

# Reading Families' Forum

*A voice for families of children and young people with  
special educational needs and/or disabilities*

## **SAFE RECRUITMENT OF PAID STAFF AND ENGAGEMENT OF CONTRACTORS**

When employing staff or engaging contractors, Reading Families' Forum will:

1. Write a clear job description (what tasks the applicant will do) and a role profile (what skills the person will be expected to have).
2. Use application forms to assess the candidate's suitability for the role.
3. Make it clear that the Forum has a commitment to safeguarding and protecting children and vulnerable adults.
4. Have a face-to-face interview with pre-planned and clear questions.
5. Include a question about whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children and vulnerable adults.
6. Check the candidate's identity by asking them to bring photographic ID.
7. Check the candidate actually holds any relevant qualifications they say they have.

Before confirming the candidate or contractor in post, the Forum will:

1. Apply for a Disclosure and Barring Service (DBS) check or examine the original paperwork and check the candidate on the DBS update service, whenever an employee has contact with children and/or vulnerable adults. An enhanced DBS check will be applied for whenever a candidate or contractor may be on their own with children and/or vulnerable adults and could be asked to escort a child or vulnerable adult to the toilet or provide other personal care.
2. Take up references, asking specifically about an individual's suitability to work with children and/or vulnerable adults.
3. Provide a copy of the Forum's safeguarding procedures and employee/volunteer code of behaviour (i.e. what is and is not acceptable behaviour in relation to children and/or vulnerable adults).

If a candidate has a criminal conviction, the decision whether to appoint or award a contractor will be based on the nature of the offence. The Forum's focus is on protecting children and vulnerable adults. Therefore, we would not appoint someone banned from working with children or who has offences related to violence, sexual assault, drug offences and fraud or any offence committed against a child or vulnerable adult. The final decision about whether a criminal offence should mean a

[www.readingfamiliesforum.co.uk](http://www.readingfamiliesforum.co.uk)

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candidate is not appointed or awarded a contract will be made by the Parent Carer Steering Group. A record of the decision and reasons will be stored securely and the information shared on a need to know basis only.

The Forum will keep DBS check numbers and check all employees and contractors on the DBS update service annually. If not on the update service, the Forum will renew the employee and contractors DBS check at least every 2 years.

Parent Carer Steering Group

November 2014

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