**Mile End Climbing Wall Safer Recruitment Policy**

1. **Introduction**
   1. This policy has been developed to embed safer recruitment practices and procedures throughout MECW and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in “Keeping Children Safe in Education (April 2015)” and has be ratified by the board of trustees (24th Sept 2018).
   2. This policy reinforces the expected conduct outlined in other MECW policies which all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents.
   3. This policy is an essential element in creating and maintaining a safe and supportive environment for all children, young people, staff and others within MECW and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

* attracting the best possible candidates/volunteers to vacancies
* deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
* identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people
  1. MECW is committed to using procedures that deal effectively with those adults who fail to comply with our safeguarding and child protection procedures and practices.

1.5 As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Local Authority Designated Officer (LADO) within one working day of the allegation being made (see MECW safeguarding children guidelines and procedures [page8]). A referral will be made if a member of staff (including volunteers) has:

* behaved in a way that has harmed a child, or may have harmed a child
* possibly committed a criminal offence against or related to a child
* behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children
  1. As an employer we are under a duty to refer to the Disclosure and Barring Service

(DBS), any member of staff who, following disciplinary investigation, is dismissed or resigns because of misconduct towards a child or young person and we may refer any concerns we have before the completion of this process.

**2. Roles and Responsibilities**

2.1 The DTC board of trustees will:

* ensure MECW has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for

Education Guidance and Legal Requirements (Safeguarding children and safer recruitment in education 2011). This will be achieved through liaison between the DTC Lead Trustee for Safeguarding and the MECW DSO and/or Deputy DSO.

* monitor MECW’s compliance with them
* ensure that appropriate staff have completed safer recruitment training reviewed annually

2.2 The MECW CEO will:

* ensure that MECW operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
* ensure that all appropriate checks have been carried out on staff and volunteers working at MECW
* monitor any contractors and agencies compliance with this document
* promote the safety and well-being of children and young people at every stage of this process

**3. Inviting Applications**

3.1 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement;

**Mile End Climbing Wall is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory “Disclosure and Barring Service Enhanced check”.**

3.2. All applicants will receive a pack containing the following when applying for a post:

* Job description and person specification
* MECW Safeguarding Policy
* MECW Safer Recruitment Policy
* The selection procedure for the post
* MECW whistleblowing policy
* An application form
* Copy of the MECW behaviour code for adults working with children or young people

3.3 Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

3.4. Candidates submitting an application form completed on line will be asked to sign the form if called for interview.

3.5 A curriculum vitae will not be accepted in place of a completed application form.

**4. Identification of the Recruitment Panel**

4.1 At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment within the last 5 years.

**5. Shortlisting and References**

5.1 Candidates will be short listed against the person specification for the post.

5.2 Two references, one of which must be from the applicant’s current/most recent employer or suitable alternative where no employment history exists, will be taken up before the final selection stage so that any discrepancies may be probed during this stage of the procedure (note references should come from the head of an organisation / line manager / HR dept., not a colleague).

5.3 References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges. Where possible references will be requested in advance of interview.

5.4 Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

5.5 Referees will be asked specific questions about the following:

* The candidate’s suitability to work with children and young people
* Any substantiated allegations and disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people
* The candidate’s suitability for the post.

5.6 Reference requests will include the following:

* Attendance record
* Disciplinary record

5.7 All appointments are subject to satisfactory references, vetting procedures,

DBS clearance and interview.

**6. Invitation to Interview**

6.1 Candidates called to interview will receive:

* a letter confirming the interview and any other selection techniques
* details of the interview day including information on the panel members
* details of any tasks to be undertaken as part of the interview process
* the opportunity to discuss the process prior to the interview
* be asked to provide proof of identity
* a self-disclosure form

**7. The Selection Process**

7.1 Selection techniques will be determined by the nature and duties of the post.

7.2 Interviews will always be face-to-face and may include additional interview techniques such as observation, exercises or tasks.

7.3 Candidates will be required to:

* Explain any gaps in employment
* Explain satisfactorily any anomalies or discrepancies in the information available to the panel
* Declare any information that is likely to appear on the DBS disclosure
* Demonstrate their ability to safeguard and protect the welfare of children and young people

**8. Employment Checks**

8.1 An offer of appointment will be conditional and all successful candidates will be required to:

* Provide proof of identity
* Complete an enhanced DBS application and receive satisfactory clearance
* Provide proof of professional status
* Provide actual certificates of qualifications
* Provide proof of eligibility to live and work in the UK

N.B. Overseas police checks are required for any individual who within the last five years has lived or worked outside the United Kingdom, whether they are a British citizen or not.

8.2 All checks will be:

* Confirmed in writing
* Documented and retained on the personnel file
* Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

8.3 Employment will commence subject to all checks and procedures being satisfactorily completed.

**9**. **Induction**

9.1 All new staff and volunteers will receive information on the safeguarding policy and procedures and guidance on safe working practices which would include guidance on acceptable conduct/behaviour. This will form part of a new staff member’s induction training.

9.2 All successful candidates will undergo a period of induction and will:

* Meet regularly with their line manager
* Attend appropriate training which may include specific child protection training

**10. Freelance instructors**

10.1 Freelance instructors wishing to work at Mile End Climbing Wallwill be subject to the same scrutiny and vetting procedures as outlined above before being allowed to work in regulated activity at MECW.

**11. External Instructors**

* 1. **Any external instructors wishing to teach/coach at MECW** will be required to provide the following before being allowed to work in regulated activity.
* A valid first aid certificate
* Proof of professional qualification
* Proof of valid insurance
* A valid clear DBS (no more than 2 years old)

They will also be sent copies of the following prior to teaching at MECW

* MECW Safeguarding policy
* MECW behaviour code for adults working with children and young people

**This policy will be ratified by the Development through Challenge board of trustees and will be reviewed 12 months from the date below.**

Signed ………………………………………………….. (Lead Trustee for Safeguarding)

Dated …………………………………………………….