

## **Gympanzees Safe Recruiting Policy.**

Our organisation is committed to safeguarding and will always recruit all personnel (paid or unpaid) in line with government guidelines, relevant legislation, and any appropriate Regulatory Authorities' guidance and best practice (e.g. Ofsted or CQC).

### **Aims**

Gympanzees will aim to have a workforce that represents a variety of backgrounds whilst providing the relevant abilities and skills for our organization.

Our Safe Recruiting Policy will aim to select the best people available and prevent unsuitable people from joining. This policy will be transparent and consistent. It will ensure that all candidates are judged to be suitable and competent before they are made an offer of a permanent placement.

### **Principals**

Gympanzees recognizes that our workforce is our most important resource.

It also recognizes that unsuitable individuals may seek out opportunities with us to access children/young adults/adults at risk and cause them harm.

It acknowledges that new members of the team will need proper induction and then ongoing support and supervision to fulfil their role effectively.

### **1. Procedures**

1. **Recruitment** - Gympanzees will recruit with suitable advertising with clear commitment to safeguarding, giving relevant information in an application pack.
2. We will ask applicants to provide details of safeguarding experience (e.g. evidence of promoting and safeguarding the welfare of

children, young people and adults at risk, they work for, or encounter).

3. Provide a clear job description.
4. Where relevant we will use application forms (not CV's) with reference to previous work with children, young people and adults at risk.
5. All application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
6. **Interviewing** – At least two individuals will be involved in both short-listing and face-to-face interviews, unless infection control restrictions apply. Then Zoom or Teams
7. Shortlisted candidates will be asked to complete a criminal record self-declaration form.
8. Interviews will be rated and recorded referencing the criteria in the Competence Grids.
9. Applicants must be willing to undertake safeguarding training.
10. **Identification-** Two pieces of identification 1 photo e.g passport/driving license and 1 utility bill/bank statement less than 3 months old to verify address
11. **References** – Two references will be obtained for candidates following their job offer. We will ensure that these are obtained before the candidate starts work. Email references will be requested and a follow telephone conversation with the referee will happen.
12. **Checks** – All staff and volunteers will have an up-to-date DBS check.
13. Where applicable we will ask for evidence of an applicant's right to work in the UK.
14. All appointments will have a trial period with a review before they are confirmed in post.
15. **Induction** – This will include a clear explanation of health and safety issues, and our safeguarding policy and procedures. Records



of these inductions will be retained, and new staff will be asked to sign them to confirm they have taken place. Ongoing supervision will ensure they always observe our safeguarding policy.

## **2. Insurance:**

Gympanzees will provide a safe workplace and provide insurance cover against any injury caused by negligence. All volunteers will be covered by our Employer's Liability and Public Liability insurance.

## **3. Disclosure and Barring Service:**

DBS checks can be standard, enhanced or barred list checks and eligibility for each level is governed by legislation.

No person in Gympanzees will be providing any unsupervised regulated activity with children but DBS legislation was updated in July 2022 to include those working in specified establishments with children. 'If someone does not meet regulated activity because of what they do, they may meet it because of where they work' thus all paid persons in Gympanzees need a child barred list check.

All trustees of Gympanzees will need an Enhanced DBS check.

All volunteers at Gympanzees will need an Enhanced level check if they are working at Gympanzees for more than 3 days in any 30.

Gympanzees has a contract with Bristol City council to act as their Umbrella Body for making these essential checks.

The DBS online update service allows the employer the right to review the employee status whilst giving the employee the right to know when and by whom they are being checked.

