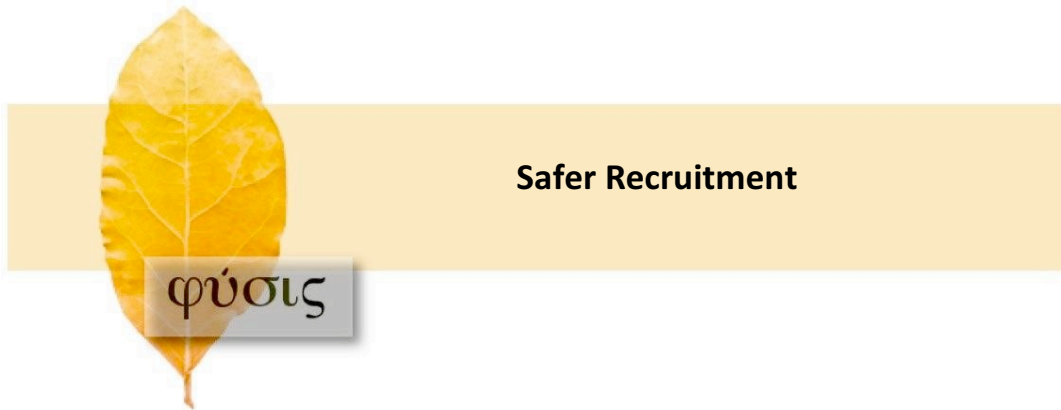


Physis- a Greek word meaning the natural energy for growth, change and development.



## Index

1. Introduction
2. Guidance

# φύσις

## 1. Introduction

1.1 This policy document is intended only for the use of the employees of Physis Quantum and should be treated as confidential.

1.2 Distribution outside of Physis Quantum should only occur with the written consent of the CEO.

1.3 All Physis Quantum employees are expected to read this policy and their understanding of this policy will be assessed during the Induction Process, regularly during Supervision, and during mandatory training events.

1.4 Employees will be expected to abide by and work within this policy framework at all times, both during and after their employment, as stipulated in their Contract of Employment.

1.5 This policy was last revised on 19.01.18. and it will be reviewed bi-annually and/or in accordance with changes in company structure, relevant legislation and guidance.

## 2. Guidance

2.1. The aim of this policy is to outline Physis Quantum's recruitment procedures for all staff in line with recommended best practice to safeguard all the children and young people at **Physis Quantum**. All staff who take part in the recruitment process will have Safer Recruitment training. This is currently the Head of Service, Head Teacher and Deputy Education Manager. The Deputy Head will do this training asap.

2.2. This policy will be included as part of the application pack for any position with **Physis Quantum** along with a detailed job description, person specification, application form and equal opportunities monitoring form.

2.3. Recruitment and the checks that are undertaken as part of this process are the organisation's first chance to make robust efforts to prevent unsuitable individuals from working with the children and young people we support at **Physis Quantum**.

2.4. The recruitment processes consist of several stages:

- Defining the role
- Advertising
- Application
- Selection criteria
- References
- Interviews
- Reviews

2.5. DEFINING THE ROLE

- A written job description and person specification is in place for each post.
- Both documents will include statements about skills/behaviours/experience and attitude to children and young people necessary for the post.
- The job description will outline clear boundaries for the role.
- The job description will describe what responsibility and opportunity for contact with children and young people there are in the role

- The job description will include statements about the safeguarding responsibilities of the post.

## 2.6. ADVERTISING

- Any recruitment advertising will highlight **Physis Quantum's** commitment to safeguarding and the need for Enhanced DBS disclosures
- All candidates will be sent information about the organisation's safer recruitment policy and practices.

## 2.7. APPLICATION

- All applicants must complete a **Physis Quantum** application form.
- CV's are not acceptable.
- A personal statement which outlines how the applicant meets the person specification should be included.
- Applicants must sign the declaration at end of application form.
- If the application form is returned by email, the applicant must sign the application at interview if they are shortlisted for interviewing.
- The recruitment panel will ensure that there is full history since leaving school.
- Any qualifications shown on the application form must be supported by certificates.
- Two references will be taken up using the **Physis Quantum** reference request form for all candidates shortlisted for interview before the interview takes place. Where this is not feasible or where the candidate specifically requests that this is not done at this stage, any offers of employment will be conditional until satisfactory references are received.

