

Safer Recruitment Statement

South England Exchange Ltd is committed to safeguarding and protecting all children and young people by implementing robust safer recruitment practices.

Process:

Stage 1: Review of role definition. Basis: [Exchange process flow chart](#) and [Who does what chart](#). The reviewed job description will be sent to candidates: [Role definition – area manager](#).

Stage 2: Advertise to encourage wide selection of applicants. Adverts must contain a clear indication of high safeguarding requirements to encourage suitable applicants and deter unsuitable candidates. Each advert must state that an enhanced DBS certificate will be required.

Stage 3. Send Job description, safeguarding policy and link to [Employment application form](#) to potential candidates who enquire.

Stage 4: Review applications checking skills and qualifications, employment gaps and motivation. Short-listed candidates are asked to complete a self-declaration form. References for shortlisted candidates are requested.

Stage 5: Invite candidates to interview with Safeguarding Lead and Deputy Safeguarding Lead. During interview, check ID, check mental and physical fitness for work, check right to work in the UK, collect and discuss self-declaration.

Stage 6: Make offer (conditional to reference replies and DBS clearance - note: DBS applications are made on the website www.ukcrbs.co.uk and every applicant agrees to undergo a check by clicking a consent tick box on this website). Check references ([Reference request – previous employer](#) and [Reference request - personal](#))

Stage 7. Exchange contracts.

Stage 8: On the first day of employment, arrange online induction training and allocate mentor.

Stage 9: Arrange a 1 to 1 supervision with Safeguarding Lead or Deputy Safeguarding Lead to take place 4 – 6 weeks after starting work.

The safer recruitment policy statement is to be read alongside other policies within our organisation. It sits under the wider Safeguarding Policy Statement.