



## Screen South Recruitment Policy

### Introduction

This policy should be read with Screen South Equal Opportunities Policy and recruitment opportunities publicised and interviews conducted in a manner conforming with that policy.

In addition it is necessary to have additional preparation and planning when recruiting for staff, contractors or volunteers (referred to as Screen South associates) to work on projects which work mainly with children. For this purpose activity where Screen South associates work with children and young people (a child or young person under the age of 18); whether or not these are the same group of children and young people; is regarded as regulated activity and this should be borne in mind when recruiting .

### Application and Interview

- The application process will require a person to complete a Screen South application form.
- The form will be scrutinised for any unexplained gaps in employment and these followed up in interview, should a candidate be selected for that process.
- Any person wishing to work with children should have a face to face interview.
- At interview a standard question should be to ask why they wish to work with children.
- At interview the candidate should be asked about their knowledge of safeguarding and awareness of possible issues.
- At interview they will provide documentation to prove their right to work in the UK
- At interview they will be asked to provide 2 referees and if one of these is not previous employer an additional referee should be sought.

### Before Employment Commences

- When references are sought the full job specification should be included and referees asked if they know of any reason why the candidate would not be suitable for the role.
- Employment does not commence until references received
- For members of staff an enhanced DBS should be a requirement of employment for all staff.
- For contractors where it is not possible to gain an enhanced DBS that should be noted and adequate supervision put in place during the contract.

For more information visit <https://www.gov.uk/find-out-dbs-check>