



## ROYAL NATIONAL CHILDREN'S SPRINGBOARD FOUNDATION

### Safer Recruitment Policy

#### Introduction

Royal National Children's SpringBoard Foundation (**Royal SpringBoard**) supports and works with children and young people under the age of 18 throughout the UK. Amongst the wide range of adults with whom Royal SpringBoard also has contact during the course of its work may be some who are at risk. This Policy refers to adults at risk as well as to children and young people.

The aims of this Policy are to ensure:

- the present and future safety and well-being of all children and adults at risk with whom we work, as well as all staff, trustees and volunteers, by the implementation of robust safer recruitment practices;
- that the best possible staff, trustees and volunteers are recruited on the basis of their merits, abilities and suitability for the role;
- that applicants unsuitable to work with children, young people and adults at risk are identified and rejected; and
- that the selection and appointment process complies with all relevant legislation and is rigorous, fair and efficient and without discrimination on any grounds, including race, sex, sexual orientation, religion, gender, age, mental or physical disability, responsibility for dependents or offending background.

#### Relevant legislation, guidance and other Policies

Law and guidance which underpin this Policy, and other relevant Royal SpringBoard Policies, are set out in Royal SpringBoard's Safeguarding Children and Adults at Risk Policy, under which this Policy sits. Additional law, guidance and other Policies/internal documentation relevant to this Policy include:

- Rehabilitation of Offenders Act 1974
- Charity Commission – Finding New Trustees (CC30)
- Charity Commission – Automatic disqualification rules for charity trustees and charity senior positions
- Charity Commission – How to Manage Your Charity's Volunteers
- Disclosure & Barring Service Eligibility Guidance, including DBS Checks: working with children in the charity sector (February 2020)
- NSPCC guidance on safer recruitment
- Royal SpringBoard Staff Handbook, including the Equal Opportunities Policy.

#### Regulated activity

The full definition of "regulated activity" is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. Among other activities, "regulated activity" includes, when done regularly (more than three times in any 30-day period):

- teaching, training, instructing, caring for or supervising children if the person is unsupervised;



- providing advice or guidance on physical, emotional or educational well-being;
- moderating an internet chat room used wholly or mainly by children.

Much of Royal SpringBoard's work is regulated activity.

## **Recruitment procedures and pre-appointment checks**

### Staff, including employees and consultants

All appointments are made by the Chief Executive Officer (CEO) who oversees the recruitment procedure for each role. The procedure includes:

#### *Advertisement and application*

All roles are advertised and each advertisement contains a statement of Royal SpringBoard's commitment to keeping children safe. Where relevant, the advertisement also states that a Disclosure and Barring Service (DBS) check will be required. Most Royal SpringBoard roles will be eligible for an enhanced with barred list check.

Applicants are provided with an application pack, which includes a job description and person specification, in which the importance of understanding safeguarding issues is clearly expressed. All applicants are required to complete and submit Royal SpringBoard's application form, which includes the provision of details of two referees and confirmation of eligibility to work in the UK. Incomplete applications will be rejected.

#### *Interview*

Each interview candidate is required to attend interview with original identification documents to verify their identity, as well as to enable DBS checks to be undertaken. Applicants who are not UK citizens may also have to provide proof of eligibility to work in the UK. Royal SpringBoard's Office Manager and DBS Officer will confirm which documents are required in each case.

Each interview candidate is also required to bring a completed a self-disclosure form in a sealed envelope marked "confidential". This form (examples are available from [www.learning.nspcc.org.uk](http://www.learning.nspcc.org.uk)) requires candidates to disclose any unspent criminal convictions, child protection investigations or disciplinary procedures on their record and, in the case of roles requiring an enhanced DBS check (as Royal SpringBoard roles usually will), unprotected spent convictions and cautions. Royal SpringBoard only opens self-disclosure forms provided by candidates who have accepted a conditional offer to join Royal SpringBoard. Once a conditional offer has been confirmed, accepted and the contract signed by the successful candidate, the self-disclosure forms of the unsuccessful candidates must be securely destroyed, unopened.

Candidates applying for a senior manager role must also be asked to declare that they have not been disqualified from holding such a role under the automatic disqualification rules.

All interviews are conducted:

- face to face;
- by a minimum of two people; and
- fairly and equally, by asking each candidate the same questions, using the same scoring system and evaluating each candidate according to the same criteria.



### *Offer*

Each offer is expressly conditional, subject to satisfactory completion of all relevant checks, including DBS checks and references. Referees should be asked about the candidate's suitability and ability to work with children and young people and also the candidate's knowledge and understanding of child protection and safeguarding.

### Third party contractors

Prior to engaging a third party contractor, Royal SpringBoard must consider the extent to which vetting may be required. Depending on the work to be undertaken by the contractor (including whether or not the work constitutes regulated activity (see above definition) and whether it will be supervised by Royal SpringBoard), it may be necessary to obtain details of relevant contractor's/contractor's employees' DBS checks and/or a copy of the contractor's safeguarding policy and procedures.

### Trustees

Trustees are appointed in accordance with the relevant terms in Royal SpringBoard's governing document and pursuant to such decisions as the Board of Trustees has made regarding requirements for particular skills. Trustees must not be disqualified from acting as a charity trustee or a company director (for example, by reason of an undischarged bankruptcy) and must be "fit and proper persons" (a test set by HM Revenue & Customs). They are also subject to DBS checks. Each prospective trustee meets with and is interviewed by at least two current trustees, usually including the Chairman, prior to being recommended to the Board for appointment.

Each trustee's appointment is subject to their written confirmation that they are willing to act as a trustee, their signed Declaration of Eligibility and a satisfactory DBS check.

### Volunteers

Royal SpringBoard does not typically engage volunteers. If a volunteer or volunteers is/are engaged to provide temporary assistance with a particular project or event, such volunteers are generally subject to the same pre-appointment checks as described elsewhere in this Policy. Limited exceptions include those volunteers whose roles will not require them to engage in any regulated activity (see above definition) and who will have no contact with, or no unsupervised access to, children or adults at risk. Volunteers for roles which do not require DBS checks must still have their identity verified by Royal SpringBoard.

### **Induction for new staff, trustees and volunteers**

All staff, trustees and volunteers are required to complete child protection training as part of their induction. Training may be conducted online, through an external provider, as well as delivered through face to face induction sessions with relevant members of staff. All new joiners must also confirm, in order to complete their induction, that they have read and understood Royal SpringBoard's Safeguarding Policy.

### **Concerns arising during the recruitment process**

If references, vetting or DBS checks raise concerns about a person's suitability or ability to work with children and young people, or adults at risk where relevant, the recruitment process must be



suspended while Royal SpringBoard seeks further information and conducts a risk assessment. Further advice is likely to be required and it may be necessary to pass on information to other authorities.

### **Concerns arising once the role has commenced**

If concerns are raised or an allegation is made about a member of Royal SpringBoard staff, a trustee or a volunteer, the procedures set out in Royal SpringBoard's Safeguarding Policy will apply and must be followed.

### **Data Protection**

All candidate information, including identity documents, application forms, self-disclosure forms and declarations, interview notes, references and other records will be, as required, stored, retained and securely destroyed in accordance with Royal SpringBoard's Data Protection Policy.

### **Policy review date**

Date of approval and adoption: June 2020

Date of next review: June 2021