

Safer Recruitment Policy

This policy applies to anyone responsible for recruiting, selecting and inducting staff and volunteers to Belton Playgroup and all who participate in shortlisting and interview panels.

Belton Playgroup is committed to promoting the welfare of children and young people and keeping them safe.

We are also committed to equality, valuing diversity and working inclusively across all of our activities.

We aim to have a workforce that represents a variety of backgrounds and cultures and can provide the relevant knowledge, abilities and skills for the organisation.

The purpose of the policy:

- to recruit and select the best people available to join our workforce.
- to take all reasonable steps to prevent unsuitable people from joining our organisation.
- to recruit, select and manage our staff in a way that complies with legislation designed to combat inequality and discrimination.
- to do all we can to achieve and maintain a diverse workforce.
- to ensure that our recruitment and selection processes are consistent and transparent.
- to ensure candidates are judged to be competent before we make them an offer of a job.
- to ensure that new members of staff are given a proper induction.

We recognise that:

- our workforce is our most important resource.
- unsuitable individuals sometimes seek out opportunities via employment or volunteering to have contact with children in order to harm them.
- some groups face unfair discrimination in the workplace.

- children, young people and families benefit from our efforts to recruit and select a skilled and committed workforce from a diverse range of backgrounds.
- new staff and volunteers cannot perform their role effectively unless they are inducted properly and receive ongoing support and supervision.

We recruit and induct our workforce by:

- advertising all posts through appropriate media and in a way that ensures that we attract high quality applicants from diverse backgrounds.
- providing an application pack with relevant information for anybody who expresses an interest in the advertised job.
- involving more than one person to shortlist applicants for interview.
- having at least two people conducting a face-to-face interview with anyone we may want to appoint.
- incorporating the views and perspectives of children, young people and families into the recruitment and selection process whenever appropriate.
- When employing new staff we must obtain a reference before employment.
 - We must 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 candidate'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 candidate
 - establish the reason for the candidate leaving their current or most recent post, and
 - ensure any concerns are resolved satisfactorily before appointment is confirmed.
- requiring that all staff and volunteers have an up-to-date relevant DBS check where their post is eligible for this (including a check against the barred list if the post involves regulated activity), and that staff and volunteers in such posts subscribe to the DBS online update service.
 - providing an appropriate induction for all new staff and volunteers.
 - ensuring all staff are made aware, during their induction period, of how to keep children and young people safe in our organisation.
 - appointing all staff and volunteers on a trial period initially, with a review before they are confirmed in post.

This policy was adopted at a meeting of Belton Playgroup Association:

Held on: 2nd June 2026

Signed on behalf of committee:

A handwritten signature in black ink, appearing to read 'A. Spencer', is written over a light grey rectangular background.

Name and role of signatory: Anna Spencer, Chair of Committee

Review date: April 2027