



Little Forest Folk

Safe Recruitment Policy

Date Created: October 2014

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Reviewed by: Xiao Flynn

Little Forest Folk is committed to safeguarding and promoting the welfare of children and young people and engages with children and staff in policy and practice developments. We expect all staff and volunteers to share in this commitment.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that applicants are required to disclose details of convictions, cautions, reprimands or final warnings that are not “protected” as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(as amended in 2013\)](#), and the fact that the successful applicant will be required to obtain an enhanced Disclosure and Barring Service (DBS)

Selection will consider applicants personal suitability for the role, including:

- Motivation and suitability to work with children;
- Integrity and ability to form and maintain appropriate professional relationships with children;
- and
- Emotional resilience when working with challenging behaviours and situations.

DBS

Little Forest Folk will obtain an enhanced DBS for all employees and a hard copy of this must be sent to HR once received. Where a candidate is on the update service a check will be carried out prior to starting work. For employees who originate from a country other than the UK, an international DBS, Police Check or equivalent will be obtained in addition.

Until a DBS check has come back clear, employees will not be allowed to start work.

Ongoing suitability of staff checks will be conducted regularly.



Application Process:

- CV received by HR team – first review
- Candidate contacted by HR via email to schedule initial interview
- Telephone or video call interview conducted by HR
- A completed application form must be submitted prior to face to face interview
- HR schedules in trials with managers
- A Safer Recruitment Trained Manager conducts face-to-face interview and trial - where possible 2 people will interview all applicants.
- Interview/trial completed and responsible manager provides feedback and interview notes to HR
- HR contacts candidates to make an offer of employment or reject an application.

Little Forest Folk's onboarding process requires the following:

- Full identifying details including all names, current address and National Insurance Number, right to work in the United Kingdom, photo ID and two proof of address documents.
- Current CV (any CV gaps to be pursued) and completed application form.
- Ongoing Suitability Form / staff declaration form
- Medical Questionnaire – including any medication taken by the employee.
- Self Declaration form for staff working in regulated positions
- Details of at least two references (three will be requested). One from the current role working with children / most recent employers.

References

In regards to obtaining references from applicants previous employers, Little Forest Folk will:

- Not accept open references e.g. to whom it may concern.
- Not rely on applicants to obtain their reference.
- Ensure any references are from the applicant's current employer, training provider or education setting and have been completed by a senior person with appropriate authority.



- Not accept references from a family member.
- Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed.
- Secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children). If the applicant has never worked with children, then ensure a reference is from their current employer, training provider or education setting.
- Ensure electronic references originate from a legitimate source.
- Contact referees to clarify content where information is vague or insufficient information is provided.
- Compare the information on the application form with that in the reference and take up any discrepancies with the applicant.
- Establish the reason for the applicant leaving their current or most recent post, and ensure any concerns are resolved satisfactorily before appointment is confirmed.

Induction

Staff induction will be completed within 4 weeks of the staff member commencing employment, and will include current safeguarding procedures.

Staff are sent all policies prior to their start date and will be required to read all relevant policies and procedures, and there will be opportunities to discuss issues or concerns about role & responsibilities.

Following the initial induction with a member of the HR team. Staff are issued with an induction booklet to guide them through their probation period and assigned a buddy at their main site to ensure that they have regular check-ins and are on top of company policies, mandatory training and day to day site logistics.