

Wild and Rooted Community Interest Company

How we make sure the people working for us are suitable



This is our policy to describe how we make sure the people working with us are suitable to do so.

We wrote this policy on 18th February 2019. It was reviewed on 6/3/2020 and February 2023. We will review again by February 2025 or sooner if needs be.

Our safeguarding suite of documents is based upon the West Midlands Safeguarding Arrangements.

Why have we written this document?

We work with children and some adults who may not be able to speak up for or look after themselves, so we have legal duties we must follow. By writing and keeping to what we have written in this document, we will be doing our best to ensure that only people who are suitable will be employed or able to volunteer with us. We also need to make sure that we understand what harm can come to people, some ways of recognising that someone may be being harmed, and what to do about it. We have written another document which describes how we do this called "Protecting people we work with from harm".

Wild and Rooted CIC wants to work for people; any people; regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. Anyone who participates in our sessions will receive the appropriate care for them, as a fellow human being.

Who is this document about?

We may employ people to carry out different roles e.g. administration or working directly with children. We may have volunteers or people who we pay to work for us. How we check people are suitable will depend on their role.

People working or volunteering in the wood or outdoor settings

We will check that anybody working or volunteering in woodland and outdoor settings with us is suitable to do so, before they start, in the following ways:

- We will provide clear details of the role and responsibilities and specifications of skill and experience people need to have for a particular role. We will inform applicants about the checks we need to undertake as part of our safer recruitment processes.
- People will have the opportunity to let us know if they have any unspent criminal and any unprotected spent convictions by providing details in a sealed envelope marked confidential. Someone's disclosure will only be read if they accept a conditional offer of a job. Otherwise the envelope will be securely and confidentially disposed of.
- We will ask for and check 2 references from previous employers/schools or colleges.
- We will check the identity of successful applicants requesting an in date photo drivers licence or a passport.
- We will seek evidence the person has relevant qualifications for the role e.g. First Aid, Forest School, teaching, etc.
- Before offering a position with us, we will meet people and ask them questions.
- We will work alongside people for a trial outdoor session.

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- Once offered a conditional place, people will need to provide a current or updated enhanced criminal records check, including a barred list check.
- If all the stages are met and the assessment of the information provided suggests the person is suitable, they may be offered a role.

We will assess and manage the risk of people having a practical interview or working with us prior to receipt of a satisfactory Enhanced criminal records check. In any case, they will not be left unsupervised.

People working or volunteering in an administrative/governance role.

People working in an administrative or governance role, while they will not have direct access to vulnerable groups, may have access to sensitive information about vulnerable people. We will take the following steps to help us make sure they're suitable for the role:

- We will provide clear details of the role and responsibilities.
- People will have the opportunity to let us know if they have any unspent criminal and any unprotected spent convictions by providing details in a sealed envelope marked confidential. Someone's disclosure will only be read if they accept a conditional offer of a job. Otherwise the envelope will be securely and confidentially disposed of.
- We will ask for and check references from previous employers/schools or colleges.
- We will seek evidence the person has qualifications for the role.
- Before offering a position with us, we will meet people and ask them relevant questions.
- We may also ask people to carry out a trial task which is relevant to the job.
- If offered a conditional place, people will need to provide a current or updated enhanced criminal records check.
- If all the stages are met and the assessment of the information provided suggests the person is suitable, they may be offered a role.

Other people who may work with or for us

There may be times when we ask other organisations to carry out work with us. We will always check that they carry out similar checks to make sure their people are suitable for the work involved. We will make records of the information we collect and how we make the decision about working with them or not.

Selection Processes

Applicants for a job will all be interviewed by the same panel, one of whom will have safer recruitment experience / training.

The candidate's attitudes towards children will be assessed, including their motivation for working with children and vulnerable people, their attitudes and behaviour about control and punishment, perceptions about boundaries and acceptable behaviour towards children, their ability to form and maintain appropriate and respectful relationships with children and vulnerable people. Candidates

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will be asked about their commitment to safeguarding and promoting the welfare of vulnerable people. These will be assessed by references, interview, practical assessment session and observation during a probationary period.

Checklist

Offers of appointment are conditional and subject to the following checks.

- Appropriate DBS check / barring list (see above)
- Verification of medical fitness (tick box on application form)
- Check relevant professional qualifications / status and whether any restrictions have been put in place by relevant professional bodies, e.g. FSA. Photocopies taken.
- Evidence of permission to work for non-nationals of European Economic Area/Country.
- Receipt of 2 satisfactory references.
- Photocopies of ID used

Response to Disclosure and Barring Checks

Where offences relevant to the post in question are detailed on a DBS check, the following will taken into account:

The nature of the post, the nature and circumstances surrounding the offence, the age at which the offence took place, the frequency of offences and whether the individual's circumstances have changed since the offence.

Any appointments made in light of positive DBS disclosure, will be made according to a detailed risk assessment based on the above factors and also taking into account our duties regarding the rehabilitation of offenders.

Disclosure and Barring Checks for overseas Applicants

[Home Office Guidance for employers about DBS checks for Overseas Applicants](#)

Training and induction

Once appointed, all people working or volunteering with us will spend some time learning about how we keep vulnerable people safe. This will include as a minimum:

An introduction to our relevant policies and procedures

Who our designated safeguarding staff are and how to contact them

Information on safe practice

Full explanation of their roles and responsibilities

The organisations standard of conduct and behaviour expected, including working in close contact with children and physical contact

The organisations disciplinary and whistleblowing policies

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Information about child protection and safeguarding children. Training where the role requires it.

Those prohibited from working or seeking work with children.

Anyone who is barred from working with children in a regulated position is committing an offence if they apply for such a post. We will inform the police immediately we become aware of such a situation.

Recording and storing recruitment information

We will keep all information leading to the decisions we make when appointing people securely and confidentially in a single central record in line with the Data Protection Act 1998. Checks completed will be confirmed in writing and retained on the personal file of each member of staff with photocopies of ID and qualifications.

We will not keep DBS checks longer than necessary. We will keep a record of the date of disclosure and who obtained it, the level of the disclosure and the unique reference number of the certificate and details about the recruitment decision and how it was reached.

More support and information regarding safeguarding

Help and advice regarding safeguarding is available at [NSPCC safeguarding standards and guidance \(England\) Safeguarding children, young people and adults aged 0-25 in the voluntary and community sector](#).

Other sources of useful information include the West Midlands Safeguarding Arrangements