

## **Safer Recruitment and Safeguarding Statement**

**The Warren House Group at Dartington and its trading organisation – Dartington Service Design Lab is committed to safeguarding and promoting the welfare of children and young people and expects all employees, independent workers, and volunteers to share this commitment.”**

1. All statutory and public organisations which employ staff and/or volunteers to work with or provide services for children and vulnerable adults have a duty to safeguard and promote the children's welfare. This includes ensuring that safe recruitment and selection procedures are adopted which deter, reject or identify people who might abuse children, young people or vulnerable adults or are otherwise unsuitable to work with them. The Warren House Group at Dartington and its trading organisation – Dartington Service Design Lab (Dartington) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, consultants, associates, trustees, and Centre for Social Policy Fellows to share this commitment.
2. All staff involved in the employment and vetting of staff will receive training on Safer Recruitment and selection. In addition to this there is a Safer Recruitment policy in place.
3. A well-planned and structured recruitment procedure is followed, to ensure the best person is recruited for the role and to determine whether someone is suitable to work with children. The key to safer recruitment is rigorous scrutiny. All information gathered during the process will be thoroughly checked at every stage. The requirement to safeguard children is considered throughout the recruitment process.
4. Safer recruitment practice and pre-employment checks are undertaken before any appointment is confirmed, including internet/social media checks (on material that is available to the public to view) and seeking confirmation of required qualifications.
5. All applicants will be required to complete an application form. The application form will also require a signed statement (or declaration form) that the person is not disqualified from work with children through the ISA's Barring Lists (List 99) or subject to sanctions imposed by a regulatory or professional body and has no convictions, cautions, or bind-overs.
6. It is necessary, in the recruitment of all candidates, that we can account fully for all periods of employment or non-employment since the candidate left school. As a result, we insist on a full employment history, with accurate dates and a full explanation of periods of non-employment detailing key pursuits at this time. This must be accurately detailed on the application form.
7. If an individual has a conviction, caution or bind-over, they are required to complete this in detail in the required section in the application form. The application form is confidential and reviewed by the COO, in the first instance. This provides the applicant an opportunity to raise

information early and in a confidential way. It also encourages the applicant to be open about any issues so that, if necessary, it can be discussed with them either prior to or at interview, rather than having to wait for a DBS disclosure.

8. All offers of employment will be subject to the receipt of two satisfactory references, one of which must be from the applicant's current or most recent employer (both of which will be professional, wherever possible). If the applicant has worked with children or vulnerable adults in previous roles, references will be sought in this respect. References purely containing information regarding job title and employment dates will not be accepted. All references are verified upon receipt.

9. Referees should not be relatives, someone known to the applicant solely as a friend or someone with whom the candidate is in a relationship. Dartington Ops staff will compare all references with any information given on the application form.

10. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

11. Every staff post and trustee, as well as associates when appropriate with Dartington is subject to an enhanced Disclosure and Barring Service (DBS) check.

12. We have a Safeguarding Policy in place to offer information and guidance to both staff and carers and designated managers who take a lead responsibility for Safeguarding.

13. Training on Safeguarding is provided for all staff; additional courses are offered where further training and development needs are identified.

14. We undertake quality assurance/regular audits of our practice.

15. We are committed to equality and diversity in the workplace, and Dartington will not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation.

---