GROVE
NEURODIVERGENT MENTORING & EDUCATION

SAFER RECRUITMENT

CREATED BY: J. GARNER

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GROVE Neurodivergent Mentoring & Education LTD.
Company Number: 14550180.
Registered Address: 86-90 Paul Street, London, England, EC2A 4NE.
Registered in England & Wales.

RECORD OF UPDATES:

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DATE:	**BY WHOM:**	**DETAILS:**

GROVE Neurodivergent Mentoring & Education (hereafter "GROVE") is committed to providing services at the highest standard, in a safe and happy environment. Everything we do is guided by our values:

NEURO-AFFIRMING **CONNECTION** **COMMUNITY** **GROWTH**

This policy applies to all staff (employed, contractors, consultants, volunteers and other personnel that is associated with GROVE – together "**Staff**"), as well as any third parties who enter into business or voluntary relationships with GROVE.

AIM OF THIS POLICY:

It is vital that we safeguard and promote the welfare of children and young people we work with as well as their parents/carers/guardians. Following the DfE guidance the work that GROVE do would be considered 'regulated': Department for Education (publishing.service.gov.uk)

REGULATED ACTIVITY / WORK:

In **England, Northern Ireland and Wales**, regulated activity with children means carrying out any of the below activities **frequently or with intensity** (more than 3 days in a 30 day period or overnight). Underlined are the areas that GROVE offers that confirm we engage in regulated activity/work:

- Unsupervised activities: **teaching, training, instructing, caring for or supervising children; providing advice/guidance on wellbeing**, or driving a vehicle only for children.

Regulated activity is work that a barred person must **not** do and therefore all GROVE staff will have an **enhanced DBS check with a children's barred list check**.

This also means that we have a legal duty to refer an individual to the DBS where certain relevant conditions are met.

TRAINING:

Staff involved in the recruitment process must familiarise themselves with this policy. At least one member should have completed Safer Recruitment training in the last 5 years.

Safer recruitment training record:

- Jessica Garner (CEO/DSL), September 2023 (due to be refreshed by March 2028)

SCOPE OF THIS POLICY:

This Safer Recruitment Policy and Procedure document applies to members of staff directly recruited and employed/engaged by GROVE. It is imperative we adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment or volunteering opportunities with

GROVE.

We must:

- Ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- deter, identify and reject prospective applicants who are unsuitable for work with children or young people;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant UK legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education ("KCSIE"), the ISI Handbook for the Inspection of Schools (Guidance), the Prevent Duty and relevant guidance or code of practice published by the Disclosure and Barring Service (DBS);
- to ensure that GROVE meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks

We are committed to providing a safe and happy environment for our children, young people and adults and also to the ongoing process of review and improvement.

LEGISLATION AND GUIDANCE:

- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education
- After-school clubs, community activities, and tuition - safeguarding guidance for providers (publishing.service.gov.uk)
- Equality Act 2010 (legislation.gov.uk)
- The Children Act 1989 and 2004 amendment
- Sexual Offences Act 2003 (legislation.gov.uk)
- Safeguarding Vulnerable Groups Act 2006 (legislation.gov.uk)
- Regulated activity with adults in England
- Regulated activity with children in England

The NSPCC lists safer recruitment as covering:

- safeguarding and protecting all children and young people by implementing robust safer recruitment practices;
- identifying and rejecting applicants who are unsuitable to work with children and young people;
- responding to concerns about the suitability of applicants during the recruitment process;
- responding to concerns about the suitability of employees and volunteers once they have begun their role;
- ensuring all new staff participate in an induction which includes child protection;
- a list of the supporting procedures that accompany the policy;
- the date the policy comes into force and when you will review it.

OUR RECRUITMENT

We have a well-planned, consistent approach to recruitment of GROVE's staff.

This will help:

- minimise the risk of appointing someone unsuitable;
- ensure you select the right person for the role;
- make sure the process is fair;

- make sure there are records of the process for future reference.

GROVE maintains a Single Central Record – a document that holds relevant information including safer recruitment checks on all staff who work at the company.

