

Recruitment and Selection Policy



Physical Intervention and Restraint

1. Introduction:

At Lilac Alliance, Inc., we are committed to safeguarding and promoting the welfare of children and young people. Our recruitment and selection procedures are designed to ensure that all individuals involved in working with children's homes are safe and suitable for their roles. This policy is in accordance with relevant legislation, including but not limited to the following:

- Guide to Children's Homes April 2015
- Keeping Children Safe in Education guide – September 2019 – Part Three Safer Recruitment
- Regulation 13: The leadership and management standard
- Guide to the leadership and management standard
- Schedule 2: Information required in respect of persons seeking to carry on, manage, or work at a children's home
- Care Quality Commission – Health and Social Care Act 2008 Regulations 2014 – Regulation 19 Fit and Proper Persons employed

2. Safer Recruitment:

Lilac Alliance acknowledges the importance of safer recruitment practices to ensure that individuals who are employed or engaged to work in children's homes are suitable, qualified, and have the necessary skills and experience to safeguard and promote the welfare of children. Safer recruitment aims to deter and prevent those who may pose a risk to children from working in the organization.

3. Responsibilities:

3.1. Senior Leadership: The senior leadership team of Lilac Alliance is responsible for ensuring that the recruitment and selection process is conducted in accordance with relevant legislation and best practices.

3.2. Designated Safeguarding Lead: The Designated Safeguarding Lead (DSL) is responsible for overseeing and ensuring the safe recruitment process, including adherence to all necessary checks and verification.

3.3. Line Managers: Line managers are responsible for adhering to and implementing the recruitment and selection policy within their departments and ensuring that all relevant checks and verifications are conducted for potential candidates.

4. Vetting Template:

The following vetting template provides a framework for the safe recruitment process, including checks, verification, and documentation:

4.1. Application and CV Review:

- Review the candidate's application form and CV for relevant qualifications, experience, and suitability for the role.
- Verify the consistency and accuracy of information provided.

4.2. Interview:

- Conduct a face-to-face interview with the candidate.
- Assess the candidate's suitability, skills, and qualifications.
- Inquire about the candidate's motivation to work with children and their commitment to safeguarding.

4.3. References:

- Obtain at least two professional references from previous employers.

- Contact the referees to verify the candidate's employment history, performance, and conduct. Additionally contact all previous employers in the care sector

- Ascertain whether there are any concerns related to the candidate's suitability to work with children.

- Check for gaps in employment history

- If there are gaps obtain clarification for reason

4.4. Disclosure and Barring Service (DBS) Check:

- Request an enhanced DBS check for the candidate.
- Review the DBS certificate to ensure there are no disqualifications or prohibitions.
- Record the DBS certificate number and date of issue.
- Complete 6 monthly checks on the DBS to ensure no changes to the DBS

4.5. Identity Verification:

- Confirm the candidate's identity by requesting and verifying original documents such as a passport or driver's license.

- Check the authenticity of documents provided.

4.6. Right to Work Check:

- Verify the candidate's right to work in the UK by reviewing original documents, such as a visa or residence permit.
- Ensure compliance with immigration legislation.

4.7. Qualification and Registration Checks:

- Verify the candidate's qualifications and professional registrations, if applicable.
- Check the status of professional registrations with the relevant regulatory bodies.

4.8. Health Declaration:

- Request a health declaration from the candidate.
- Ensure that the candidate is fit to perform the role and does not pose a risk to the health and safety of children.

4.9. Risk Assessment:

- Conduct a risk assessment based on the information obtained during the recruitment process.
- Assess whether any factors may pose a risk to children.

4.10. Decision:

- Make an informed decision on whether to proceed with the candidate's appointment, considering all checks and verifications.
- Document the decision and the reasons for it.

4.11. Record Keeping:

- Maintain a comprehensive record of all recruitment and selection processes, including checks, interviews, and correspondence.
- Keep records secure and in compliance with data protection legislation.

5. Continuous Monitoring:

Lilac Alliance is committed to ongoing monitoring and assessment of its recruitment and selection procedures to ensure compliance with legislation and to enhance the safeguarding of children. The organization will continuously review and update this policy in line with any changes in relevant legislation and best practices.

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