



## Safeguarding Guidance - Safe Recruitment Policy

### 1. Employing staff/recruiting volunteers.

- When you first recruit a staff member or volunteer you should run an enhanced DBS check, interview them, check CV for any breaks, and take up two references.
- DBS checks should be re-done every three years; or when a staff member or volunteer has a significant change in their roles or responsibilities.
- Organisations should adopt the Guidance for Safer Working Practice for Adults who Work with Children and Young People (DCSF 2014) which is downloaded from

### 2. A childminder, teacher or other professional who already has a DBS check from elsewhere joins the provider's team on a time limited basis in a paid or voluntary capacity.

- Government guidance states that Ultimately it is for the employer to determine whether to accept previously-issued CRB/DBS checks, however JIGSAW Thornbury has decided to only accept DBS checks requested by them or other SGPC (between 2014-feb 2016)

### 3. A family arranges for someone they know to come to an event as a personal assistant for their child.

- You need a letter of evidence that they have been enhanced DBS-checked, had CV checked for any breaks, interviewed and two references taken up to provide that assistance. If they have, you do not need to run your own check. If they have not, it is your responsibility to run an enhanced DBS check, check CV for any breaks, interview and take up two references - as they will effectively become an adult in a position of responsibility with your whole group.

### 4. You engage someone from another organisation to run an activity for your group.

- Check that that person is qualified to undertake the task, is enhanced DBS checked and that their agency has a Child Protection policy and is insured to cover the activities being provided. You should get a letter from the provider to this effect.
- Be clear with the other organisation that you require them to take the lead responsibility for health and safety in relation to the activities they are leading; and that your organisation retains the overall responsibility for safeguarding and requires the other organisation to report all Child Protection concerns to you to deal with under your procedures and policy.

### 5. Disabled and non-disabled young people as participants and as volunteers.

- Where a young person attends an event as a participant, they do not require a DBS check. If a young person aged 16+ is designated with a role as a volunteer, that volunteer should be enhanced DBS checked, CV checked for any breaks, interviewed and have two references taken up before the event in the same way as any other member of the staff/volunteer team.

### 6. Contacting JIGSAW about safeguarding issues.

- If a safeguarding issue arises in relation to a JIGSAW's event, it is the responsibility of the organisation running the event to handle it according to its own procedures. Please also inform Tor Goodman. Should anyone ever have any safeguarding concerns about a member of the JIGSAW staff team, you can contact Tor directly on 07860647160

For further information, please refer to <http://www.proceduresonline.com/swcpp/southglos/index.html>

Or contact Tel. **01454 866000** weekdays or **01454 615165** - Out of hours/Weekends

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Further guidance available:

<http://www.safenetwork.org.uk>

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What to do if you re worried a child is being abused.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/190544/00374-2009DOM-EN.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/190544/00374-2009DOM-EN.pdf) (Safeguarding disabled children: practice guidance)

