not a strength. We would ask pod leaders to work closely with them to help assure the quality of their session plans and reports.*

- 10. Are you aware of the nature of mentoring work with regard to hours and seasonal changes in the amount of work we get? How do you feel about this?**

*It is important that applicants are aware of what we can and cannot offer. If they are on salaries/contracts explain what this means. If they are self-employed ensure they know about the quiet times of the year and the gaps occasionally when mentees leave. We cannot guarantee 35 hours per week*

- 11. Do you have any questions you would like to ask us?**

- 12. If successful would you take up the opportunity of working for Ignite Life ?**