



Happy Healthy Kidz Safer Recruitment Policy

Policy Statement: Happy Healthy Kidz is committed to promoting the welfare of all children and young people who use and interact with the Company's services and for keeping them safe. In line with our **Equality Policy**, Happy Healthy Kidz is committed to equality, valuing diversity and working inclusively across all of its activities - and this applies also to the selection, recruitment and induction of new staff and volunteers.

To this end, Happy Healthy Kidz aims to have a workforce that reflects a variety of backgrounds and cultures and who can provide the relevant knowledge, abilities and skills that are required for the organisation.

All elements of Happy Healthy Kidz **Safer Recruitment Policies & Procedures** applies to any person responsible for the recruitment, selection and induction of employees and volunteers at Happy Healthy Kidz - as well as those who participate in shortlisting and interview panels.

The purpose of this Safer Recruitment Policy is to ensure that Happy Healthy Kidz:

- Recruits and selects the best possible people available to join the organisation.
- Takes all reasonable steps to prevent unsuitable people joining the organisation Recruits, selects and manages all employees and volunteers in a way that complies with legislation designed to combat inequality and discrimination
- Does all it can to achieve and maintain a diverse workforce
- Has recruitment and selection processes that are consistent and transparent
- Assesses and judges applicants as competent before an offer of employment/volunteering is made.
- Inducts properly and fully all new staff and volunteers.

Happy Healthy Kidz recognises that:

- Its work force is its greatest asset
- Unsuitable individuals sometimes seek out opportunities via employment and volunteering to have contact with children in order to harm them
- Some groups face unfair discrimination in the workplace
- Children, as well as their families and carers, all benefit from the organisation's efforts to recruit and select a skilled and committed workforce, drawn from a diverse range of backgrounds
- Newly recruited employees and volunteers cannot possibly perform their roles effectively unless they are inducted properly and receive on-going support and supervision as appropriate.

Single central record: Happy Healthy Kidz will ensure it meets its legal requirements for vetting staff and volunteers who work with children and work in Regulated Activity. To this end, Happy Healthy Kidz will ensure its safe recruitment processes are recorded on a Single Central Record - and which will include information on DBS checks. Happy Healthy Kidz's Single Central Record is a comprehensive record on which the safe recruitment of all Happy Healthy Kidz staff and volunteers (who work with children) will be recorded. The details collated on Happy Healthy Kidz's Single Central Record will include the following information relating to the staff member or volunteer:



- **Identity details:** Including full name, full address, date of birth, date employment/volunteering commenced and ID verification details.
- **Role details:** Including job role, department and contract type.
- **Safeguarding qualifications:** Including copies of certificates, dates of safeguarding training and FAN number.
- **Vetting details:** Including dates of checks relating to DBS.
- **Right to work details:** Including types of evidence used to complete the check.
- **Self-declarations:** Where these are required.
- **Referencing details:** Including when references were requested and received and who checked them.
- **Leaver details:** Including dates, exit interviews and whether references have been issued.

Where a Happy Healthy Kidz staff member or volunteer leaves the organisation - as a consequence of a safeguarding concern, complaint or allegation - the Single Central Record will record this event. Happy Healthy Kidz will always have taken advice in line with Happy Healthy Kidz's Child Protection Procedures in these circumstances prior to this happening.

Happy Healthy Kidz uses the Single Central Record to support its Safer Recruitment of Staff and Volunteers.

Safer Recruitment Procedure

To implement this Safer Recruitment Policy, Happy Healthy Kidz will commit to undertake each part of the following procedure whenever it seeks to recruit to fill a vacancy:

1.	Job Description	For every vacancy, prior to commencing advertising, Happy Healthy Kidz will produce a clear job description outlining the tasks that the successful applicant will be required to undertake.
2.	Role Profile	For every vacancy, prior to commencing advertising, Happy Healthy Kidz will produce a clear role profile which will detail the skills that the successful applicant will be expected to have.
3.	Application Form	<p>Happy Healthy Kidz does not believe that CV's are the best way to accurately assess applicants, as a consequence of the varying nature of the information provided on them.</p> <p>Therefore, every applicant will be required to complete the Company's standard application form to enable them to be considered for the role. The completed application form will be used to initially assess the applicant's suitability for the role advertised.</p> <p>The use of a standard application form will enable Happy Healthy Kidz to more easily compare the experience and skills of job applicants and will ensure that all the important and relevant information is collected consistently.</p>



4.	Child Protection and safeguarding awareness	Every advertisement will make it clear that Happy Healthy Kidz has a commitment to safeguarding and protecting children. To this end, every job applicant will receive Happy Healthy Kidz's Child Protection Policy statement as part of the Company's job application pack.
5.	Shortlisting for interview	All shortlisting for interviews will be carried out by more than one person and will be against the job description, role profile and Happy Healthy Kidz's standard application form.
6.	Face to Face Interviews	All short-listed applicants will be required to undergo a face-to-face interview with at least two interviewers present. At the interview, pre-prepared and clear questions will be asked in pursuit of selecting the most suitable person for the vacancy.
7.	Questioning	Every applicant that is interviewed will be asked specifically whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children.
8.	ID Checks	Every applicant that is invited to an interview will be required to bring original photographic identification - as well as one other form of identification - which will be from the prescribed list of acceptable photographic identification required for a Disclosure & Barring Service (DBS) check.
9.	Qualifications & certificates	<p>Where qualifications and/or certificates are a condition of employment, applicants will be required to demonstrate (prior to being made a conditional offer of employment) that they actually hold any relevant qualifications/certificates that they say they have.</p> <p>This will be achieved by requiring applicants to produce the original documents or through providing the required information to enable verification to be made with the awarding body or establishment that provided the training.</p>
10.	DBS Check	<p>Every applicant who is made a conditional offer of employment (and where the post requires them to possess one) will be required to undergo an enhanced DBS check which proves satisfactory to Happy Healthy Kidz.</p> <p>If the job role involves regulated activity, the DBS check will also include a check against the barred list. All new staff and volunteers in posts requiring any level of DBS check will be required to subscribe to the DBS online update service.</p>
11.	References	<p>Every applicant who is made a conditional offer of employment/volunteering will have a minimum of two references (covering the last five years of employment) taken up.</p> <p>The reference will specifically enquire from the referee whether the individual is considered suitable to work with children.</p>



12.	Child Protection and Safeguarding Policies	Every new recruit will receive a copy of Happy Healthy Kidz's Child Protection & Safeguarding Policy and will be required to sign their statement of terms and conditions of employment/volunteer's agreement agreeing to abide by all policies and procedures contained within this document.
13.	Induction	<p>All new recruits will be given an induction plan - appropriate to the role they have been recruited for - to enable them to effectively undertake their responsibilities.</p> <p>Part of this induction training will include training and awareness on how to keep children safe that use the organisation's services.</p>
14.	Probationary Period	All job offers will be conditional on the successful completion of a six month probationary period being completed. No new-recruit will be confirmed in to post until they have completed their probationary period (and any extension of that period) and have been formally reviewed through the completion of a post-induction review form.