



**SAFER RECRUITMENT  
AT THE PLAYROOM  
POLICY**



## **Safer Recruitment at The Playroom Policy**

### **1. Overview**

1.1. The safe recruitment of staff and volunteers is the first step to safeguarding and promoting the welfare of children, young people and vulnerable adults. As an employer, The Toy Project expects all staff and volunteers within The Playroom and other community delivery roles to share this commitment. In order to help safeguard and promote the welfare of everyone in its care, The Toy Project is committed to a thorough and consistent Safer Recruitment policy.

### **2. Equality Statement**

2.1. The Toy Project is committed to promoting positive measures that eliminate all forms of unlawful or unfair discrimination on the grounds of age, marriage and civil partnership, disability, race, gender, religion/belief, sexual orientation, gender reassignment and pregnancy/maternity or any other basis not justified by law or relevant to the requirements of this policy. The Toy Project will therefore take every possible step to ensure that this policy is applied fairly to all parties, regardless of the aforementioned protected characteristics or any other irrelevant factor.

2.2. By committing to a policy encouraging equality of opportunity and diversity, The Toy Project values differences between members of the community and actively seeks to benefit from their differing skills, knowledge, and experiences in order to provide an exemplary charitable service.

2.3. Where there are barriers to understanding this policy, eg. an individual has difficulty in reading or writing, or where English is not their first language, additional support will be put in place wherever necessary to ensure that the policy/process to be followed is understood and that the individual is not disadvantaged.

### **3. Aims and Objectives**

3.1. The aim of the Safer Recruitment policy is to help deter, reject or identify people who might abuse or are otherwise unsuited to working with children, young people and vulnerable adults, by having appropriate recruitment procedures in place.

3.2. The Toy Project has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job based on the applicant's abilities, qualification, experience and merit as measured against the job description.

3.3. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

3.4. If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

3.5. The policy objective is to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at The Toy Project.

### **4. Roles and Responsibilities**

4.1. It is the responsibility of the trustees to:

4.1.1. Ensure that The Toy Project has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with relevant legislations

4.1.2. Monitor compliance with these policies and procedures

4.2. It is the responsibility of the Charity Director and senior leaders involved in recruitment to:

4.2.1. Ensure that The Toy Project operates safer recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers

4.2.2. Promote the welfare of children, young people and vulnerable adults at every stage of the procedure

### **5. Recruitment and Selection Procedure**



## 5.1. Advertising

5.1.1. To ensure equality of opportunity, The Toy Project will advertise vacant posts to encourage as wide a field of applicants as possible. This normally means external adverts, however, in a few cases this can be internal adverts only. Some posts may be filled by internal merit-based promotions. Any advertisement will make clear The Toy Project's commitment to safeguarding. All documentation relating to applicants will be treated confidentially in accordance with The Toy Project's Privacy Policy and relevant legislation.

## 5.2. Application Forms

5.2.1. The Toy Project will use an application form and all applicants for employment will be required to complete an application form containing questions about their suitability and interest for the role, this will be submitted alongside their CV. The application form will also include the applicant's declaration regarding convictions and working with children, young people and vulnerable adults.

5.2.2. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or professional regulatory bodies if appropriate.

## 5.3. Job Description and Person Specification

5.3.1. A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

5.3.2. The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children, young people and vulnerable adults, where applicable.

## 5.4. Interviews

5.4.1. There will be a face-to-face interview wherever possible, and the same panel will see all the shortlisted applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria.

5.4.2. Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process. At least one member of any interviewing panel will have undertaken safer recruitment training.

5.4.3. All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed following the end of the recruitment programme.

## 5.5. Offer of appointment and new employee process

5.5.1. The appointment of all new employees is subject to the receipt of a satisfactory DBS certificate, references and copies of qualifications and proof of identity. A personnel file checklist will be used to track and audit paperwork obtained in accordance with safer recruitment.

## 5.6. References

5.6.1. References for the successful applicant will be requested immediately following the interview. Two professional references must be provided. One must be from the candidate's current or most recent employer. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information. Any discrepancies or anomalies will be followed up. The Toy Project does not accept open references, testimonials or references from relatives. Employment is subject to these references being satisfactory.

## 5.7. The Rehabilitation of Offenders Act 1974

5.7.1. The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with or having access to children, young people and vulnerable adults. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at The Toy



Project.

5.8. DBS (Disclosure and Barring Service) Certificate

5.8.1. Almost all staff at The Toy Project require an 'Enhanced DBS Certificate' (in some cases a 'standard' certificate is appropriate). The appropriate DBS certificate will be obtained before the commencement of employment of any new employee.

5.8.2. All new staff are required to join the update service and a rolling programme for current staff is in place to join the update service.

5.8.3. All volunteers will be risk assessed and will be subject to the same checks as members of staff, as appropriate, and we also request them to register with the DBS update service.

5.9. Safeguarding

5.9.1. All staff are required to complete Safeguarding training from The Toy Project for site specific information on safeguarding the children, young adults and vulnerable adults supported at The Playroom.

5.10. Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status

5.10.1. All applicants invited to attend an interview will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in the UK in accordance with relevant legislation. In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

5.11. Record Retention

5.11.1. The Toy Project will retain all interview notes on all applicants for a period of 6 months, after which time the notes will be destroyed. The 6 month retention period allows The Toy Project to deal with any data access requests, recruitment queries or to respond to any complaints made to an Employment Tribunal.

## **6. Employment**

6.1. Induction Programme

6.1.1. All new employees will be given an induction programme which will clearly identify The Toy Project's policies and procedures, including the Safeguarding Policies and make clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities.

6.2. Single Central Register

6.2.1. In addition to the staff record kept on individual personnel files, a single centralised record of recruitment and vetting checks is kept. This is kept up-to-date and retained by The Designated Safeguarding Lead.

6.2.2. The Centralised Register contains details of the following:

6.2.2.1. All employees who are employed by The Toy Project

6.2.2.2. All others who have been chosen by The Toy Project to work in the organisation. This will cover volunteers and trustees.

6.3. Ongoing Employment

6.3.1. The Toy Project recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff and will therefore provide ongoing training and support for all staff, as identified through the Annual Review/Appraisal process.

6.4. Leaving Employment

6.4.1. Despite the best efforts to recruit safely there may be occasions when allegations of abuse against children, young people and vulnerable adults are raised. In cases relating to the behaviour of an employee (the behaviours are within the context of four categories of abuse (ie. physical, sexual and emotional and neglect)) the Safeguarding and Escalation Policies and the Disciplinary Procedure will apply.

6.4.2. In cases of dismissal (or resignation) due to the above behaviour, The Toy Project will inform the relevant authorities of the circumstances surrounding the employee's departure.



**Reviewed: 01/25**

**Next Review: 01/27**