



Safer Recruitment Policy

The Safer Recruitment Policy explicitly details Mighty Minds CIC position, standards and expectations associated with its commitment to safeguarding and promoting the welfare of children and expects all staff to share this commitment, wherever they work and in whatever role.

The following policy and procedure will be used for the recruitment and selection of all paid staff and volunteers throughout Mighty Minds CIC.

Advertisements

When advertising a role, we will outline the requirements in terms of the duties and responsibilities, the experience/background needed, and the personal qualities sought, including setting out the safeguarding responsibilities of the post.

Application, Shortlisting and Interviewing

Applicants must fill in Mighty Minds CIC's Application Form to apply for a vacancy in order to comply with the Safer Recruitment Policy.

Applicants are requested to provide their full employment history within the application form from the age of 16 including education, employment and voluntary work and declare any pending verdicts, criminal convictions, cautions or court orders for any offence that may affect their suitability to work with children.

Where there are gaps in employment, a note of this will be made, further clarifications sought and used in consideration of whether to shortlist the applicant.

Shortlisted applicants are asked to complete a self declaration form, which includes details of their criminal record or information that would make them unsuitable to work with children. The purpose of the self declaration is to enable applicants to share any relevant information, to be discussed and considered at interview and before the DBS certificate is received.

Applicants are required to provide a minimum of two professional references on the Application Form, one being the most recent employer.

Applicants are requested to give a minimum of two professional reference contacts from two separate employers on the Application Form. A key purpose of the reference is to verify the applicant's suitability to work with children. These reference contacts must therefore include the most recent employer and the most recent employment working with children (if different).

Applicants will be required to bring three original documents, copies of which will be kept on their file and the person verifying the documents will sign and date the copies;

- one of which needs to be the evidence proving their Right to Work in the UK
 - two confirming their identity i.e. a current driving licence, passport and/or birth certificate (one of which must include their photograph)
 - plus, one document confirming their current name and address such as a utility bill (not mobile phone) or financial statement (dated within the last three months).
- It is not permissible for applicants to offer photocopied documents for the purposes of identity checking

We will have a minimum of two interviewers. All applicants will be interviewed using the Interview Questions Template and notes will be made and retained on file.

Conditional Offer

Once we have chosen the successful applicant,

- We will send a welcoming written offer, clearly outlining that it's contingent upon receiving appropriate references, a health questionnaire, a satisfactory enhanced DBS certificate, and their written confirmation of eligibility to work with children.
- We will contact both referees for a detailed reference.
- We will initiate an enhanced DBS check for the candidate
- We will also communicate with any candidates who were not selected.

The Applicant will be provided with our terms and conditions, our provisions policies and procedures alongside our policy confirmation form and contract, which will be stored on file. A trial period of four weeks will be initiated to enable an observed judgement of an applicant's suitability to work with children and capability for the role.

DBS

We will obtain an Enhanced DBS disclosures for all staff. This includes Barred List information for newly appointed staff in regulated activity i.e. all permanent, contractors and temporary staff (including voluntary staff) paid by Mighty Minds CIC before they commence employment.

Should there be any uncertainty regarding the disclosed offence, the directors will request guidance from Social Care or the Local Authority Designated Officer (LADO). If a candidate is found to be disqualified from working with children, the decision will be made to withdraw the employment offer.

Where an applicant is found to be on the Barred List, or the DBS Disclosure shows s/he has been disqualified from working with children by a court; or an applicant has provided false information in, or in support of, his or her application; or there are serious concerns about an applicant's suitability to work with children, the details will be escalated to review and agree the communication to the applicant. The details will also be reported to the Police, the DBS and Ofsted.

Overseas Applicants

Staff that have lived and/or worked outside of the UK will undergo the same background checks as all other applicants which includes obtaining an enhanced DBS certificate including barred list information, plus additional criminal/Police record checks (overseas checks) to account for their time spent overseas, including details of their immigration status and any other further checks the provision thinks appropriate so that any relevant events that occurred outside the UK can be considered.

Staff Annual Declaration

On an annual basis all staff will be required to complete an Annual Declaration Form which ensures their knowledge and understanding of safeguarding related policy and procedure, providing for a personal safeguarding declaration with regard to DBS and any changes that need to be reported. We will update all DBS checks every three years.

Contact information:

Social Care: Front Door for Families Tel: (01273) 290400

LADO (Local Authority Designated Officer): Darrel Clews 01273295643

[Multi Agency Safeguarding Hub \(MASH\)](#) / Front Door for Families: 01273 290400

Children's Services, Moulsecoomb Hub North Building, Tel: 01273295643

Prevent Education Officer based at the Safer Communities Team:

Channel.Prevent@brighton-hove.gov.uk (01273) 293926

Police: 101 (non-emergency) or 999 (emergency)

Policy Dated: 24/10/2024

Review Date: 24/10/2025

Signed: Jade Borges-Duarte