

RECRUITMENT POLICY (INCLUDING SAFER RECRUITMENT)

Policy Purpose

ASD Family Help fully recognises its responsibilities for children, young people & vulnerable adults.

The wellbeing and safety of the children and vulnerable adults that we support is our top priority.

The purpose of this policy is to help deter, identify or reject applicants who are not suitable to work with children or vulnerable adults during our recruitment process (for both paid staff and volunteers). Safe recruitment is the first step to safeguarding and promoting the wellbeing of the people we support.

The term 'people we support' means any adult at risk, any child we work with and any vulnerable parent or carer we support who uses ASD Family Help's services

Our policy ensures that we have pre-employment checks in place to:

- Cross-check/verify references
- Gain proof of identity
- Ensure that an appropriate DBS check has been carried out on every volunteer/staff member
- Ensure that each DBS has been checked to ensure the volunteer/staff member is suitable for the job role

Our policy also ensures that we:

- Identify and reject applicants who are unsuitable to work with children/vulnerable adults
- Respond to concerns about the suitability of applicants during the recruitment process
- Respond to concerns about the suitability of staff/volunteers once they have begun their role
- Provide all new staff/volunteers with induction training that includes safeguarding of children and vulnerable adults
- Have clear job descriptions and person specifications for job vacancies (that highlight safeguarding responsibilities)

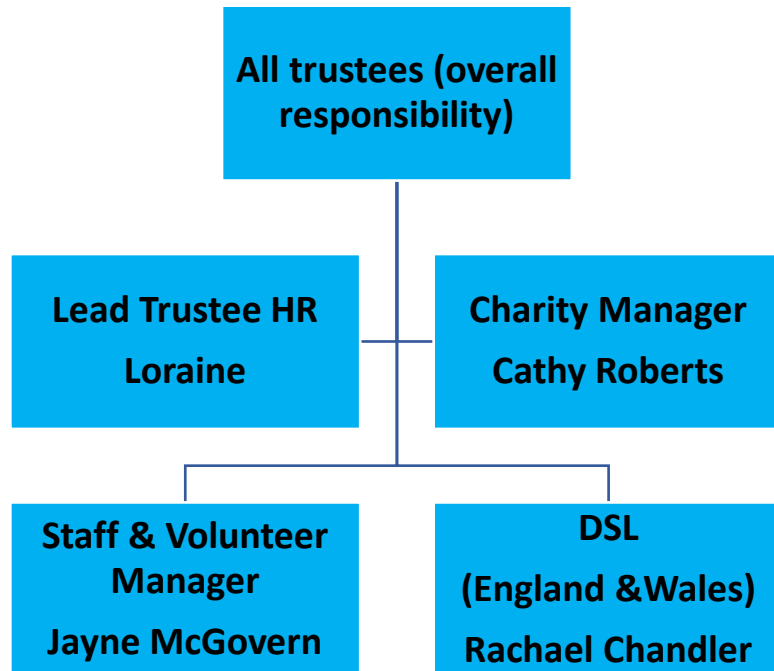
Legislation Framework

The Equality Act 2010 - prohibits employers from discriminating against employees and job applicants on the basis of nine "protected characteristics"

- 1) age
- 2) disability
- 3) race
- 4) gender reassignment
- 5) marriage and civil partnership
- 6) pregnancy and maternity
- 7) religion or belief
- 8) sex
- 9) sexual orientation

Rehabilitation of Offenders Act 1974 - it is unlawful for an employer to subject an individual to any 'prejudice' because of a conviction if it is now spent, for jobs where the Rehabilitation of Offenders Act 1974 applies.

Recruitment Responsibility within ASD Family Help:



Related Procedures

There are other related procedures to recruitment, which include:

Safeguarding Policy (Child & Adult)	Safeguarding Procedure (Child & Adult)
Code of Conduct	Disciplinary and Grievance Procedure
Equality, Diversity & Inclusion Policy	

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