

## **SAFER RECRUITMENT, SUPERVISION, TRAINING AND STAFF DEVELOPMENT POLICY**

It is company policy that line managers are responsible for recruitment, in conjunction with the Human Resources department. The company aims at all times to recruit the person who is most suited to the particular job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job. As part of this undertaking, the agency has rigorous recruitment and selection procedures that apply to all individuals in order to establish their suitability to work with children and young people.

The recruitment process aims to create and maintain a safe workforce and contains robust vetting procedures which are applied consistently and methodically to ensure that those selected for employment are suitably qualified and are appropriate to work in the identified role. Before embarking on the process of recruitment, the line manager must ensure that there is an up-to-date job description including reference to the employee's responsibility in respect of safeguarding. The job description will describe the duties, responsibilities and level of seniority associated with the post, while the employee specification will describe the type of qualifications, training, knowledge, experience, skills, aptitudes and competencies required for effective performance of the job.

Where the job is to be advertised, the proposed advertisement must be submitted via the Job Advert Request Form to the Human Resource department once it has been approved by either the MD or Finance Director. Line managers should also consider and discuss with the Human Resource department whether or not it is appropriate to post the vacancy in a jobcentre or, on a case by case basis, place it with an approved employment agency. The vacancies would also be advertised on the company website. Job advertisements will contain the agency's commitment to safeguarding statement.

**A pre screening process** is used on receipt of an application request. This telephone contact is used as a measure to establish if the applicant meets the basic criteria of the role regarding the the national minimum standards for residential and fostering, the person specification and internal criteria. On completion of this call, if satisfactory, applicants then complete the extensive application form and submit to the organisation.

Compass Community is committed to applying its Equal Opportunities policy at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.

Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of a disability.

### **Interviews**

The interview panel will normally consist of the immediate line manager and one other person who is familiar with the area of work and responsibility, and are responsible for short-listing applicants against the criteria contained in the person specification.

- Where there are any gaps identified in the employment history, candidates will be asked to explain the reasons why, and if selected for the post will be required to provide written confirmation.
- Candidates are required to bring original documentation to the interview of academic qualifications and where applicable professional registration.
- Candidates are required to bring original documentation to the interview to confirm their identity and eligibility to work in the UK.

Line managers conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and skills needed to perform it effectively. A record of every recruitment interview must be made and passed to the Human Resource department to be retained for a suitable period of time. On no account should any job offer be made during or at the end of an interview.

### **Offers of employment**

All offers of employment are conditional and subject to the following

- Satisfactory enhanced DBS disclosure where the post is exempt from the Rehabilitation of Offenders Act.
- Receipt of three references that will be sought directly from referees, one of which must be the applicant's current or most recent employer and be in a managerial or supervisory role. The second professional reference should preferably be a previous employer or professional contact. The third reference is a personal one but not obtained from spouse, partners or family members.
- References or testimonials provided by the candidate will only be accepted in addition to the above mandatory references.
- Written accounts of follow-up telephone calls to each referee to confirm their identity, that they have written the reference and also explore the contents of the reference.
- Checks with previous employers to establish the reasons why the employment ended, where the applicant has worked with children or vulnerable adults within the last 20 years. Further checks with the Foreign Office or similar will also be sought if the applicant has ever lived abroad.
- Completion of a health questionnaire to confirm the individual's capacity to carry out the role
- Current HCPC, Professional Indemnity Insurance, Car Insurance and MOT certificates, if relevant to the role.

Any offer of employment will be conditional on these being satisfactory. Compass Community will make their recruitment decisions on the basis of all the info available to them.

## **Whistle-blowing**

All employees are provided with the agency's Whistle-blowing policy as part of their induction. It is sent to all freelance staff upon satisfactory completion of vetting procedures. Staff are encouraged to voice any concerns about the attitude or conduct of colleagues either through the internal whistle-blowing policy or through Safecall, an external provider whose information is detailed on the Whistle-Blowing policy.

## **Induction**

Individual plans are drawn up for all new employees to meet with a representative of each department in order to help them understand their role and where it fits as part of the wider organisation. At induction, employees are provided with the handbook. Line Managers are responsible for the employee's induction in relation to their particular role and as such their understanding of relevant policies and procedures. This will include being explicit about role boundaries and professional propriety. For more information, refer to the individual Induction Policy in the staff handbook.

## **Supervision**

Supervision is a planned process that is part of the agency's performance management procedures and is normally held at least monthly or more frequently where identified as necessary. An organisational pro-forma sets out the supervision meeting agenda, with safeguarding forming part of the discussion. This enables the agency to ensure employees are continually clear about professional standards, boundaries and organisational objectives and allows employees to raise concerns or difficulties and also reflect on their own practice. Supervision notes are appropriately recorded, agreed by both parties and stored centrally within individual's personnel files and on HR.Net. For more information, refer to the Supervision and Appraisal Policy in the staff handbook.

## **Training**

The company has a structured training plan that requires relevant employees to attend Safeguarding training to equip them with the knowledge and skills to recognise and respond appropriately to child welfare concerns. This training is renewable on a three-yearly basis to ensure continuous updating of skills and knowledge and awareness of any changes to practice.

During the induction process the line manager is required to carry out an assessment to establish the individual's training needs and identify priorities and timescales for completion of the core training.

In addition to internal training, further in-depth safeguarding training is delivered by an external provider for those working directly with children and young people and those with a designated lead role for safeguarding in the organisation. Individual needs are regularly reviewed and considered as part of the supervision and appraisal process. For further information, please refer to the Training policy.