

Safe Recruitment Policy

It is the policy of Spring North that no one shall work or volunteer in a placement with children and young people within or on behalf of Spring North who:

- Has been convicted of or has received a formal police caution concerning an offence against children as listed in the Children's and Young Persons Act, or
- Has been convicted of or has received a formal police caution concerning sexual offences against children, young people or vulnerable adult.

It is the policy of Spring North that those responsible for the recruitment and appointment of any worker paid or unpaid have a duty of care to ensure the safety and wellbeing of children, young people and vulnerable adult and therefore must take reasonable steps, including DBS and uptake of at least two references on all individuals recruited to work with children, young people or vulnerable adults.

All paid members of staff and volunteers who work directly with children/vulnerable adults will be required to be checked through the DBS plus provide two references.

No unauthorised person should have unsupervised contact with any child/young person/vulnerable adult under the auspices Spring North.

Training and support

Spring North will ensure that all staff and volunteers who are working with Children and Young people/Vulnerable Adults are trained and aware of the indicators of abuse and neglect.

It would be unusual for a Consortium worker or to be in the presence of an unaccompanied Child/Young person/vulnerable adult, most of our work is within groups or in partnership with other agencies, however Spring North recognise the need to include training and implementing mechanisms for recognising and reporting Abuse if a situation occurs.

All members of staff and directors will be made aware of child/adult protection issues as part of their induction to Spring North.

Whistle blowing

Spring North supports a whistle blowing policy so children and adults are encouraged to voice concerns about abusive or unethical behaviour without fear of recrimination.

Appointing Workers

All volunteers and staff, including temporary personnel and helpers should be subject to careful and rigorous selection and vetting processes with the following elements if they are going to have contact with children/vulnerable adults through their work:

- Completion of an application form and checking the person's identity by their birth certificate or passport
- Taking up references, which are seen before the interview and verified by a phone call
- An interview preferably by two people
- Identifying reasons for gaps in employment or inconsistencies
- Carrying out police checks and checks with DBS

- Allowing no unsupervised access to children and young people/ vulnerable adult until this has been completed, e.g. no appointment subject to references
- Advice is sought about recruiting someone with a criminal record (ESSENTIAL)
- A supervised probationary period for new people to the project

After workers or volunteers are appointed there will be continued clear supervision and monitoring.

Workers who have any contact with children/vulnerable adults in their work will need to be aware of signs of abuse whether physical, sexual, neglect or emotional. They can include bullying, or putting people down because of their race, religion, culture, gender, sexuality, disability etc. They will need to know about the behaviour of abusers, what their duty is if someone tells them about abuse.

Information

Code of Behaviour

It is considered unlikely that a Consortium staff member or volunteers will be working directly with children/young people/vulnerable adults. However in the possibility that this might occur the following advice should be followed.

Workers and volunteers need to be clear what is appropriate and what is not, for example, all adults working in pairs, advice about physical contact and restraint, how to manage intimate care tasks, etc. Rules and arrangements will be drawn up for each specific situation.

Arrangements for Supervision of Activities

It is considered unlikely that a Consortium staff member or volunteers will be working directly with children/young people/vulnerable adults. However in the possibility that this might occur procedures on how activities are supervised need to be set out and a risk assessment completed.

Support for groups applying for membership

It is the policy of Spring North to ensure that all members have a robust and up-to date safeguarding policy – failure to evidence such a policy will render the group unable to become a full member of Spring North

Suspicious behaviour

At all times staff need to be compliant with the data protection act. If there is cause for concern regarding someone's behaviour towards children, or their intentions staff should contact the relevant person within Spring North/Board of Directors/Local CSAP



Signature:

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