



Safer Recruitment Procedures

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Responsibility: Manager

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Camp Canary uses safer recruitment practices to minimise the risk of harm to the children in our care. When recruiting staff, we will follow the procedures set out below.

Advertising a Vacancy

Any job advertisements include a statement about our commitment to Safeguarding.

Application Form

All candidates must complete a detailed application form, which includes:

- Contact details for two referees, including senior authorities at the candidate's current employer or educational institution, and the most recent position the candidate held that involved working with children. (We rarely accept references from families who employ the candidate through informal babysitting arrangements.)
- Proof of identity and address, and where applicable: Disclosure and Barring Service (DBS) check, proof of right to work in the U.K., international criminal checks, relevant qualifications, Safeguarding training certificate, and paediatric first aid certificate.
- A statement informing candidates that:
 - if they are shortlisted, they will be required to declare unfiltered criminal convictions (as per Amendments to the Exceptions Order 1975 2013 & 2020).
 - if they are employed by Camp Canary, they will be required to apply for a DBS certificate.
- Declaration that the candidate is not disqualified from working with children, and that if this changes the candidate will promptly inform management.
- Declaration that the information submitted is correct.

Application forms will be scrutinised by the manager for anomalies, discrepancies, and gaps in employment.

References

The manager will seek references from the candidate's named referees. Upon receipt, they will examine the reference for:

- Eligibility of the referee to provide a suitable reference.
- Any discrepancies between the application form and the reference.
- Any issues of concern.

Interview

Invitation to interview will include a request for a criminal record self-disclosure and to read our Safeguarding Policy in the Staff Handbook.

Interviews will be conducted by at least two interviewers. All candidates will be asked the same questions, including questions about Safeguarding. We will then ask additional questions about any other issues that arise from their application form. For example, the interviewers will follow up on any gaps in the candidate's employment history rigorously and ensure that they are satisfied with the explanation given, undertaking additional checks if necessary. Notes will be taken during interviews and kept in the candidate's file.

Where practicable, interviewees will be asked to participate in a session at Camp so they can be observed interacting with staff and children.

If we are satisfied the candidate is competent, safe, and a good match for our organisation's needs, a job offer will be made after interview, subject to further checks and references.

Documentation

The manager will scrutinise the candidate's identity documents, documents regarding the right to work in the U.K., and any relevant qualifications or certificates. If electronic copies have been submitted, the candidate must bring the hard copies to their first day of work. The manager will note the date they have sighted these.

The candidate must sign a contract, which includes clauses about DBS checks, suitability to work with children, and confidentiality, and an assignment of hours.

Disclosure and Barring Service Check

For all staff and any volunteers who will be working alone with children, the manager will either:

- If the candidate has subscribed to the Update Service, view their current status on the online database. This requires the candidate's permission.
- Initiate a new DBS check and perform a risk assessment regarding the candidate's work with children prior to receipt of the new certificate.

In some circumstances, sight of a satisfactory enhanced DBS certificate that is less than three years old may suffice.

Internet Search

An internet search will be carried out including the applicant's name and "court case" or "charges".

Written in accordance with the Early Years Foundation Stage Statutory Framework, sections 3.9-3.15: Suitable People.