



The Children's Ark, Church Road,  
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TR19 7SE  
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Charity ref: 1147389  
Ofsted: EY457353

## **Safe Recruitment Policy**

### **Advertising**

Adverts state the position, hours and a brief description of the qualities required. The applicant is directed to the manager for further information.

### **Applications**

Applicants are given an application form. After receiving the completed application form, shortlisted applicants given a tour of the Ark by the manager and are invited to interview or told they have not been successful by letter or phone. The application form requires the contact details of two referees and permission for the manager to contact these prior to the interview. The form also requests applicants to declare any convictions, cautions or court orders.

### **Interviews**

Applicants are interviewed by the manager, one committee member and one other, either a staff or committee member. There are around ten, pre-written questions which the panel ask in turn. Written notes are taken by each interviewer and then these are scored from one to three. The applicant with the highest score is offered the job, by phone and then in writing, subject to satisfactory checks, references and a six month probation. Unsuccessful applicants are informed by phone.

In the event of not filling a staff position, agencies may be used. These personnel still need to complete an induction and appropriate DBS checks.

## **References**

Referees will be written to. Successful applicants must have two good references. Where at all possible, the manager will also talk to the referees personally.

## **Identity and DBS checks**

Before they start work, the successful applicant must bring sufficient proof of identity for the manager to check and to send off for a DBS check. Until such time as the clear DBS check returns, the applicant must be supervised by another member of staff at all times and must not be left alone with children.

## **Students**

Students come to us by arrangement from Penwith and Truro College, Camborne College and from local schools on work experience. Students under the age of 16 are considered still to have the status of children and are catered for accordingly. Students from college are treated similarly to adult volunteers (see below). All students are understood to be the responsibility of the college as far as suitability is concerned, but in any case they are required to show us their DBS check and are supervised by staff at all times. Long term students can be included in staff:child ratios.

## **Volunteers**

The Children's Centre volunteer coordinator organises identity and DBS checks for any volunteers that come to us. Details of referees must be provided by the volunteer. Volunteers are supervised by regular members of staff at all times and are not included in staff:child ratios.

This policy was adopted at a staff meeting of The Children's Ark:

Signed.....

Print Name.....

Dated.....

And at The Children's Ark committee meeting:

Signed by chairperson..... Print Name.....

Dated.....

Date of review.....