



Safer Recruitment Policy for Mini Mermaid and Young Tritons UK

Updated: 20th July 2020

Mission Statement

Mini Mermaid and Young Tritons UK CIC Mini Mermaid Running Club UK is a co - curricular/community programme, for girls and boys in primary school years 3- 6.

We strive to create a generation of young children who enjoy being physically active, underpinned by a strong sense of self-worth and self-belief that flows through all aspects of their lives.

Our aim is to activate a Mini Mermaid and Young Tritons programme in every primary school in the UK.

MM & YT UK Aims

We will promote high standards of physical, emotional and mental health and well-being among our participants and programmes.

Disability and Diversity Statement

At Mini Mermaid and Young Tritons UK we will:

- Promote equality of opportunity between disabled persons and other persons.
- Eliminate discrimination that is unlawful under The Equality Act 2010.
- Eliminate harassment of disabled persons that is related to their disabilities.
- Promote positive attitudes towards disabled people.
- Take steps to account for disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons.

Safer Recruitment Policies

1. Introduction

- 1.1 This policy has been developed to embed safer recruitment practices and procedures throughout Mini Mermaid and Young Tritons UK and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people who take part in our programmes.
- 1.2 This policy reinforces the expected conduct outlined in the Code of Conduct for Staff as well as MM & YT UK Whistle Blowing policy with which all staff are expected to be familiar with. This can be found in our safeguarding policies and procedures. All successful candidates, whether in paid or volunteer employment will be made aware of these documents.

- 1.3 This policy is an essential element in creating and maintaining a safe and supportive environment for all participants within the organisations' community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:
- attracting the best possible candidates/volunteers to vacancies
 - deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
 - identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people
- 1.4 MM & YT UK is committed to using procedures that deal effectively with those adults who fail to comply with the organisations safeguarding and child protection procedures and practices.
- 1.5 As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Designated Officer for the local authority (LADO) within one working day of the allegation being made. A referral will be made if a member of staff (including volunteers) has:
- behaved in a way that has harmed a child, or may have harmed a child
 - possibly committed a criminal offence against or related to a child
 - behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children
- 1.6 As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary investigation, is dismissed or resigns because of misconduct towards a participant and we may refer any concerns we have before the completion of this process.

2. Roles and Responsibilities

- 2.1 The Board of Directors of the organisation will:
- ensure the organisation has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers.
 - ensure that appropriate staff and directors have completed safer recruitment training (and repeat this every 3 years)
- 2.2 The CIC will:
- ensure that the organisation operates safe and fair recruitment and selection

- procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- ensure that all appropriate checks have been carried out on staff and volunteers
- promote the safety and well-being of children and young people at every stage of this process

3. Inviting Applications

3.1 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement;

“MM & YT UK is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check (DBS).”

3.2. All applicants will receive a pack containing the following when applying for a post:

- A statement of the organisations commitment to ensuring the safety and well-being of the participants
- Job description and person specification
- The Safeguarding Policy
- The Safer Recruitment Policy
- An application form/data collection form
- Copy of the Code of Conduct

3.3 Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

3.4. Candidates submitting an application form completed on line will be asked to sign the form electronically.

4. Shortlisting and References

4.1 Candidates will be short listed against the person specification for the post.

4.2 Two references, one of which must be from the applicant’s current/most recent employer where possible, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure.

- References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Where possible references will be requested in advance of interview.
- Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies.

Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people
- Any substantiated allegations
- Any disciplinary warnings, including time-expired warnings, relating to the Safeguarding of children and young people
- The candidate's suitability for the post.

All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

5. The Selection Process

5.1 Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview.

5.2 Interviews may be face to face or via video conferencing

5.3 Candidates will be required to:

- Declare any information that is likely to appear on the DBS disclosure
- Demonstrate their ability to safeguard and protect the welfare of children and young people.

6. Identity Checks

6.1 All successful candidates will be required to:

- Provide proof of identity
- Complete an enhanced DBS application and receive satisfactory clearance
- Provide proof of eligibility to live and work in the UK

6.2 All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file for a period of 6 months
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

7. Induction

All staff and volunteers who are new to the organisation will receive information on the safeguarding policy and procedures and guidance on safe working practices which would include guidance on acceptable conduct/behaviour.

All successful candidates will undergo a period of induction and will attend appropriate training including generalist child protection training

This policy will be reviewed on July 2021

SignedH Corne.....

Dated20th July 2020.....