



Safe Recruitment Policy

1. Introduction

Our out-of-school service is committed to providing a safe and supportive environment for children, where their well-being is a top priority. To achieve this, we adhere to a **Safe Recruitment Policy** for the selection of all staff and volunteers. This policy ensures that all individuals involved with the out-of-school service are thoroughly vetted and qualified to work with children and are committed to maintaining the highest standards of care.

2. Purpose of the Policy

We are committed to ensuring that no person is employed or permitted to volunteer in our service unless they meet the **fitness requirements** under Regulation 9 of the **Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011**, including being of good character, medically fit, suitably qualified, and not barred from working with children.

The purpose of this policy is to ensure that:

- We recruit and select staff and volunteers who are suitable to work with children.
- All necessary checks and documentation are obtained to protect the safety and welfare of children attending the out-of-school service.
- Our recruitment process complies with **Scottish regulations, Care Inspectorate standards, and Safeguarding requirements.**

3. Interviewing and Selection Process

3.1 Job Descriptions

Before advertising for any roles, detailed **job descriptions** and **person specifications** will be prepared. These documents will outline:

- The role and responsibilities of the position.
- Essential qualifications and experience required.
- The skills and competencies necessary for working with children.
- Any specific requirements (e.g., First Aid, child protection training, etc.).

3.2 Advertisement

All positions (staff and volunteers) will be advertised in an open and transparent manner. Advertisements will be placed through relevant channels (e.g., job boards, the Care Inspectorate website, local community centres, etc.) and will outline:

- The position being offered.
- The minimum qualifications required.
- The closing date for applications.
- A statement of commitment to safeguarding and child protection.

3.3 Application Process

Candidates must complete an **application form** that includes:

- Personal details and qualifications.
- Employment history, including relevant experience working with children.
- References from previous employers, if applicable.
- A statement regarding the candidate's suitability to work with children (including any criminal background checks, if necessary).

3.4 Interviewing Candidates

Candidates who meet the minimum criteria will be invited to attend an **interview**. The interview panel will consist of at least two individuals, one of whom should have experience in child protection or safeguarding.

The interview will assess:

- **Child protection awareness** and commitment to safeguarding children.
- **Knowledge of relevant regulations**, including Care Inspectorate standards.
- The candidate's **experience** and ability to perform the duties of the role.
- **Suitability for working with children**, including communication skills, understanding of child development, and problem-solving abilities.
- The candidate's ability to contribute positively to a safe and nurturing environment for children.

During the interview, all candidates will be informed about the **out-of-school service's safeguarding policies** and **expectations for behaviour**.

4. Reference Checks

In addition to professional references, two personal (non-family) references may be requested, particularly for volunteer roles, to confirm the individual's character, trustworthiness, and suitability for working with children.

4.1 Obtaining References

We will seek at least **two professional references** for each candidate. These references should be from individuals who have worked with the candidate in a professional capacity, ideally in a setting where the individual has worked with children.

References will be requested directly from the referees and should provide the following:

- Verification of the candidate's **work history** and qualifications.
- **Insight into the candidate's suitability** to work with children.
- Any concerns or incidents that might indicate the candidate is unsuitable for the role (e.g., past safeguarding issues).

4.2 Follow-up on References

If references are not received in a timely manner or if any concerns arise, we will follow up with the referees to obtain clarification. If the references are unclear, further investigation will be conducted to ensure the candidate's suitability.

5. Protection of Vulnerable Groups (PVG) Scheme

Evidence of PVG scheme membership must be received prior to any work commencing. If the individual is not already a scheme member, a new application will be processed. We will not permit any person barred under the Protection of Vulnerable Groups (Scotland) Act 2007 to work in our service. All staff and volunteers who will be involved in **direct work with children** must undergo a **criminal record check** through the **Protection of Vulnerable Groups (PVG) Scheme**. This scheme is a requirement in Scotland to ensure that individuals who work with children do not have a history of offending that could put children at risk.

The PVG check will be conducted by **Disclosure Scotland**. A satisfactory PVG check must be received before employment or volunteer work begins.

5.1 Medical Fitness

All staff and volunteers must confirm that they are medically fit to carry out their roles. A **self-declaration of medical fitness** will be completed prior to employment or volunteering. If necessary, we may request a GP or occupational health statement confirming the individual is fit to work with children.

6. Training and Induction

All new staff and volunteers will be required to complete an **induction program**, which will include:

- Child protection and safeguarding training.
- Familiarization with **Care Inspectorate standards**, our policies, and procedures.
- Health and safety training, including emergency protocols and first aid.

6.1 Insurance Requirements

- We maintain **Employers Liability Insurance** for all staff, including assistants, in accordance with legal requirements.

7. Volunteer Screening

7.1 Recruitment of Volunteers

Volunteers play an important role in the out-of-school service. All volunteers will undergo the same recruitment process as paid staff, including:

- Completing an application form.
- Interviewing and referencing checks.
- Criminal record checks through the PVG scheme.
- Safeguarding training and a **role-specific induction**.

7.2 Supervision of Volunteers

Volunteers will always be supervised by a **qualified staff member** and will not be left in sole charge of children. Volunteers will also be required to sign confidentiality agreements, adhering to data protection and safeguarding protocols.

8. Policy Review and Updates

This policy will be reviewed **annually** or in response to significant changes in legislation or regulation. Any updates to the policy will be communicated to all staff and volunteers, and any necessary training will be provided.

9. Best Practice Reference

This recruitment policy is informed by the **Scottish Government's guidance: *Safer Recruitment, Better Recruitment (2016)***, which outlines best practices for ensuring individuals working with vulnerable groups are appropriately vetted and supported.

Conclusion

Our Safe Recruitment Policy ensures that all staff and volunteers are rigorously vetted to meet the high standards required by the Care Inspectorate and safeguard the children in our care. By following these procedures, we strive to maintain a safe, positive environment where children can thrive, learn, and feel secure.