



## **Safer Recruitment and Selection Policy**

### **Aim**

The aim of this policy is to outline the minimum requirements of MBKB's recruitment process, which is:

- To select and appoint the best possible applicants to vacancies
- To deter unsuitable applicants from applying for roles with children, young people and vulnerable adults, and to identify and reject such applicants if they do, in order to safeguard appropriately.
- To meet statutory requirements of the Equality Act 2010
- Ensure we treat all applicants fairly, consistently and respectfully.

### **Procedures**

MBKB are vigilant in the recruitment and selection of employees.

We follow this procedure rigidly when recruiting a new member to our team.

### **Legislation**

This policy has been written in compliance with current employment legislation, in addition to relevant safeguarding legislation including Keeping Children Safe in Education 2019, The Prevent Duty 2015 and any guidance released by the Disclosure and Barring Service.

### **Identification of recruiting panel**

- Our recruiting panel consists of the senior team and CEO Mark Bremner is involved in each step of the recruitment process.
- At least one member of the panel has attended training in safer recruitment.

### **Advertising**

- All our adverts include a detailed role description.
- MBKB are committed to safeguarding and promoting the welfare of children and young people and expects all team members to share this commitment. All applicants are subject to a satisfactory enhanced DBS check and two references.

### **Job application pack / recruitment materials**

- Any person enquiring about the vacancy will be supplied with a job application pack which as a minimum, will include:
  - Job description and person specification

- MBKB Application form
- All applicants must complete, in full the application form; A CV alone will not be accepted.

### **Short-listing**

- We shortlist all applicants against the person specification for the post.
- We ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of their marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation or any other protected characteristic.

### **Interview stage**

- MBKB have a 4 stage interview process:
  - 1) Interview 1 with Mark Bremner
  - 2) Interview 2 with senior team
  - 3) A presentation to be delivered (topic to be based around the applicant's desired role)

*Note – Occasionally steps 2 and 3 may be reversed.*

  - 4) Work shadowing
- At the interview, each candidate will be required to prove their identity against photo ID (for example a passport, birth certificate or driving licence) and also produce documents to prove they are eligible to work in the UK.
- At the interview, candidates will be questioned using the same set criteria and same questions. The questions will be formulated from the criteria listed in the person specification and the role.
- Applicants will always be required
  - to explain satisfactorily any gaps in employment
  - to explain satisfactorily any anomalies or discrepancies in the information available
  - to declare any information that is likely to appear on a DBS disclosure
- The most suitable person for this position will be selected based on the interview, presentation, work shadowing and their knowledge and understanding of the role and business.
- Each candidate will receive communication from MBKB to inform them if they have been successful or not.

### **Employment checks**

- The successful candidate will be offered the position subject to two satisfactory references and a clear and approved Enhanced Disclosure and Barring Service check.

- The enhanced Disclosure and Barring Service (DBS) check will be initiated before the member of staff commences work and they will not have **unsupervised** access to any child or young person before this check comes back clear.
- All qualifications will be checked against actual certificates and copies taken for their personnel files.

### **Safer recruitment (including Rehabilitation of Offenders Act 1974 (Exceptions) Order)**

MBKB have a duty to assess applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order and do so by carrying out criminal record checks processed through the Disclosure and Barring Service (DBS). MBKB comply fully with the Code of Practice and aims to treat all applicants for positions fairly. MBKB aims not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. MBKB can only ask an individual to provide details of convictions and cautions that the organisation is legally entitled to know about. For roles at MBKB involving work with children, young people and vulnerable adults, a DBS certificate at enhanced level will legally be requested, due to the position being one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. MBKB can only ask an individual about convictions and cautions that are not protected and these need to be declared by the applicant on their application form. In the case that a DBS enhanced certificate comes back with a conviction, MBKB will discuss any matter revealed on the certificate with the individual seeking the position before withdrawing a conditional offer of employment. MBKB are committed to the fair treatment of its team, potential team members and users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

### **Induction**

- For all new staff, a clearly written and structured induction programme is in place. The programme includes training, shadowing and opportunities to read and digest the setting's policies and procedures. There are set modules that team members must complete and document in their CPD as part of their induction.
- An induction plan sets out what new staff members will cover before beginning work and during the induction period.
- Throughout the induction period, all new staff members will receive regular meetings with the manager and their mentor to discuss how it's going and identify any further training and development needs.