

**BREAKTHROUGH TRANSFORMATION TRUST**

**SC04 - SAFE RECRUITMENT AND SELECTION**

**1 Introduction**

Although the vast majority of people seeking to work or volunteer with children do not present a risk to children, some individuals have inappropriate motives in seeking this type of work. Safe recruitment and selection procedures should help to prevent this.

The Breakthrough Organisation is committed to applying a robust recruitment and selection process and recruit individuals who share the values and approach to safeguarding. These procedures should always apply to both paid and voluntary positions.

These procedures are not applicable in the following cases:

* Parents/carers whose only role is to care for their own child
* One-off volunteers who only have contact for a short period, e.g. young people on work experience, helpers at fundraisers, who should always be supervised by vetted individuals.

All positions within the Breakthrough Organisation require an enhanced DBS check.

We recognise the importance of robust recruitment and selection practices. The following procedures will be applied for all roles working with children:

**2 Planning**

Any information sent to potential applicants should make specific reference to safeguarding and promoting the welfare of children and highlight that the post involves working with children and will therefore require the completion of an enhanced DBS disclosure.

**3 Pre interview**

All applicants should be required to submit a CV that should provide the following information:

* Current and any former names, address and other contact details
* National Insurance number to confirm the right to work
* Information on relevant academic or vocational qualifications and the awarding body
* A full history of any paid or voluntary positions working with children, with start and end dates and reasons for leaving
* A statement of the personal qualities and experience that demonstrate the applicant’s suitability for the position and how she/he fulfils the person specification
* Contact details of at least two referees, one of whom should be a previous employer

**4 Interview**

All potential staff or volunteers should be interviewed or asked to attend a meeting with a minimum of two representatives of the Organisation prior to any position being confirmed. The interview process and questions should be agreed in advance, and should take account of the following:

* To explore the applicant’s qualities in relation to the requirements of the job
* To assess an applicant’s suitability to work with children

The interview should assess suitability to work with children by examining the applicant’s commitment to safeguarding by asking questions that probe the applicant’s underlying attitudes and behaviours relating to working with children.

**5 Pre recruitment checks**

The successful candidate must be asked to complete an enhanced level criminal records check prior to commencing any aspect of their role that involves contact with children.

**6 Induction**

All new staff and volunteers should:

* Complete an induction process to familiarise them with the organisation’s policies and procedures and the responsibilities of the post, including safeguarding.
* Be required to sign up to the organisation’s constitution, rules, guidelines, codes of conduct, regulations and policies
* Attend a recognised safeguarding awareness course as soon as possible and no later than six months after taking up their post.
* Complete a probationary/trial period at the discretion of the Senior Managers (usually 6 months)

**7 Monitoring and appraisal**

At regular intervals all new and existing staff and volunteers should be given the opportunity to receive and provide feedback relating to their role. All new staff and volunteers should receive a formal appraisal at the end of their probation period. After this period, appraisal should occur at regular intervals.

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