



Blue Sky Autism Project

Safer Recruitment Policy

1.1 Recruitment of Staff and Volunteers

Blue Sky would not exist without trained and motivated staff. They allow the services to run smoothly, timely and efficiently, however, we mustn't lose sight of the fact that anyone may have the potential to abuse children and young people. Therefore, all reasonable steps must be taken to ensure unsuitable people are prevented from working with children and young people. Sound recruitment and selection procedures will help to screen out those who are not suitable to work within our organisation.

1.1.1 Planning and Advertising

- Draw up a role profile which highlights key responsibilities of the role
- Decide upon the skills and experience that an individual will need
- Draw up a person specification
- Reflect our positive stance on child protection and equal opportunities
- Use application forms to collect information on each applicant



- Ensure that more than one official looks at each application form
- Ask for identification documents to confirm the identity of the applicant on attendance at interview.

(passport or driving licence are only accepted form of ID)

1.1.2 Interviewing

- Blue Sky will meet with all applicants in person for a thorough interview prior to any recruitment decisions are made
- Blue Sky will ensure that at least 2 members of the Board of Directors are present. It may be that 2 or more board members conduct interviews in the absence of members of staff

The interview will enable Blue Sky to explore further the information provided in the application form. The questions to be asked should be prepared in advance and should provide the applicant with the opportunity to recount previous experiences and give examples of how they have or would handle situations.



It's important to elicit information regarding an applicant's technical capabilities and is also necessary to explore their attitudes and commitment to child welfare. Listed below are examples of competency based questions that allow the candidate to demonstrate their experience relevant to the position.

- Tell us about any previous experience you have working with children
- Give a safeguarding related scenario and ask the applicant what they would do
- Ask directly if there is anything we should know that could affect your suitability to work with children or young people?

1.1.3 References

Blue Sky has a stringent policy on reference checks for all potential staff. Successful applicants will not begin the role without Blue Sky receiving satisfactory references. We require at least two professional references from individuals who are not related to the applicant.

One reference should be associated with the applicant's current or last place of work. Both referee emails need to be from a workplace address. Personal emails (gmail, yahoo etc) will not be accepted.

References should be followed up prior to any offer of appointment being made.



1.1.4 Disclosure and Barring Service

The DBS is a key process undertaken by Blue Sky in the recruitment procedure. Any applicant offered employment with Blue Sky it will be subject to a DBS application. Applicants will be asked to become a member of the DBS update scheme and staying current on the service forms part of staff contractual agreement. If an individual who is barred applies to for a DBS, Blue Sky will be advised by letter from the DBS service that the individual is barred from doing that that type of regulated work. If an applicant is barred Blue Sky will immediately retract the offer of employment.

1.1.5 Appointment of Staff

Prior to Blue Sky offering employment to an applicant they will consider all the information they receive via the application form, confirmation of identity, the outcome of all references and applicants joining the DBS Scheme. This information should then be considered alongside the outcome of the interview to make an informed decision as to whether to accept the application.



1.1.6 Post Appointment decisions

Once a new employer has been recruited the following action is taken:

- Any qualifications will be substantiated e.g. requesting original degrees/ qualifications and photocopies taken of certificates
- New staff are made aware and sign up to Blue Sky Support Services child protection policies and procedures, best practice guidelines and codes of conduct
- Successful applicants will undertake intensive training before working with any children
- A minimum 3 month period of supervision/observation or mentoring is used to support the new employee
- Blue Sky will arrange online certification in child protection for all staff within first month of employment and in person child protection training will be provided within second month.



1.2 Promoting Best Practice

Best practice is something that each member of staff should use in all their activities. Blue Sky CEO and Lead CPO Dr Ruth Glynne-Owen will ensure all member of staff have read and understood Blue Sky Policies on: -

- Child Protection

(all staff must complete NSPCC certification in child protection training within month 1)

- Health and Safety
- Staff code of conduct
- Procedures for reporting concerns about the welfare of a child
- Complaints and disciplinary procedures
- Information for Parents and Carers

2.1 Information Provided to Third Parties

Blue Sky respects the rights of stakeholders (clients, grant providers and linked education providers) to have access to information on individual staff members in order to meet any additional safeguarding requirements. However, alongside this Blue Sky have a commitment and a duty as employers to protect staff privacy. As such, no personal information will be provided to third parties without the express permission of staff members. This included, but is not limited to, DBS Update information, staff surnames, date of birth, address and copies of qualifications.



Any requests for staff personal information in regard to additional safeguarding checks will only be honoured in the case of education providers within whose premises Blue Sky staff have been asked to provide in person support. Personal information outside of an individual's qualifications and training will not be provided to clients or other stakeholders.

**Please see Privacy Policy, Data Protection Policy and Social Media Policy for further guidance on sharing of personal information between Blue Sky employees and Third Parties. **