## 2.8. SELECTION CRITERIA

- Applicants are asked on their application form if there is anything that they would like to declare which may come up on their criminal record bureau check that the charity should be aware of (Self disclosures).
- DBS checks are not part of the short listing process and will be done after short listing.
- The short listing criteria will be based on the person specification and job description and will be consistent for all candidates.

- Two people will always shortlist in order to identify gaps, inconsistencies or disclosures.

## 2.9. REFERENCES

- Physis Quantum requires that two referees are identified on the application form.
- At least one reference must be from a previous employer.
- All reference requests will ask about issues of concern/disciplinary action during the course of employment.
- Checks on the reference request form will confirm details on the application form such as periods of employment, reason for leaving etc.

## 2.10. INTERVIEWS

- All interviews will be conducted by at least two members of **Physis Quantum**.
- Depending upon the position, there may be a range of selection tools such as, interaction with others, role play, group discussion and written exercise used as well as an interview.
- The questions used in the interview will be structured with previously agreed criteria designed to ascertain the candidate's ability to meet the requirements of the post as per the person specification and job description.
- During the interview there will be questions which probe attitudes towards children, child protection and motives for working with children.
- Frequent changes in employment will also be probed.

## 2.11. AREAS OF POTENTIAL CONCERN

These are areas that may come out in the interview which would give rise to potential concerns about a person's suitability for the position;

- a) No understanding of children and young people's needs or expectations.
- b) Inappropriate language when talking about children and young people.
- c) Unclear boundaries.
- d) Vagueness about experiences and unable to give any examples to support their answers.
- e) Maverick approach, non rule following and unwilling to work with others.

## 2.12. CRIMINAL RECORD BUREAU (DBS) CHECKS AND INDEPENDENT SAFEGUARDING AUTHORITY (ISA) REGISTRATION

- All paid staff and volunteers have to complete a DBS disclosure.
- This Indicates if a person is banned from working with children and young people,for example, Under the 2002 Education Act a number of people are banned from working with children and **Physis Quantum** is under a duty to undertake such checks.
- Since October 2009 it became a criminal offence to knowingly appoint someone to work with children who has been barred from doing so by the ISA’s vetting and barring scheme (VBS).
- All qualified teachers must pass the Prohibition from Teaching check
- All non-qualified teachers must pass the Barred from Working with Children check
- In addition to paid staff and volunteers **Physis Quantum** also undertakes Enhanced DBS checks on students on placement, trustees and the management committee.
- **Physis Quantum** has a duty to refer to ISA any information about individuals who have been dismissed, or would have been dismissed had they not left of the own volition, and report any individual who the Organisation believes poses a risk to children and young people.

All paid staff and volunteers working directly with children and young people have to complete a health declaration to ascertain that the individual has the appropriate level of physical and mental fitness to work with children and young people.

## 2.14. APPLICANTS FROM OVERSEAS

- The same checks will apply to applicants from overseas and those who have lived outside the United Kingdom in the same way as for those residents in the UK.
- **Physis Quantum** has a duty to confirm the right of those they employ to work in the UK and will make the necessary checks to ascertain this.

## 2.15. REVIEW – post appointment induction and probation.

- The initial Probation Period is for six months - this can be extended.
- **Physis Quantum** conducts appraisals for all paid staff and volunteers at the end of their first three months with the organisation and thereafter they have regular supervision and annual appraisals.

