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**SAFER RECRUITMENT AND VETTING POLICY**

**Date**: 2nd October 2017

**Review date**: 1st October 2018

Omega Care Group Ltd is committed to ensuring equality of opportunity in employment for everybody. Job applicants are considered only on their ability to do the job for which they are applying. We will ensure that all existing and potential employees receive equal consideration and take all necessary steps to avoid discrimination on the grounds of gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, trade union activity and age.

Omega Care Group Ltd is firmly committed to the protection and safeguarding of children and young people using our services. The Children’s Act 1989, states that everyone has a duty to refer allegations or suspicions of abuse, whether this is physical, emotional, sexual or neglect. We have a duty of care to implement effective policies and procedures for safeguarding the welfare of children and young people and to promote their wellbeing and expect all staff to share this commitment.

Omega Care Group Ltd recognises that any available positions within the company have to be safely but widely advertised. Positions will be advertised with Jobcentre Plus and other avenues such as indeed, Monster.co.uk and other employment agencies.

Any candidates applying for a position with Omega Care Group Ltd will receive an information pack containing:

* Job description - stating the main duties and responsibilities of the post including the individual responsibility to safeguarding the welfare of young people within the setting.
* Person Specification - including the specified qualifications and experience needed for the post and the competences and qualities needed in relation to working with young people.
* Application form
* Information about the organisation

**Job Application**

To ensure safer recruitment, applicants, including volunteers and agency staff, applying for any vacancies must complete a job application form in full with any gaps in employment explained. Incomplete forms will not be accepted. A curriculum vitae will not be accepted in place of an application form. All forms will be scrutinised and discrepancies noted for discussion during interview, should the applicant be short listed.

Job application forms should obtain:

* the full identity of the applicant, including names (including former names), address, date of birth and National Insurance number;
* academic and vocational training received, stating awarding body and date awarded;
* a full history of education and training, employment and any voluntary work, including start and end dates (month and year). The reason for leaving each job must also be included;
* details of referees. One must be from most recent employer;
* a statement of experiences and personal qualities relevant to the position applied for in connection with the person specification; and
* a statement of exemption from the Rehabilitation of Offenders Act 1974.

**Declarations**

In addition to the job application form, applicants are also requested to complete a Health Declaration form to assess their level of fitness to carry out their duties and a Rehabilitation of Offenders Declaration form under the Rehabilitation of Offenders Act 1974. Any disclosures on this form will be discussed should the candidate be short listed for interview.

In order to ensure effective safeguarding in recruitment, no staff will be appointed without an enhanced Disclosure and Barring Service (DBS) check being carried out first. If a disclosure revealed a previous conviction, but this information would not necessarily prevent the person from working with young people, the manager will discuss the disclosure with the applicant to gain further information and to ascertain their suitability for the position applied for. All information gathered will be documented and kept on file and staff will be made aware that they will receive increased supervision for a set period of time.

All information gathered will be kept in individual files and central records kept of checks carried out on all staff and periodically reviewed to ensure effective safeguarding of all the young people within the setting.

**References**

Professional and character references will be obtained before interviews take place. These will be obtained directly from the referee and references provided directly by the candidate will not be accepted. Once references have been obtained, a follow up call will be made to the referee to ensure it is from them.

References will be compared to the candidate’s application form to ensure the information is consistent. Any discrepancies will be taken up with the candidate.

**Interviews**

Shortlisted candidates will be invited to interview by letter stating the venue and date and an outline of the interview process. They will be required to bring with them proof of identity for DBS purposes and confirmation of any qualifications.

The intention of the interview is to assess the candidate’s ability to carry out the work in relation to the job description and person specification. All interviews will be carried out face-to-face with a minimum of two interviewers, one of whom will be the manager. During the interview the panel will explore the candidate’s ability to work with and attitude towards young people. Gaps in employment history and any discrepancies arising from the information provided by them will be explored.

Each person who has been interviewed, a record of their application and interview process will be kept on record for no longer than 6 months.

**Recruitment and Vetting Checks**

No new appointments will be made without the following checks being carried out first:

* DBS full enhanced disclosures
* Satisfactory references
* Identity checks
* Right to work in the UK
* Qualifications check

**Induction of new staff**

All new recruits will work through a six month probationary period (this may be extended if needed) during which time they will receive a full induction and regular supervision with support and guidance from their line manager. This will enable the manager to recognise any concerns about the person’s ability to carry out the job role and their suitability for the post.

**Training**

Safeguarding training will be given to all new employees as well as refresher courses as and when needed. Employees will also be required to attend other relevant training when available as part of their continued professional development, making sure they feel confident in raising issues or concerns regarding the safety or welfare of young people.

**Monitoring**

All recruitment and the induction process will be regularly monitored and will include:

* Staff turnover
* Exit Interviews and reasons for leaving
* Training