



**Appendix 1 of Safeguarding Policy**

## **Safer Recruitment Policy**

This policy has been developed for safer recruitment practices and procedures throughout My Guardians and to support the creation of a safer culture by reinforcing the safeguarding and well being of our guardianship students. We aim to ensure that the students in our care at all times experience a caring and secure environment. In pursuit of this aim, My Guardians undertakes the following:

### **1. DBS checks**

- My Guardians undertakes Enhanced DBS checks with barring on all its employees, including all adult members of host families aged sixteen years and over.
- Written permission is first sought and obtained from all employees and host families for such checks.
- A written assurance from taxi companies is obtained, confirming that all taxi drivers providing transfers to our students have been subjected to enhance Criminal Records Bureau checks (CRB checks) and other relevant checks are done.
- A central system for recording safer recruitment checks is established and maintained.

### **2. Safeguarding and Child Protection Training**

- My Guardians has a Child Protection Designated Person, who have received Level 3 Safeguarding Training and has responsibility for responding to Child Protection concerns raised by other guardianship personnel, parents or students.
- All other Guardianship Personnel, including hosts in homestay families receive Basic Awareness Training (Level 1 Safeguarding).
- All staff is retrained annually.

### **3. Homestay Families Recruitment and Supervision**

Before engaging the host family, My Guardians undertakes rigorous vetting procedures, which include the following:

- 1.1. The host family fills out Homestay Registration Form.
- 1.2. Safer recruitment interview and assessment always conducted.

My Guardians arranges a meeting with the host family in its home and undertakes a formal interview and assessment for hosting students. During the visit, the assessor asks to show around the house as well as around the exterior of the property and garden. Notes about the accommodation, facilities and garden always taken.

The assessor confirms with the host that all details on the initial registration form are correct, up to date and accurate.

The assessor asks to see the following documents and record the details of these

documents on the assessment form.

- a) Passport or Driving Licence: name on passport; date of birth; date of issue; date of expiry, passport number.
- b) Utility bill – current, within the last three months.
- c) Household insurance - date of issue and expiry date.
- d) Car insurance - date of issue and expiry date.
- e) Gas safety certificate provided by an engineer who is 'Gas Safe' registered and expiry date.

#### 4. *Host Family Interview:*

During the interview, the assessor asks questions relating to:

- Reasons for becoming a host family and previous experience
- Its attitude to hosting a student
- Its response to sickness, an emergency or bad behaviour
- Host's attitude to, and knowledge of safeguarding and child protection
- House rules
- Alcohol, smoking, substance abuse
- Electrical and gas safety
- Meals
- Use of the telephone, IT and Internet
- Laundry
- Transport

*All responses to those questions are formally recorded. Detailed notes are kept of all staff and homestay interviews. We have a secure and efficient method for holding records.*

- 1.3. Providing the interview is satisfactory, the assessor undertakes Enhanced Disclosure Barring Service Checks with barring on all host family members aged over sixteen years living in the household. Details of the person who undertook the checking and the date when the checks were completed are recorded.

#### 1.4. References:

*My Guardians will request and follow up on two written references from people who have known the candidate for a minimum of two years. For staff and/or volunteers, one of these references should be from the current or most recent employer. If this is their first job, at least one reference should be from a professional person. Referees may not be related to the employee. For homestays, at least one of these references should ideally be from a professional person and referees may not be related to the primary carer.*

*Once the references have been received, My Guardians will verify the source of the reference. If concerns are raised within the reference, My Guardians will address these by telephoning the referee, so any further questions can be asked. A log of the call will be placed on file. The references will be retained on file for the duration of contract/employment and then an agreed period of time afterward, normally 5-7 years. My Guardians shall check that information provided in references is not contradictory or incomplete. On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily. The referee will be contacted to provide further clarification as appropriate, for example if the answers are vague or if insufficient information is provided. They will also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies will be taken up with the candidate.*

*My Guardians use a single central record to store all safer recruitment checks in one place.*

- 1.5. Online Basic Awareness Training with AEGIS online training is organised for Primary Carer of host family.
- 1.6. Subject to successful safeguarding checks, the contract between My Guardians and host family is signed and dated and copies kept by both parties demonstrating the host family commitment to the agreement and acceptance of its responsibilities.
- 1.7. My Guardians provides host families with Homestay Handbook, which includes guidance on looking after students and the standards expected for the accommodation, meals and facilities provided. Safeguarding Policy and a Complains Procedure are send to host at same time.

## **5. Recruitment and Appointment of Staff**

*The wording of the advertisement will include: My Guardians is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.*

### **Notes to accompany the application form.**

Applications will only be accepted from candidates completing the application form in full. With the application form, please send an enclosed letter of application and full curriculum vitae.

Applicants should be aware that all posts at My Guardians involve some degree of responsibility for safeguarding children. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974, and therefore all convictions, cautions and bind-overs, including those regarded as “spent”, must be declared.

Before interview, we shall seek references on shortlisted candidates and may approach any previous employers for information to verify experience or qualifications.

Applicants should be aware that provision of false material is an offence and could result in an application being rejected. Applicants are asked to be aware that the interviews will include discussion of their suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications necessary or relevant for the post. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. All candidates invited to interview must also bring with them a valid driving licence or Passport and Utility bill.

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