



## **ALPHA PLUS GUARDIAN SERVICES LTD Safer Recruitment Policy**

*Alpha Plus Guardian Services Ltd* has carefully considered its responsibilities to the young people under its guardianship care and has produced the following **Safer Recruitment Policy** to set out the standards it wishes to uphold in safeguarding the welfare of children in its care.

Alpha Plus Guardian Services Ltd 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

Alpha Plus Guardian Services Safer recruitment practices:

- All staff and host family interviews will be conducted by the Designated Safeguarding Lead (DSL) face-to-face and detailed notes will be taken
- 2 written references are required. Ideally one should be from a recent employer or professional person. Both referees will be contacted by the DSL for verification and a record kept of the date of verification
- Alpha Plus Guardian Services Limited will implement DBS checks on all staff and host family members over the age of 16. A record will be kept of the DBS certificate number, the issue date and when it was seen by the guardianship organisation. DBS checks will be renewed every three years
- Where a DBS certificate lists a previous conviction, Alpha Plus Guardian Services Ltd will complete a written risk assessment to determine the suitability of the applicant. Guidance may be sought from the relevant Local Authority if there are any doubts
- All staff and host families are to provide verification of identity (passport or birth certificate). Permission will be sought to keep copies of the documents on file
- Alpha Plus Guardian Services Ltd will ensure and record that all staff and host families have the right to work in the UK
- Alpha Plus Guardian Services Ltd will use a secure central record to store all Safer Recruitment Checks
- Alpha Plus Guardian Services Ltd may carry out an online search as part of our due diligence on shortlisted candidates

### **Contact details**

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Next review date: 29<sup>th</sup> March 2024