

Safer Recruitment Policy



Introduction

MindScape London provides diagnostic assessment, training, clinical, and educational support to neurodivergent children, young people, and adults, along with their families and broader support networks. Our blended team consists of clinicians, educational staff, and individuals with lived experience.

Company Address: SELCROFT ROAD LONDON ENGLAND CR8 1AJ

Company Registration Number: 15709269

Policy Statement

MindScape London has adopted this Safer Recruitment Policy to ensure the safety and well-being of our clients. This policy applies to all staff, leads, directors, volunteers, students, and anyone working on behalf of the company. Every adult involved with the company is expected to support and comply with this policy.

Aims of the Policy

The primary aims of the Safer Recruitment Policy are to:

- Deter, identify, or reject individuals who might misuse their position or are unsuitable for working with our clients.
- Maintain appropriate procedures for staff appointments.

Recruitment Policy Objectives

- Recruit the most suitable staff based on merit, skills, and suitability for the role.
- Ensure equal and fair consideration of all job applicants, without discrimination.
- Uphold fairness and prevent unfair treatment based on various characteristics.
- Fulfil our commitment to safeguarding and promoting the welfare of our clients through comprehensive pre-employment checks.

Responsibilities

Director and Leads involved in recruitment are responsible for:

Date of review: 21st of July 2024

- Operating safe recruitment procedures and conducting necessary checks on staff and volunteers.
- Monitoring contractors and agencies for compliance.
- Ensuring the welfare of our clients throughout the recruitment procedure.

Regulated Activity Definition

Positions undertaken for the company constitute 'regulated activity' if they occur frequently (once a week or more) or meet the 'period condition' (four times or more in a 30-day period) and involve contact with clients.

Recruitment and Selection Process

- Positions are advertised widely to encourage diverse applicants, using online job boards, social media, and the company website.
- All applicant information is treated confidentially under the Data Protection Act (DPA; 2018).
- Applications are processed through the Indeed recruitment platform, promoting accessibility.
- Applicants are asked to declare convictions and their suitability for working with vulnerable populations.
- References are requested post-interview and subject to satisfactory review.

Interviews

- Interviews are conducted virtually or in person with a minimum of two interviewers.
- The interview assesses candidates' abilities and their alignment with job descriptions and specifications.
- Past disciplinary actions or disclosures are discussed, evaluated, and considered during the interview.

Offer of Appointment and New Employee Process

- Offers of employment are conditional on various checks, including DBS, references, and qualifications.
- The Rehabilitation of Offenders Act 1974 does not apply to positions involving working with children or young people.
- DBS checks are conducted for all employed positions; subcontractors must provide relevant DBS certificates.

Overseas Checks

- Foreign nationals may be sponsored in accordance with UK Visas and Immigration (UKVI) requirements.
- Applicants who have lived abroad for over three months require criminal records checks from relevant countries before commencing work.

Induction Programme

Date of review: 21st of July 2024

- New employees receive an induction program covering company policies, including safeguarding, data security, and governance processes.
- Clear expectations and company values are communicated during the induction.

Ongoing Employment

- MindScape London recognizes safer recruitment as an ongoing process and provides continuous training, development, and support to its workforce, identified through annual reviews and appraisal processes.