

SAFER RECRUITMENT POLICY

APPLICABLE TO: ALL APPLICANTS TO OXPIP ROLES OR EXTENDED TRAINING OPPORTUNITIES

Contents

INTRODUCTION.....	1
PROCESS.....	2
Advertisement and Application	2
Shortlisting.....	2
Interview	2
Recruitment	3
Induction	3
Version Control	3

INTRODUCTION

Safer recruitment is a term used when recruiting staff, trainees and volunteers to help you discourage people with a potential to cause harm. This policy details how OXPIP takes all reasonable steps to make sure that those we recruit are suitable and appropriate.

Adults and children have the right to be protected from harm. OXPIP follows safer Recruitment Guidelines to ensure that the recruitment of staff is undertaken in a way that will keep children and other adults safe. Baby and children’s safety and wellbeing is central to OXPIP

OXPIP is committed to:

- safeguarding and protecting all children and young people by implementing robust safer recruitment practices
- 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
- responding to concerns about the suitability of employees and volunteers once they have begun their role
- ensuring all new staff and volunteers participate in an induction which includes child protection
- maintaining a list of the supporting procedures that accompany the policy
- All successful applicants having an enhanced DBS Check

OXPIP's safer recruitment policy works alongside other policies within our organisation, for example our equality, diversity and inclusion policy. It sits under a wider safeguarding and child protection policy and safeguarding vulnerable adults policy. For more information please see our OXPIP Policy Family Tree. Both documents are available to download from our website [here](#).

PROCESS

Advertisement and Application

Each advert of a new role with OXPIP includes an Applicant Information Pack which states our commitment to safeguarding and links to our safeguarding policy.

We communicate clearly what personal data we keep and why, in line with our retention policy.

We ask for information about referees at application, but do not contact them until a job offer is accepted, unless the candidate has given consent for us to do so.

We only accept applications on the standard application form – we do not accept CV's, in line with our Equality Diversity and Inclusion Policy.

Shortlisting

The first page of every application is removed before shortlisting in order to anonymise the applicant. We use a standard shortlisting template and always ensure that there are two members of staff involved in this process. In the event of different opinions, with the recruiting manager has the majority vote. Any gaps and discrepancies in the application form may need to be followed up with the applicant before invitation to interview.

Interview

OXPIP discusses in advance with the candidates any access requirements and how these can be met.

Standardised questions are always prepared in advance with questions that relate to items in the person specification and enable us to explore the candidate's suitability to work with infants and parents/caregivers, their attitude and their motivations for applying for the role. These questions will always include at least one safeguarding question, plus value-based questions to explore the applicant's personal values, motivations and attitudes. Any additional questions asked at interview are recorded along with the responses.

During the interview candidates should show that they are able to:

- establish and maintain professional boundaries and professional integrity
- establish and maintain professional relationships with parents and infants
- take action to protect parents and infants.

Responses after interview are scored using our scoring matrix and completed by all interviewers.

At this stage an identity check is carried out.

At least one interview face-to-face is carried out where feasible and dependent on the role, but always when the role involves face-to-face contact with families.

Any data on unsuccessful candidates will be destroyed after 6 months, unless they have indicated that they are happy for us to contact them again should a role they may be appropriate for arise.

References

These are usually obtained after acceptance of the formal job offer, unless the applicant has given consent for them to be collected earlier. Referees are asked to complete a standard form via email, which is then checked against our checking process and includes a question about the candidates safeguarding practice. Any discrepancies or concerns are discussed by the Recruitment Officer and Operations Manager/HR and the referee may be contacted again to clarify any doubts or inconsistencies if required.

Recruitment

We require an enhanced DBS check for all staff, trustees and volunteers. In line with our safeguarding policies, we would not recruit anyone with a previous conviction for offences against children.

Induction

We have a clear process for induction that ensures that new OXPIP personnel get acquainted with us and their role. We aim to provide a positive experience and a good impression to help people to acclimatise to a new working environment as quickly as possible and understand the values and culture of OXPIP.

All roles are offered with a defined probationary period. Satisfactory completion of the probationary period includes meeting our standards and expectations on safeguarding practice.

Version Control

Version	Date	Amendments made	By whom (name/job title)	Senior approval (Name, Job title / Organisation)
1	November 2024	Created	Lizi Potter, Operations Manager	