

Gympanzees Safe Recruiting Policy

Aims:

Gympanzees will aim to have a workforce that represents a variety of backgrounds whilst providing the relevant abilities and skills for our organization.

Our recruitment policy will aim to select the best people available and also prevent unsuitable people from joining. This policy will be transparent and consistent. It will ensure that all candidates are judged to be suitable and competent before they are made an offer of a permanent placement.

Principals:

Gympanzees recognizes that our workforce is our most important resource.

It also recognizes that unsuitable individuals may seek out opportunities with us in order to access children/young adults/adults at risk and cause them harm.

It acknowledges that new members of the team will need proper induction and then ongoing support and supervision in order to fulfill their role effectively.

Procedures:

1. Recruitment - Gympanzees will recruit with suitable advertising, giving relevant information for an application.
2. Interviews will be rated and recorded referencing the criteria in the Competence Grids.
3. Interviews will be carried out by 2 members of Gympanzees.
4. References – two references will be taken for each interviewed candidate. They will have been taken up before the candidate starts work.
5. Identity checks - Two pieces of identification 1 photo e.g passport/driving license and 1 utility bill/bank statement less than 3 months old to verify address. These will have been confirmed before the candidate starts work.
6. Checks – All staff and volunteers will have an up-to-date DBS check at a level required for their role.
7. All appointments will have a trial period with a review before they are confirmed in post.
8. Induction – All staff and volunteers will be taken through an induction when they start with Gympanzees. This will include a clear explanation of health and safety

issues, and our safeguarding policy and procedures. Records of these inductions will be retained and new staff will be asked to sign them to confirm they have taken place.

Insurance:

Gympanzees will provide a safe workplace and all relevant risk assessments will have taken place.

All volunteers will be covered by Gympanzees Liability and Public Liability Insurance from Case Charity Insurance – Policy number: 021105/11/20

Disclosure and Barring Service:

Access to the DBS service is subject to legislation with standard, enhanced and Barred list checks required depending on the nature of the duties of the specific position.

Gympanzees have a contract with Bristol City council to act as their Umbrella Body for making these essential checks.

E S Scholey 13.01.2021

