



Safeguarding Recruitment Policy

My responsibility as a recruitment officer is to ensure that candidates and clients understand how to safeguard themselves.

I have received training on safeguarding children and employees when working in the childcare industry, which included being the safeguarding officer/lead for the nursery settings that I have previously managed.

For the purpose of this policy;

- 'Agent' refers to Chelsea Willetts.
- 'Client' refers to the persons who require the use of the agent's services to find an employee.
- 'Candidate' refers to the applicants applying for a position with the agent.

Client and Agent

- The agent **must** speak with the client over the phone, video call or meet in person.
- The agent will not take on new clients until one of the above procedures has happened first.
- If the agent and client have not met in person, it is requested that the client send a scanned form of ID to the agent, to confirm identity. This would not be kept on file and will be deleted.
- Clients must share their full name, address and contact number, as per the registration form. (details will not be shared publically)
- The agent will inform the client of the candidate Enhanced DBS status prior to interviewing.
- The agent will ensure all candidates are over 18 years of age.
- The client has the option of a video call or face to face interview with the candidate. If one prefers video call first, that will be the first style of interview.
- Face to face interviews are commonly held at the client's home address, however it is suggested by the agent that a public place is first used, such as a local coffee shop.
- If the candidate does not arrive for their interview, the client must inform the agent immediately.

- It is suggested that the client always offers a paid trial day before formally offering the position.

Agent and Candidate

- The agent will ensure that all applicants have a valid Enhanced DBS on the DBS update service
- Applicants that do not have an up to date enhanced DBS will need to apply for a new one
- The agent will suggest that the candidate join the update service and explain how
- Candidates must provide a form of ID when registering
- The agent will offer a choice of video call or in person interview to the candidate when registering and when meeting clients. *during Covid19, the agent is only carrying out video calls until further notice *
- The candidate has the option of a video call or a face to face interview with the client. If one prefers video call first, that will be the first style of interview.
- Candidates have the right to ask for their face to face interview to be held in a public place.
- The agent requests that a text message is sent to the agent to confirm safe arrival at the meeting point. This can be sent to 07763 251836.
- Candidates should inform someone of their interview date and time and the agents contact details.
- It is suggested that nannies get nanny and public liability insurance.
- It is suggested that candidates complete a safeguarding course to protect themselves and the children they may work with.
- It is advised that candidates do not accept offers of the position at the interview and that a trial is carried out first.

Client and Candidate

- Clients should not leave their children unsupervised with the candidate upon first meeting, or until a DBS has officially been completed.
- Candidates should not accept any food or drink from the client during their interview
- Candidates should have their phone easily accessible during their interview, but switched to silent. E.g. in a pocket.
- Clients should remind candidates to send a safe arrival text to the agent.

- Client should explain their preferences of the candidate taking photos and videos during the interview, if successful. E.g. whether the client is comfortable with the candidate taking photos of their child's development and sending this to the client during the day. This should be included in the contract offered to the candidate.
- Clients should refrain from offering the position during an interview