Safer Recruitment Policy

Bouncing Statistics

Overcoming the misunderstood conception

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Required on the website:	Yes
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Introduction

The Safer Recruitment and volunteers are a key component in safeguarding and promoting the welfare of children, young people, and vulnerable adults. Bouncing Statistics is committed to a thorough and consistent safer recruitment process in line with statutory guidance, including Keeping Children Safe in Education (KCSIE) 2024, Working Together to Safeguard Children 2023, and all relevant employment and data protection legislation.

Aims and Objectives

The aim of this policy is to deter, reject, or identify people who are unsuitable to work with children, young people, or vulnerable adults. This is achieved through rigorous recruitment procedures, ensuring candidates are suitable based on qualifications, experience, and values.

Roles and Responsibilities

It is the responsibility of HR to ensure compliance with safer recruitment practices and monitor the implementation of this policy. The Directors, HR Manager, and other senior leaders involved in recruitment are responsible for ensuring that safe recruitment checks are completed for all staff and volunteers.

Recruitment and Selection Procedure

- Vacant roles will be advertised widely to encourage a broad pool of applicants.
- Adverts will always include a safeguarding statement.
- All applicants must submit full employment history with explanations for gaps and declare any criminal convictions or safeguarding concerns.

Interviews

- Interviews must be conducted face-to-face wherever possible and involve at least one panel member trained in safer recruitment.
- Candidates must bring original documents for ID, right to work, and qualifications. Any safeguarding concerns must be disclosed and explored.

Pre-Appointment Checks

- All offers of employment are conditional on satisfactory checks, including references, enhanced DBS, identity, right to work, qualifications, and overseas checks (if applicable).
- Online check (e.g., social media) may be carried out on shortlisted candidates as part of due diligence.

Induction and Ongoing Monitoring

- All new staff members will complete a structured induction, including training on Safeguarding, Prevent, Whistleblowing, and Code of Conduct.

- Safer Recruitment is an ongoing commitment, with annual reviews, training, and re-checks where appropriate.

Single Central Record

A single central record (SCR) is maintained and regularly reviewed by HR. It includes all required vetting checks for staff, volunteers, and regular visitors.

Volunteers, Contractors, and Agency Staff

- Volunteers and contractors working regularly with children are subject to the same checks as employees.
- Agency Staff must provide evidence of DBS and vetting checks completed by their agency.

Allegations and Exit Procedures

- Allegations of abuse are taken seriously and managed in accordance with the Disciplinary Policy and statutory guidance.
- Low-level concerns about staff conduct that do not meet the threshold for a safeguarding allegation are recorded and managed in line with the organisation's safeguarding procedures. Such concerns may include conduct that is inconsistent with expected professional standards or values. Low-level concerns are reviewed by the Designated Safeguarding Lead or Senior Leadership to identify patterns, ensure appropriate action is taken, and prevent escalation.
- If an employee resigns during an investigation or is dismissed, a referral will be made to the DBS or other relevant authorities.

Monitoring and Evaluation

This policy will be reviewed annually, or sooner if required by legislative updates or best practice changes. HR will oversee compliance and audit recruitment records.