



# Safer Recruitment

QPG Hub is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Adults looking after children must have appropriate qualifications, training, skills and knowledge.

Staffing arrangements must be organised to ensure safety and to meet the needs of the children.

## **Recruitment and training of staff and volunteers**

QPG Hub recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Pre-selection checks must include the following:

- All volunteers/staff must complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- All volunteers/staff must complete a DBS. Once in progress they can start work under full supervision of a cleared member of staff.
- An explanation of any gaps in employment
- Consent should be obtained from an applicant to seek information from the DBS.
- Proof of essential qualifications
- Two confidential references, ideally including one regarding previous work with children. These references should be taken up and confirmed through telephone contact or in writing.
- Evidence of identity (passport or driving licence with photo).
- Proof of the right to work in the UK (via the production of documents on an approved list)

## **Interview and induction**

All employees (and volunteers) must undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive an induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- Child protection procedures are explained and training needs are identified.



# Safer Recruitment

## **Disqualification**

The QPG Hub will not employ staff or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under regulations made under section 75 of the Childcare Act 2006.

Note that a member of staff can become disqualified if they live in the same household as another disqualified person, or if a disqualified person is employed in that household. If a member of staff becomes disqualified, we will terminate their employment and notify Ofsted

## **Training**

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely effectively with children.

## **Ready to work**

- When staff have completed their initial training, DBS application and Staff Suitability form they are able to work under supervision, as agreed with Ofsted.
- Once we receive a satisfactory DBS, they will be provided with a photographic name badge with details of their DBS number on it. This must be worn at all times.
- If a DBS contains information each case will be risk assessed on an individual basis and advice sort if necessary.

## **QPG Hub may require:**

- Staff to attend a recognised Safeguarding and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.



## Safer Recruitment

- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- Relevant personnel to have gained national first aid training (where necessary).
- Attend update training when necessary and any team meetings.