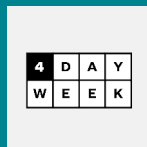




ESG Gaming

Safe Recruitment Policy



Version control:

Version control: Written and adopted January 2023 | Date Reviewed January 2024 | Next Review date April 2025.



Safe Recruitment Policy

Introduction

The purpose of this policy is to set out the minimum requirements of a recruitment process for employees of ESG Gaming that aims to:

- ✓ attract the best possible applicants to vacancies;
- ✓ identify and reject applicants who are unsuitable for work with vulnerable adults or the elderly.

Statutory Requirements

Where there are some statutory requirements for the appointment of some staff in community and outreach centres, they must always be met, recognising that those requirements will change from time-to-time. ESG Gaming does not deliver any activities which are considered to be regulated.

Identification of Recruiters

Subject to the availability of training, ESG Gaming will move towards a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

Inviting Applications

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“ESG Gaming is committed to safeguarding vulnerable adults and the elderly. All postholders are subject to a satisfactory DSB (Disclosure & Barring Service) check where appropriate.”

Prospective applicants will, as a minimum, be supplied with or given access to (eg: on ESG Gaming’s website) the following:

- ✓ job description and person specification;
- ✓ Small Organisation Support’s safeguarding policies;
- ✓ Small Organisation Support’s safe recruitment policy;
- ✓ the selection procedure for the post.

All applications must be in writing (by e-mail).

Short-listing and References

Short-listing of candidates will be against the person specification for the post.

References will be sought directly from the referee and taken before a job is formally offered. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.



Referees will always be asked specific questions about:

- ✓ the candidate's suitability for working with vulnerable adults or the elderly;
- ✓ any disciplinary warnings, including time-expired warnings, that relate to the safeguarding;
- ✓ the candidate's suitability for this post and examples of their work.

The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face or via Teams.

Candidates will always be required:

- ✓ to explain satisfactorily any gaps in employment;
- ✓ to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- ✓ to declare any information that is likely to appear on a DSB (Disclosure & Barring Service) check;
- ✓ to demonstrate their capacity to safeguard and protect the welfare of vulnerable adults and the elderly where appropriate.

Employment Checks

All successful applicants are required:

- ✓ to provide proof of identity;
- ✓ to complete a DSB (Disclosure & Barring Service) check and receive satisfactory clearance as appropriate;
- ✓ to provide actual certificates of qualifications;
- ✓ to complete a confidential health questionnaire;
- ✓ to provide proof of eligibility to live and work in the UK.

Induction

All staff who are new to ESG Gaming will receive induction training that will include ESG Gaming's safeguarding policies and guidance on safe working practices.

Regular meetings will be held during the first three months of employment between the new employee(s) and the appropriate manager(s). The probation period at ESG Gaming is six months, which can be extended.



ESG
Gaming



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