

Beatle Woods

Safer Recruitment Policy

Beatle Woods is committed to safeguarding and promoting the welfare of children and young people and engages with children and staff in policy and practice developments. We expect all staff and volunteers to share in this commitment.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that applicants are required to disclose details of any criminal convictions, cautions or bind-overs they may have incurred, and the fact that the successful applicant will be required to obtain an enhanced Disclosure and Barring Service (DBS)

Selection will consider applicants personal suitability for the role, including:

- Motivation and suitability to work with children;
- Integrity and ability to form and maintain appropriate professional relationships with children;
- and
- Emotional resilience when working with challenging behaviours and situations.

DBS

Beatle Woods will obtain an enhanced DBS for all employees.

For employees who originate from a country other than the UK, an international DBS, Police Check or equivalent will be obtained in addition.

Until a DBS check has come back clear, employees will not be allowed to change nappies or assist in toileting. Employees always follow our no lone working procedures.

Ongoing suitability of staff checks will be conducted regularly.

Application Process:

- Application form received by Director – first review
- Directors conduct second review
- Candidate contacted by Directors via phone and email to schedule initial interview

- Interview conducted by Directors
- Directors creates shortlist
- Directors and manager choose candidates from shortlist for face-to-face interview and trial
- References taken up and DBS checks carried out.
- Interview/Trial completed and Responsible manager provides feedback to HR
- Directors contact candidate to make offer or reject application.

Beatle Woods onboarding process requires the following:

- Full identifying details including all names, current address and National Insurance Number, right to work in the United Kingdom, and photo ID
- Completed application form and any gaps in employment history identified;
- Ongoing Suitability Form
- Medical Questionnaire – including any medication taken by the employee.
- Self Declaration form for staff working in regulated positions
- Details of at least two references. One from current / most recent employers;

Induction

Staff induction will be completed within 4 weeks of the staff member commencing employment, and will include current safeguarding procedures.

Staff will be required to read all relevant policies and procedures, and there will be opportunities to discuss issues or concerns about role & responsibilities.