

Safer Recruitment Policy

Solanki Brothers Council for Open and Distance Learning (SBCODL)

Purpose:

SBCODL is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. Our Safer Recruitment Policy ensures that all individuals recruited to work with us are thoroughly vetted to minimize the risk of harm to learners.

Scope:

This policy applies to the recruitment of all staff, volunteers, contractors, and any other individuals who may come into contact with children or vulnerable learners through SBCODL's programs.

Key Principles:

1. Commitment to Safeguarding:

All recruitment practices will emphasize the importance of safeguarding. This includes embedding safeguarding considerations into every stage of the hiring process to prevent individuals who may pose a risk from joining our organization.

2. Job Descriptions and Person Specifications:

Each role at SBCODL, especially those that involve contact with children or vulnerable adults, will include a clear job description and person specification outlining safeguarding responsibilities. All candidates must demonstrate their commitment to safeguarding in their application and interview.

3. Pre-Employment Checks:

SBCODL will conduct the following checks on all potential candidates before making any formal offers of employment:

- **Identity Verification:** Confirm the identity of the candidate through original documentation.
- **Qualification Checks:** Verify academic and professional qualifications relevant to the role.
- **Criminal Record Checks:** Conduct a Disclosure and Barring Service (DBS) check (or equivalent in other jurisdictions) for all staff working directly with children or vulnerable learners.
- **References:** Obtain at least two professional references, one from the candidate's most recent employer, verifying their suitability to work with children and vulnerable adults. References must be checked for safeguarding concerns.
- **Employment History:** Review the candidate's employment history and check for any gaps or discrepancies, which must be fully explained.

4. Interview Process:

All interviews will include specific questions related to safeguarding, and candidates will be assessed on their understanding and commitment to child protection and the safeguarding of vulnerable individuals. If concerns are raised during the interview process, further checks may be undertaken.

5. Post-Appointment Induction and Training:

Once appointed, all staff and volunteers must complete mandatory safeguarding training as part of their induction program. Ongoing training and professional development will be provided to ensure that safeguarding responsibilities are clearly understood and adhered to.

6. Monitoring and Review:

Safer recruitment processes will be reviewed annually to ensure they are up-to-date and comply with relevant laws and best practices. SBCODL will regularly audit recruitment files to ensure adherence to safer recruitment guidelines.

Recruitment of External Contractors:

When engaging contractors or external partners who may have access to children or vulnerable adults, SBCODL requires them to follow the same safeguarding and safer recruitment procedures, including providing evidence of appropriate background checks.

Reporting Concerns:

Any concerns regarding the recruitment process or the suitability of staff members must be reported to the designated safeguarding officer. Immediate action will be taken to investigate and resolve any issues.

Contact:

For queries or concerns about our safer recruitment process, please contact us at solankibrotherinstitute@gmail.com or call +91 9997874343.