



Safe Staff Recruitment Policy

Updated: 09/01/20

Introduction

UK2Learn is committed to the welfare of the young people in our care. We recognise our legal requirements when recruiting and employing staff and host families to act in any role within the organisation.

Employees of the Organisation

We will ensure that all pre-employment checks are made and completed satisfactorily before a formal offer of employment is made, this includes the following:

- Ensuring the job description refers to safeguarding and promoting the welfare of children
- Ensuring the person specification refers specifically to working with children, or in a setting where children are present
- Obtaining an Enhanced DBS Disclosure check on all adults over the age of 16
- Obtaining and verifying independent professional and character references, that specifically request information about an applicant's suitability to work with children, or around, children and take up any concerns
- Verifying an applicant's identity from original identity documents
- Where relevant, checking their employment history and other experience

We will ensure that all training in Safeguarding and Child Protection is undertaken to a level suitable to the employee's role within the organisation and renewed at the appropriate times when new guidance is received.

Host Family for the Organisation

Prior to becoming a host family for UK2Learn, Enhanced DBS checks and reference checks will be carried out on the primary carer and enhanced DBS checks will be carried out on individuals aged 16 and over who reside in the household. In the case of a private fostering arrangement, assessments will take place to ensure that all host families have satisfied the Local Authority's Children's Services checklist.

We will ensure that all training in Safeguarding and Child Protection is undertaken to a level suitable to the role as a host family within the organisation and renewed at the appropriate times when new guidance is received.

Concerns

Should employees or host families have any concerns they should contact Suzie Mackie as soon as possible on +44 7787 556963 or smackie@uk2learn.com