The information that must be recorded in respect of all staff members mentioned above is whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- identity check
- an Enhanced Disclosure and Barred List Service (DBS) check
- a prohibition from teaching check
- further checks on people who have lived or worked outside the UK: this would include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions
- a check of professional qualifications; and
- a check to establish the person's right to work in the United Kingdom.

OUR PROCESS

Advertising, Interview, Checks

- Assert our commitment to keeping children, young people and vulnerable adults safe;
- Make clear both the role and the safeguarding responsibilities;
- Clearly explain a criminal records check will be needed;
- Supply an application pack with information about GROVE, our safeguarding and child protection policy and procedures and our safer recruitment process;
- Use a standard application form that has space for candidates to explain how they meet the criteria in the person specification;
- Include a self-disclosure form for candidates invited to interview giving them the opportunity to tell us confidentially about any relevant criminal convictions, child protection investigations or disciplinary sanctions they have on their record. Note: The self-disclosure form does not replace the need for a criminal records check;
- Two referees will be requested and these will be checked as part of vetting checks. Candidates will be informed what their referees will be asked in order that tjey concept to this information being provided. Within this we will ask about the candidates suitability to work with children and young people;
    - We will make sure information provided in the reference is consistent with the information provided by the candidate in their application form and interview. Follow up any discrepancies, concerns, or vague statements.
- We will check each candidate's identity during the recruitment process;
- Criminal record checks enable us to ensure that people aged 16 or over have nothing on their record that makes them unsuitable to work or volunteer in roles that have contact with children:
    - Each nation in the UK uses a different criminal records check process, but they are all aligned and recognise each other's decisions. A person who is barred from working with children in one nation will be barred across the UK;
    - We will use an umbrella body to apply for **Enhanced with barred list checks** criminal record checks due to GROVE's work being considered 'regulated'. This will be completed for every name the person has used (*):
        - This provides information about adult convictions and cautions recorded on the Police National Computer (PNC) that are not 'protected'; information about whether the person has been barred from working with children; and any other relevant information that the police feel ought to be disclosed.

* Transgender people who do not want to share gender and name information with an employer can follow a special process to apply for a criminal records check. More information is available from each criminal records agency:

- sensitive applications for transgender applicants in **England** and **Wales**

- information for transgender applicants in **Northern Ireland**
- information for transgender applicants in **Scotland**

WHAT WE WILL DO IF VETTING CHECKS RAISE CONCERNS

If references, vetting, disclosure and barring checks reveal concerns about a person's history, we will assess whether or not they are suitable to work with children and young people.

If necessary, we will pass on information to the relevant authorities, such as the criminal records agency, professional bodies or police.

References

A reference should provide us with all the information you've asked for and the responses should be clear and direct.

- If a reference expresses concerns, is incomplete or vague, we will contact the referee directly to address these issues, keeping a written record of any telephone conversations.
- If the issue is significant, we will ask the referee for further details in writing.

Self-disclosure form

If a candidate discloses a caution or conviction on their self-disclosure form, we will carry out a risk assessment to decide if this is relevant to the post.

Criminal records checks

People on the barred list will not be given a role at GROVE.

It is illegal for an employer to knowingly employ somebody to carry out regulated activity whilst they are on the barred list.

If we find that someone who has applied to work with children is barred, we must notify the police.

Records of disclosure and barring checks

We are not permitted to store copies of disclosure and barring check certificates unless there is a dispute about the results of the check. Instead, we keep a confidential record of:

- the date the check was completed
- the level and type of check
- the reference number of the certificate
- the decision made about whether the person was employed (with reasons).

INDUCTION

All new staff must:

- read and understand GROVE's safeguarding and child protection policies and procedures;

- know how to spot the signs that a child may be experiencing abuse;
- know how to respond appropriately if a child makes a disclosure about abuse;
- know what to do if they have concerns about a child's wellbeing.

All staff will complete child protection training as part of their induction – even if they say they have done this before.

ONGOING SUPERVISION AND TRAINING

Supervision and training will be regular and ongoing. This gives everyone a chance to reflect on and improve their child protection practice and keeps safeguarding at the front of our minds.

We commit to ensuring everyone at GROVE is kept up-to-date with any changes that are made to our safeguarding and child protection policies and procedures.

Main Source (alongside Legislation/Guidance listed above): *Safer recruitment | NSPCC Learning*