



## **APPOINTMENT OF EMPLOYEES POLICY**

### **1. Introduction**

Wings South West recognises that it is of the utmost importance that the right staff are appointed to work within the organisation where contact with Young People and Vulnerable Adults is frequent and intensive.

This policy has been written therefore with reference to guidelines from Devon Children and Families Partnership, KCSIE, Safer Recruitment and Safe Network (Children England and NSPCC).

We are committed to a recruitment process free from discrimination. Staff, however, must be in sympathy with the Christian ethos of the organisation.

### **2. Process**

#### **Prior to interview**

- (a) When a vacancy arises it will be the responsibility of the Line Manager to define the role, and produce a job description and selection criteria, including attributes and qualifications/experience required. The Line Manager will be trained through Devon County Council or equivalent to Level 2 in Safer Recruitment.
- (b) Any advertising and publicity will include reference to the commitment of the Organisation to Safeguarding.
- (c) Applicants will receive an application pack including covering letter, person specification, job description and application form.
- (d) Candidates will be informed of the need for a DBS or Status check. A self declaration form will be submitted with the application.
- (e) The Line Manager and one other person (member of staff or Trustee) will prepare a shortlist for interview, based on the application form and supporting letter/CV.
- (f) Of particular concern will be unexplained gaps in employment history, or long periods of absence from employment.
- (g) As part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview.

## **At interview**

- (a) Interviews will be conducted with the line manager, a Trustee and at least one other – a member of staff or second Trustee. The panel will meet prior to interviews to recap the role and selection criteria. Questions will be selected from a standard list with supplementary questions asked according to role.
- (b) At interview candidates will be asked about their qualifications, experience and attitudes to young people. In the case of Teaching staff, candidates will also be asked to work part of a session with young people to demonstrate their skills.
- (c) Questions will also be asked to explore the candidate's knowledge and understanding of safeguarding.
- (d) Candidates will be asked to explain any gaps in employment history.
- (e) Ability to maintain a work/life balance will be explored.
- (f) Candidates will be asked for proof of qualifications and identity.

## **Appointment**

- (a) The application form, supporting letter/CV, interview and observation will be considered in appointing.
- (b) Appointment will be made subject to:
  - i. Receipt of two satisfactory references including an employer
  - ii. Satisfactory DBS or Status check (a criminal record is not necessarily a bar to employment, and the circumstances, the seriousness of the offence and time lapsed since the offence will be considered).
  - iii. Proof of educational and professional qualifications.
- (c) A three month review and a six month probationary period will be expected – to be signed off by the Line Manager or CEO.
- (d) Candidates who are not appointed will be offered a supportive debrief.

## **Training and Supervision**

- (a) Appointment will be subject to a six month probation period with a three month review. Any initial training needs identified will be addressed during this period.
- (b) Appointed staff will be asked to sign the Code of Conduct for working with young people.
- (c) As part of their induction, all staff will be guided through the Safeguarding Policy and Procedures, and will be expected to sign acceptance of these.
- (d) After the probationary period, staff will be subject to the cycle of training and supervision. Reviews should take place annually and training needs identified. Supervision is an ongoing process with regular opportunities for meeting 1:1 with the Line Manager.
- (e) All members of staff are expected to be vigilant in ensuring the highest standards of Safeguarding, and Child Protection Training will be renewed every two years.