



MINDJAM SAFER RECRUITMENT POLICY

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Last Reviewed - February 2024

Next Review - February 2025

MindJam is committed to safeguarding children (anyone under 18) and adults at risk. MindJam complies with National Safer Recruitment Procedures and relevant legislation to ensure a consistent and thorough recruitment process. MindJam conducts the relevant Criminal Records Checks (CRC) on applicable positions as part of this process.

Introduction

The aim of the Safer Recruitment policy is to help deter people who might abuse children or adults at risk from applying for roles where they will have access to those vulnerable groups. Individuals involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

This Policy shall be applied consistently in relation to all staff regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity status, race, religion or belief, sex, or sexual orientation.

Recruitment Processes

If a role involves working with children (anyone under 18) or adults at risk, the role requirements will be carefully reviewed to determine if a CRC is required. We will advertise for any vacant positions and any adverts and/or job descriptions will refer to any requirements to complete the appropriate CRC. All applicants are required to complete a standard application process to ensure they have all the information they need about our organisation, including the advertised role and to ensure we can assess their suitability for the role. This process will provide us with essential information such as employment history (either paid or voluntary), further education background, academic or vocational qualifications.

During the application process applicants are asked to confidentially self-disclose any unspent criminal offences or child protection investigations. If the role requires an enhanced DBS check, we will also ask applicants to disclose any unspent offences. Where the information raises a safeguarding concern, details will be shared with the MindJam Safeguarding Team.

We will take reasonable steps to confirm the applicants' suitability for the role, including; verifying qualifications and professional memberships, assessing skills and relevant experience. All applicants will be asked to provide an explanation for any significant gaps or repeated changes in employment history where no reasons have been provided on their application. We may also ask interview questions which are designed to allow candidates to demonstrate the attitudes and values that people working with children and adults at risk need to have.

Applicants will be asked to provide contact details of people willing to act as a referee during the application process. References are normally sought after a conditional offer of employment

or engagement has been made, however there may be occasions when we ask applicants for their consent to contact a referee before an offer of employment or engagement has been made.

All conditional offers of employment or engagement are subject to satisfactory completion of all vetting processes including references.

MindJam provides an induction programme for all new staff which includes our safeguarding policies and procedures. As part of the induction process all new staff are required to complete an initial probationary period to ensure that their conduct, performance, behaviours and attendance meet the required standards.

DBS Checks

Any individuals based in England or Wales intending to work in Regulated Activity with children or adults are required to complete an Enhanced DBS check and Barred List check before commencement of employment or engagement and at least every 3 years during their employment or engagement. Regulated Activity is work that a barred person must not do. It is defined in the Safeguarding Vulnerable Groups Act 2006 (SVGA) which has been amended by the Protection of Freedoms Act 2012 (PoFA). MindJam will regularly monitor the specific nature of roles and whether they are defined as Regulated Activity.

Any individual based in England or Wales intending to work in a role which involves work with children or adults at risk but is not defined as Regulated Activity will be required to complete an Enhanced DBS check before commencement of employment or engagement and at least every 3 years during their employment or engagement.

All contractors based in England or Wales used by MindJam are required to comply with the Enhanced DBS and Barred List Check requirements at all times as outlined in this Policy. MindJam will consider the implications of these Policy requirements on the provision of service agreements for all contractors, including any additional vetting requirements for those roles engaged in Regulated Activity with children or adults at risk.

All conditional offers of employment or engagement are subject to receipt of a satisfactory DBS check, and an Overseas Criminal Record check if appropriate, in order to minimise risk.

If we are not satisfied with the outcome of any of the above checks (DBS check or Overseas Criminal Record check) we may decide to withdraw a conditional offer of employment or engagement. We may also withdraw a conditional offer of employment or engagement if an applicant has failed to co-operate with this process or if the process has not been completed within reasonable timescales.

DBS Checks Revealing Content

A DBS check will disclose any spent convictions, cautions or reprimands that are not protected and have been subject to filtering by the DBS. DBS checks may also disclose other relevant information based on the position applied for. MindJam will receive a notification when a DBS check has revealed content (i.e. an offence); however, MindJam will not know the details of the content. When MindJam receives a notification that a DBS check has revealed content, the applicant will be asked to provide the original DBS check for review. The Head of Safeguarding for MindJam will then review the information to decide if any further information or action is required. If the DBS is not provided to MindJam for review, we may withdraw any conditional offer of employment or engagement and take appropriate steps to prevent the individual from working with children and adults at risk.

Other Criminal Record Checks

- For individuals based in Scotland, applicants will be required to join the Protecting Vulnerable Groups (PVG) scheme.
- For individuals based in Northern Ireland, applicants will be required to apply for an AccessNI enhanced check.
- For individuals based in the United States of America, applicants will be required to provide a Criminal Record History through the FBI or an FBI-Approved Channeller.
- For individuals based in Australia, applicants will be required to apply for an Australian Police check.
- For applicants from other countries, Home Office guidance for applying for a criminal records check for individuals from overseas will be followed.