



## **SAFER RECRUITMENT POLICY**

Write2Talk Ltd

August 2023

Version 1

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The Company's clinic base is based at: Park Farm, Park House, Bradbourne Lane, Ditton, Aylesford, Kent, ME20 6SN.

The Company's Registered Office is at: 76 Glebe Lane, Maidstone, Kent, ME16 9BD

Company Number: 14196399

### **Overview**

Write2Talk Ltd is committed to promoting and safeguarding the welfare of children and young people and expects all staff and students on clinical placement to share this commitment. Write2Talk recognises that the effectiveness and safety of its recruitment policy and procedures make a major contribution to child protection by helping to deter, reject or identify people who might be unsuitable for working with children.

The Recruitment Policy and Procedures are based on and conform with statutory and non-statutory guidance on safeguarding and child protection. Write2Talk aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010. Throughout the selection and recruitment procedure, Write2Talk will have regard to the guidance as set out in the aforementioned documents. Write2Talk is committed to ensuring that no one will be appointed unless they have a clear understanding of the specific issues regarding safeguarding. This will involve:

- Including Write2Talk's Child Protection policy statement in any job advertisements.
- Requesting applicants to complete an application form, requesting identifying details, National Insurance number, a full, chronological career history since leaving secondary education, any relevant or required qualifications, and details of referees.
- Providing a Job Description and Person Specification that contains our Child Protection policy statement.
- Ensuring all recruitment documents also clearly state that "applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service".

- Asking candidates appropriate questions at interview relating both to their skills and their reasons for wanting to work with children.

## **Information required from Candidates**

All applicants for employment will be required to complete an application form asking for the following:

- Full, identifying details of the applicant, including current and former names, current address and National Insurance Number.
- A full, chronological career history since leaving secondary education. The applicant will be asked to clarify any gaps.
- Any academic and/or vocational qualifications that are relevant to the position for which he/she is applying.
- Details of referees.

Along with the application form, applicants will receive an application pack containing:

- A job description,
- A person specification,
- Write2Talk's Safeguarding and Child Protection Policy statement,
- An explanation of the application and recruitment process.

## **Interview**

Short-listed applicants will be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. This will also include safeguarding to better understand the candidate's attitudes, motivations and suitability to work with children. Written records of all interviews and observations will be kept on the successful applicant's personnel file. References will usually be obtained prior to interview, unless the candidate has indicated that they do not wish for these to be taken up prior to offer stage (for example in the case of a current employer who is not aware of their wish to leave their employment). If it is decided to make an offer of employment following the formal interview, any such offer will be conditional upon the satisfactory completion of the checks listed under the following section.

## **Appointment Procedure for Staff**

Write2Talk adheres to the following appointment procedure:

- Write2Talk will request at least two references for each candidate, which will usually be a combination of the candidate's current or most recent employer and their most recent instance of working with children. These should cover roughly five years in a person's career history where possible.
- Referees will be asked to state the following on Write2Talk's reference Form: 1) Any disciplinary or child protection issues, 2) Any reasons why the candidate should not be employed for work with children, 3) The candidate's reasons for leaving, 4) A general reference as part of the reference form, in order to provide a better picture of the candidate
- If a reference is taken over the telephone, detailed notes will be taken, dated and signed. Write2Talk will not accept references from relatives or referees writing solely in the capacity of friends.
- ID Check: This is carried out in line with DBS requirements. Candidates will be asked to provide: 1) Passport, 2) Driving licence (photocard) and/or birth certificate, 3) Proof of address as per DBS guidelines, 4) Any evidence of a change of name (if the candidate cannot provide any of the above, guidance issued from the DBS will be followed). Copies will be taken and kept on the candidate's file.
- Right to Work in the UK: This will usually be the candidate's UK passport. However, Write2Talk will follow Government-issued guidance in cases where a candidate is unable to provide a UK passport. A copy of the evidence will be taken and kept on the candidate's file.
- DBS Check: All Speech and Language Therapy and support staff positions will fall within the definition of 'Regulated Activity' and will therefore require an Enhanced DBS check. A check against the barred list will be undertaken, either within the enhanced DBS disclosure or separately. Until Write2Talk has had sight of the original Disclosure Certificate, the candidate will be treated as unchecked. The Disclosure may be obtained either by asking the individual to apply for a new DBS Certificate, or by them producing a DBS Certificate which has been registered on the DBS Update Service (only applicable to DBS Certificates which have been issued since 17 June 2013). Candidates who have registered with the DBS Update Service must produce the original of their DBS Certificate, along with the required proofs of ID. In accordance with DBS guidance, Write2Talk will ask the candidate to sign a statement to say that they give the Company permission to access their record on the DBS Update Service. A printout of the result will be produced and held on the candidate's file.
- Overseas Candidates: If a candidate has lived overseas for more than three months at any point in the past ten years, the candidate will be asked to present an overseas Police Check/Certificate of Good Conduct from the relevant country.

Where this is not possible, further checks may be carried out, for instance extra references may be obtained.

- **Medical Fitness Declaration:** Candidates will be asked to sign a declaration confirming that they know of no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the post in question.
- **Qualifications Check:** All candidates will be asked to provide original proof of any professional qualifications they hold which are either required for, or relevant to, the position. Copies will be taken and kept on file. If no original is to be found, Write2Talk will ask the candidate to order replacement certificates, or will request confirmation of the qualification in writing from the organisation or institution concerned. The confirmation will be kept on file.
- The interview panel should consist of more than one person.
- Once the recruitment decision and relevant aforementioned checks have been completed, the interviewer contacts the successful candidate directly to informally offer them the position.
- A letter of Appointment and Contract is sent to the candidate offering the role, subject to successful completion of all pre-recruitment checks - all outstanding checks will be detailed in the Appendix to the letter of appointment.
- Write2Talk will ensure the security of all employees' personal data at all times, whether prospective, current or ex-employees. Personal data will be processed in accordance with the General Data Protection Regulations and the Data Protection Act 2018.

## **Outcomes of the Application and Recruitment Process**

Where the following apply, Write2Talk will report the facts to the Police and/or the Disclosure and Barring Service:

- The candidate is found to be on the Barred List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court,
- A candidate has provided false information in, or in support of, his or her application,
- There are serious concerns about a candidate's suitability to work with children.

## **Induction**

All new staff will take part in an induction programme designed to help familiarise them with Write2Talk's policies and procedures, including confirming that they have read, understood and agree to the following:

- Safeguarding and Child Protection Policy

- Whistleblowing Policy
- Anti-Bullying Policy
- Acceptable use of technology
- Code of Conduct for Staff

The programme also includes attendance at Child Protection training appropriate to the role.

### **Policy Review**

This policy will be reviewed and updated when appropriate, on an annual basis.

This policy was last updated in August 2023.

Name: Leona Talsma

Position: Director