

- Checking references carefully.
- Taking great care in the preparation of the person specification to ensure key requirements are tested
- Carrying out DBS checks (although not relying on them solely), and
- Not offering a post until all checks have been completed satisfactorily.

M. **Allegations and concerns about staff, volunteers and board members**

Allegations of abuse or concerns raised against members of staff, volunteers, freelancers or trustees, will always be treated seriously. Where there is an allegation against a member of staff, a volunteer or a freelancer the Managing Director should be informed immediately and a disciplinary investigation will be carried out. There may also be criminal (police) investigations. Where the allegation concerns the Managing Director or a board member, another member of the board should lead the investigation.

The person leading the investigation will pass on all concerns relating to staff to the Local Authority Designated Officer. In the first instance this can be verbal, but should be followed up by a written Childcare Concern.

When personnel are asked to leave for safeguarding reasons, the Disclosure and Barring Service must be informed: [Here](#)

## **APPENDIX 1**

### **Image Consent Form**

This consent form is to give permission for JEM to use your image in promotional materials for our projects. This could include your image (photograph or video) being used on materials such as reports, websites, pamphlets, leaflets and/or other materials to promote JEM and the work that we do.

The consent will last 2 years and cover worldwide usage, after which time we will make reasonable attempts to contact you to find out whether it is ok to continue to use your image/video. If we cannot get in contact with you using the details you supply above we will assume that we still have your consent to use your image.

You can call us any time to withdraw consent or update your contact details.

**First Name**