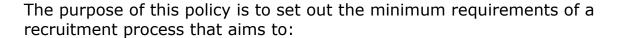
RIVER BOURNE COMMUNITY FARM

SAFER RECRUITMENT POLICY

Updated March 2022

1 INTRODUCTION



- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people
- identify and reject applicants who are unsuitable for work with children and young people.

2 STATUTORY REQUIREMENTS

These requirements will be met.

3 IDENTIFICATION OF RECRUITERS

Subject to the availability of training, the farm will move towards a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

4 INVITING APPLICATIONS

4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

"The farm is committed to safeguarding children and young people.

All postholders are subject to a satisfactory enhanced DBS disclosure."

- 4.2 Prospective applicants will be supplied, as a minimum, with the following:
 - job description and person specification;
 - the farm's child protection policy;
 - the farm's recruitment policy (this document);
 - the selection procedure for the post;
 - an application form.
- 4.3 All prospective applicants must complete, in full, an application form.

5 SHORT-LISTING AND REFERENCES

- 5.1 Short-listing of candidates will be against the person specification for the post
- 5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.



- 5.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- 5.4 Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.6 Referees will always be asked specific questions about:
 - the candidate's suitability for working with children and young people;
 - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
 - the candidate's suitability for this post.
- 5.7 Farm employees are entitled to see and receive, if requested, copies of their employment references.

6 THE SELECTION PROCESS

- 6.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- 6.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
- 6.3 Candidates will always be required:
 - to explain satisfactorily any gaps in employment;
 - to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
 - to declare any information that is likely to appear on a DBS disclosure;
 - to demonstrate their capacity to safeguard and protect the welfare of children and young people.

7 EMPLOYMENT CHECKS

- 7.1 All successful applicants are required:
 - to provide proof of identity
 - to complete a DBS disclosure application and receive satisfactory clearance
 - to provide actual certificates of qualifications
 - to complete a confidential health questionnaire
 - to provide proof of eligibility to live and work in the UK

8 INDUCTION

- 8.1 All staff who are new to the farm will receive induction training that will include the farm's safeguarding policies and guidance on safe working practices.
- 8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).