Safer Recruitment Policy

Policy Statement

BMS Progress LLP (BMS) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees to share this commitment.

Safer Environments

BMS endeavors to develop and maintain an environment that prevents the appointment or employment of unsuitable people and challenges inappropriate behaviour.

Safeguarding and promoting the welfare of children, young people and vulnerable adults is an essential part of creating ‘safer’ environments.

In order to achieve this, we have vigorous recruitment and employment practices which comply with the following statutory duties:

- Rehabilitation of Offenders Act (ROA)
- Equality Act
- Disclosure and Barring Service (DBS) Code of Practice
- Safeguarding Children and Vulnerable Adults Legislation
- Protection of Freedoms Act

Commitment to Equality

One of the main purposes of the policy is to ensure that all recruitment and employment decisions follow a standard process which is a fair, rigorous, consistent, transparent and a legitimate assessment of whether an individual should be prevented from working with children and young people/or vulnerable adults. It aims to ensure that people who work/apply to work for the company are not discriminated against.

General Principles

The Safer Recruitment Policy is designed to demonstrate our commitment to safer recruitment and employment.

It is underpinned by a commitment to the following principles:

- Safeguarding children and young people and the protection of vulnerable adults.
- A duty of care to our employees, prospective employees and learners.
- Adherence to a system of safeguarding that is proportionate, unbiased and effective.
- Maintaining confidentiality standards about individual’s DBS Disclosure information
- Any abuse of the procedures within this policy will be dealt with through disciplinary procedures.

Aims and Objectives of the Policy

- To demonstrate our commitment to safer recruitment and employment.
- To comply with current legislation, statutory duties and codes of practice.
- To protect children, young people and vulnerable adults within our organisation and those who are learners.
- To give assurance that unsuitable people are prevented from working or with children, young people or vulnerable adults within the organisation.
• To make clear the standards to which the company is expected to work to.
• To ensure that employees and prospective employees understand what information in relation to criminal offences needs to be disclosed.
• To ensure that pre-employment checks are satisfactorily completed prior to appointment.
• BMS will apply for 2 references for each new member of staff.
• For staff tupe’d over from BMS Performance Ltd with over 3 years’ service references will not be needed as their character, work ethic and suitability for role re safeguarding is evident from their time with BMS Performance Ltd, and will also be supported by their DBS check.
• BMS will obtain 2 pieces of ID and 1 proof of address as evidence of right to work in the UK from all staff members.
• BMS will undertake DBS Disclosure self-declarations of all staff members every 3 years.
• BMS will deal with positive DBS Disclosures on a case by case basis in a fair and indiscriminate manner.
• BMS will monitor procedures and to ensure that attention is taken in recruitment and employment practices.
• BMS will provide updated training on safeguarding every 2 years.

Awareness

All employees must be made aware of, and understand the need for, the company’s policies which relate to the wellbeing and safety of children, young people, vulnerable adults, employees and prospective employees.

We will send out a clear message about our commitment to safer recruitment and employment and ensure that there is an ongoing culture of vigilance within the organisation.

Monitoring and Review

The Safer Recruitment Policy will be reviewed every year or as and when required, due to legislative changes or if an issue arises around its effectiveness.