



Safer Staff and Volunteers

Recruitment, Induction and Supervision

Applications, interviews and references

1. Cycloan Education and Restorative Approaches (CERA) will have a written recruitment, selection and induction policy.
2. An application form covering essential information, must be completed by everyone who applies for a post.
3. Face-to-face interviews will be held with anyone applying for a vacancy, involving more than one person and using a transparent scoring system.
4. All applicants must provide two references, two pieces of identification and original copies of necessary qualifications before appointment

Checking, Training and Ongoing Support

5. Enhanced DBS checks (with barred list checks for anyone in regulated activity) on each member of staff or volunteer whose work with children and young people renders them eligible for such checks.
6. Training on and/or raising awareness of safeguarding children for all staff and volunteers during their induction period.
7. A trial period of 3 months for all staff and volunteers, with a review before they are confirmed in post.
8. Regular supervision, support and annual appraisal for all staff and volunteers

Additional Procedures:

9. Clear person specifications and role descriptions for all posts.
10. Advertisements for all posts.
11. An information pack for people interested in each post.
12. A process for shortlisting candidates for interview, involving more than one person.

Cycloan Education & Restorative Approaches Ltd
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www.ceracycloan.co.uk

Registered in England Number: 8974225



13. An induction process for all new staff and volunteers

Recruitment, Selection and Induction Policy

This policy applies to anyone responsible for recruiting, selecting and inducting staff and volunteers in Cycloan Education and Restorative Approaches (CERA) and all who participate in shortlisting and interview panels.

CERA is committed to promoting the welfare of children and young people and keeping them safe.

We are also committed to equality, valuing diversity and working inclusively across all of our activities.

We aim to have a workforce that represents a variety of backgrounds and cultures who can provide the relevant knowledge, abilities and skills for our organisation.

The purpose of the policy:

- To recruit and select the best people available to join our workforce
- To take all reasonable steps to prevent unsuitable people from joining our organisation
- To recruit, select and manage our staff in a way that complies with legislation designed to combat inequality and discrimination
- To do all we can to achieve and maintain a diverse workforce
- To ensure that our recruitment and selection processes are consistent and transparent
- To ensure candidates are judged to be competent before we make them an offer of a job
- To ensure that new members of staff are given a proper induction

We recognise that:

- Our workforce is our most important resource
- Unsuitable individuals sometimes seek out opportunities via employment or volunteering to have contact with children in order to harm them
- Some groups face unfair discrimination in the workplace
- Children, young people and families benefit from our efforts to recruit and select a skilled and committed workforce from a diverse range of backgrounds
- New staff and volunteers cannot perform their role effectively unless they are inducted properly and receive ongoing support and supervision

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We will recruit and induct our workforce by:

- Advertising all posts through appropriate media and in a way that ensures that we attract high quality applicants from diverse backgrounds
- Providing an application pack with relevant information for anybody who expresses an interest in an advertised job
- Ensuring that all applications for both paid and volunteer positions are made using our standard application form involving more than one person to shortlist applicants for interview
- Having at least two people conducting a face to face interview with anyone we may want to appoint
- Incorporating the views and perspectives of children, young people, and families into the recruitment and selection process whenever appropriate
- We will obtain two references, two pieces of identification and original copies of any necessary qualifications from candidates
- We require that all staff and volunteers have an up-to-date relevant DBS check where their post is eligible for this (including a check against the barred list if the post involves regulated activity), and that staff and volunteers in such posts subscribe to the DBS online update service
- CERA will provide an appropriate induction for all new staff and volunteers
- CERA will ensure that all staff are made aware, during their induction period, of how to keep children and young people safe in our organisation
- All newly appointed staff and volunteers will be appointed on a 3 month trial period initially, with a review before they are confirmed in post
- Using the list of processes below to follow a consistent procedure for recruitment, selection and induction

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on:

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Signed: _____

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