



The ATLAS Foundation

Safer Recruitment Policy

Introduction

The purpose of this policy is to set out the minimum requirements of the recruitment process for employees of The Atlas Foundation that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work regarding children and young people;
- identify and reject applicants who are unsuitable for work regarding children and young people.

Inviting Applications

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement: “The Atlas Foundation is committed to safeguarding children and young people.” Prospective applicants will, as a minimum, be supplied with or given access to (eg: on The Atlas Foundation's website) the following:

- job description and person specification;
- The Atlas Foundation’s safeguarding policies;
- The Atlas Foundation’s safe recruitment policy;
- the selection procedure for the post.

All applications must be in writing and sent by word document or pdf by e-mail.

Short-listing and References

Short-listing of candidates will be against the person specification for the post.

Where possible, references will be taken up before the selection stage, so that any discrepancies can be investigated during the selection stage.

References will be sought directly from the referee.

References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by e-mail to clarify any anomalies or discrepancies and evidence of these exchanges will be kept.

Where necessary, previous employers who have not been named as referees will be contacted to clarify any anomalies or discrepancies and evidence of these exchanges will be kept.



Referees will always be asked specific questions about:

- the candidate's suitability for carrying out work regarding children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children and young people;
- the candidate's suitability for this post.

The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute replacement for a face-to-face interview (which may be via video call).

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DSB (Disclosure & Barring Service) check;
- to demonstrate their commitment to safeguard and protect the welfare of children and young people.

Employment Checks

All successful applicants are required:

- to provide proof of identity;
- to provide physical certificates of qualifications if requested;
- to complete a confidential health questionnaire;
- to provide proof of eligibility to live and work in the UK.

Induction

All staff who are new to The Atlas Foundation will receive induction training that will include The Atlas Foundation's safeguarding policies and guidance on safe working practices.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).