



Digital Writes - Development & Publishing C.I.C.

Safer Recruitment Policy

The purpose and scope of this policy statement

The purpose of this policy statement is to ensure:

- our staff and volunteers are suitable to work with children and young people;
- we create a safe and positive environment for children and young people.

This policy applies to anyone working on behalf of Digital Writes, including senior managers and the board of directors, paid staff, volunteers, freelancers, agency staff and students.

This Policy should be read in conjunction with our general Safeguarding Policy and all related policies, procedures and guidelines.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England and was prepared in reference to NSPCC's "Safer recruitment" guidance: <https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment>

We believe that:

- children and young people should never experience abuse of any kind;
- we have a responsibility to promote the welfare and wellbeing of all children and young people who take part in our activities;
- recruiting suitable people to work with children and young people is a minimum standard and that we should strive to recruit people who will best support our young participants in line with our aims listed above.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take;
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse;
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;

We will seek to keep children and young people safe by:

- safeguard and protecting all children and young people by implementing robust safer recruitment practices:
 - scrutinising CVs and application forms
 - confirming ID
 - confirming applicants have Enhanced DBS Certificates to Work with Children
 - checking the DBS Certificate with the Update Service
 - obtaining our own Enhanced DBS Certificates to Work with Children where necessary
 - conducting in-depth interviews to challenge applicants:
 - understanding of safeguarding or willingness to undergo training;
 - attitudes to children and young people's safety;
 - attitudes to children and young people's and thriving in line with our aims above;
- 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;
- ensuring all new staff and volunteers participate in an induction which includes child protection;
- having a probationary period which includes any necessary additional training;
- responding to concerns about the suitability of employees and volunteers during induction, training, probation and throughout their time with us;
- having robust processes for dealing with allegations and complaints.

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures including:

- Safeguarding Policy
- Code of Conduct for Adults Working with Children and Young People
- Code of Conduct for Children and Young People
- Online Safety Policy
- Recognising and responding to abuse
- Managing allegations of abuse
- Managing allegations made against a child or young person
- Equality and Diversity Policy

Declaration

This policy was approved by Digital Writes' Board of Directors on 23 June 2020.

We are committed to reviewing our policy and good practice annually.