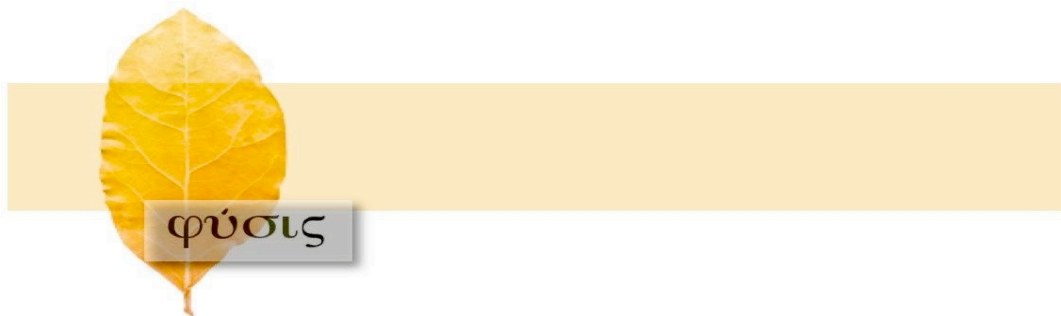
- The induction provided by **Physis Quantum** covers relevant information about safeguarding and how to identify and raise concerns about the welfare of children.
- Certificated training in safeguarding by an accredited trainer forms part of the compulsory training paid staff complete within six months of appointment.

#### 2.16. MONITORING THE PROCESS.

- All applications will follow this procedure and the process will be recorded on the form attached in Appendix 1 below.

# φύσις

## Appendix One



### Applicant Record Form

<b>Name of Applicant.</b>	
<b>Date Application Received</b>	
<b>Method of Application</b> (Please note: emailed Application must be signed at Interview)	
<b>Application Checked By:</b>	
<b>Date Checked:</b>	
<b>Is the Application Form fully completed ?</b>	<b>Yes / No</b>

<b>If No - Action Required:</b>	1 2 3 4 5
<b>Full history provided for period since leaving school?</b>	
<b>List any gaps to be explained:</b>	1 2 3 4 5
<b>Sign &amp; Date when issues resolved.</b>	
<b>List Qualifications &amp; evidence presented.</b>	
<b>List any gaps to be explained:</b>	1 2 3 4 5
<b>Have copies been placed on file?</b>	
<b>Sign &amp; Date when issues resolved.</b>	
<b>Reference Request sent by:</b>	
<b>Date:</b>	
<b>First Reference Acceptable?</b>	Yes / No
<b>Signed:</b>	
<b>Date:</b>	
<b>Second Reference Acceptable?</b>	Yes / No
<b>Signed:</b>	



<b>Date:</b>	
<b>First Telephone Follow-up Acceptable?</b>	<b>Yes / No</b>
<b>Signed:</b>	
<b>Date:</b>	
<b>Second Telephone Follow-up Acceptable?</b>	<b>Yes / No</b>
<b>Signed:</b>	
<b>Date:</b>	
<b>Is this Applicant to be Shortlisted</b>	<b>Yes / No</b>
<b>Signed:</b>	
<b>Date:</b>	
<b>Enhanced DBS Requested By;</b>	
<b>Date:</b>	
<b>Agency Used / Number:</b>	
<b>Evidence Presented:</b>	1 2 3 4 5 5
<b>Outcome - Acceptable:</b>	<b>Yes / No</b>
<b>DBS Number:</b>	
<b>Signed:</b>	
<b>Dated:</b>	
<b>Health-check Acceptable</b>	<b>Yes / No</b>
<b>Signed:</b>	
<b>Dated:</b>	

<b>Right to Work in the UK</b>	<b>Yes / No</b>
<b>Are additional check necessary?</b>	<b>Yes / No</b>
<b>Detail:</b>	
<b>Evidence on Personnel File?</b>	<b>Yes / No</b>
<b>Signed:</b>	
<b>Date:</b>	
<b>Position Offered:</b>	<b>Yes / No</b>
<b>Commencement Date:</b>	
<b>Entered onto Central Record?</b>	<b>Yes / No</b>
<b>Signed:</b>	
<b>Date:</b>	
<b>3 Month Review Satisfactory</b>	<b>Yes / No</b>
<b>Signed:</b>	
<b>Date:</b>	
<b>Probation Satisfactorily Completed?</b>	<b>Yes / No</b>
<b>Signed:</b>	
<b>Dated:</b>	



