

Growing Roots



Gardening for Personal Growth

RECRUITMENT POLICY

Growing Roots is committed to providing high standards in all our therapeutic horticultural projects and to safeguarding and promoting the welfare of children, their families and young people. This policy sets out the process for recruitment of permanent employees who will be working directly with children and young people.

Aims

- To ensure that safeguarding and welfare of children is included in each stage of the recruitment process
- To ensure that the best possible staff are recruited on the basis of their experience, knowledge, qualifications, abilities, personal qualities and suitability for the position
- To ensure that all applicants are considered equally and that no applicant is discriminated on the basis of race, colour, nationality, ethnicity, religion or religious belief, gender or sexual orientation, marital status, age or disability or on the subject of disclosure.

Recruitment process

- The advertisement will make clear Growing Roots' commitment to safeguarding and promoting the welfare of children and young people.
- Potential applicants will be sent a job description, person specification and application form. The job description will make reference to the responsibility for safeguarding the promoting the welfare of children and young people and will mention the requirement for an enhanced DBS check. The application form will state that posts working with children and young people are exempt from the provisions of the Rehabilitation of Offenders Act 1974. The person specification will ask for demonstration of suitability of working with children and young people.
- Shortlisted candidates will be interviewed by directors of Growing Roots, at least one of whom will have undertaken safeguarding training within the last three years and required to take part in one planning exercise and one interaction with a young person.

- Two references will be asked for and taken up for the candidate who is likely to be offered the post. References will be written. At least one should be from an employer with whom the candidate has most recently worked with children and one reference should be from the present employer.
- A Enhanced DBS check will be asked for and the successful candidate will be required to undertake Safeguarding Training, if she/he has not already done so within the previous three years.
- The successful candidate will be required to familiarise themselves with Growing Roots policies, Code of Conduct and Guidelines for Best Practice and to undertake any training required such as First Aid training.

March 2014

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