



Red Lion House Charity

Charity Number; 1176422

Employment Policy

This policy contains three sections:

1. Safer Recruitment
2. Supervision
3. Lone Working

1. Safer Recruitment

The aim of this section is to outline Red Lion House Charity's recruitment procedures for all staff in line with recommended best practice. The policy forms an essential part of the charity's efforts to safeguard children, young people and vulnerable adults.

The recruitment processes consist of several stages

1.1 DEFINING THE ROLE

- there will be a written job description and person specification for each post
- both documents will include a statement about skills/behaviours/experience and attitude necessary for the post
- the job description will outline clear boundaries of role
- the job description describes what responsibility and opportunity for contact with vulnerable groups there are in the role
- the job description will include statements about safeguarding responsibilities of the post

1.2 ADVERTISING

- adverts will state the charity's commitment to safeguarding and the possible need for DBS disclosures.
- all candidates will be sent information about the organisations Safer Recruitment practices

1.3 APPLICATIONS

- all applicants must complete the Red Lion House Charity application form and include a CV

- a personal statement which outlines how the applicant meets the person specification should be included
- applicants must sign the declaration at the end of the application form. If the application form is returned by email, the applicant must sign the application at interview
- the recruitment panel will ensure that there is full history since leaving school
- any qualifications shown on the application form must be supported by certificates
- two references will be taken up (using a request pro forma), ideally on those candidates shortlisted for interview, before the interview takes place. If not feasible, any offers of employment will be conditional until satisfactory references are received.

1.4 SELECTION CRITERIA

- the shortlisting criteria will be based on the person specification and job description
- it must be consistent for all candidates
- two people always shortlist to identify gaps in employment, inconsistencies or disclosures
- if DBS is required applicants will be asked on their application form if there is anything that they would like to declare which may come up on their DBS check

1.5 REFERENCES

- two references will be asked for on the application form, one should be from a previous employer
- all references ask about anything of concern during employment
- checks on the reference request form will confirm details on application form such as periods of employment, reason for leaving etc

1.6 DBS

- if required, any offer of employment will be conditional on a completed check
- the level of disclosure requested (standard or enhanced) should reflect the nature of the duties of the post and degree of contact with children/young people/vulnerable adults

1.7 INTERVIEWS

- all interviews will be conducted with at least 1 panel member who has had safer recruitment training
- the questions in the interview will be structured with previously agreed criteria designed to ascertain the candidate's ability to meet the requirements of the post as per the person specification and job description
- during the interview there will be a Safeguarding question to ascertain understanding of work patterns around groups using the facility
- frequent changes in employment will also be queried

1.8 AREAS OF POTENTIAL CONCERN

These are areas that may come out in the interview which would give rise to potential concerns about a person's suitability for the position:

- vagueness about experiences and inability to give any examples to support what the candidate answers
- no understanding of Safeguarding in relation to children/young people/vulnerable adults
- maverick, non-rule following and unwilling to work with others

1.9 CRIMINAL RECORD

A judgement must be made about suitability, taking into account only those offences which may be relevant to the post in question. In deciding the relevance the following should be considered:

- the nature of the appointment
- the nature of the offence
- the age at which the offence took place
- the frequency of the offence

1.10 APPLICANTS FROM OVERSEAS

- the same checks will apply to applicants from overseas and those who have lived outside the UK in the same way as for those residents in the UK.
- the right of an individual to work in the UK has to be established by Red Lion House Charity.

2. Supervision

The aim of this section is to create a supportive environment for all workers.

The key features of supervision in our establishment are to:

2.1 REVIEW WORK DONE.

- Work done over the last period needs to be acknowledged.
- Strengths, weaknesses and future opportunities need to be discussed.

2.2 ACCOUNT FOR WORK

- the supervisor ensures the staff member is working to satisfactory standards.
- time sheets showing work carried out to be regularly reviewed.
- is the job being performed to an acceptable standard?

2.3 SUPPORT

- are training and development needs being met?
- issues can be raised informally or by correspondence

2.4 DEALING WITH DIFFICULTIES

1. Discuss problems, do not avoid them, however difficult.
2. Pinpoint problems and seek constructive solutions.
3. Meet if necessary. Do not wait.
4. Consider what each party is doing to contribute to the situation.
5. Acknowledge who the difficulty lies with specifically.
6. Raise the matter with the Trustees if supervision is not happening regularly or satisfactorily.

3. Lone Working

Red Lion House Charity recognises that at times a staff member or some of its volunteers may need to work alone. The aim of this section is to ensure that appropriate measures are in place to provide safe systems for those who work alone.

3.1 DEFINITIONS

- Lone Workers' are those who work by themselves without close or direct supervision. (Source: Health and Safety Authority)
- Lone working refers to situations where a member of staff or a volunteer is alone, physically isolated and without access to immediate assistance.

3.2 PERSONAL SAFETY

All reasonable precautions must be taken by individuals to ensure their own safety. 'Reasonable precautions' might include:

- avoiding working alone if not necessary
- where possible the final two people should leave together
- ensuring someone knows where you are and when you are expected home
- access to a mobile phone
- locking the outside door when alone in the building
- avoiding where possible poorly lit or deserted areas
- taking care when entering or leaving empty buildings, especially at night
- ensuring that items such as laptops or mobile phones are carried discreetly
- ensuring you know the location of exits and entrances

For more information see the Suzy Lamplugh Trust website - Lone Working:

<http://www.suzylamplugh.org/personal-safety/personal-safety-tips>

3.3 LEGISLATION

- The Safety Health and Welfare at Work Act, 2005 requires all employers to provide among other things, safe places and safe systems of work.

- Section 19 of the 2005 Act requires that an employer shall, in identifying hazards and assessing risks, take account of particular risks, affecting employees, working alone at the place of work or working in isolation at remote locations.

3.4 RISK ASSESSMENT

A risk assessment for lone working should be produced taking into account:

- the environment – including the security and access
- the context – including the nature of the task
- history – any previous incidents in similar situations
- where there is any reasonable doubt about the safety of a lone worker in a given situation, consideration should be given to making other arrangements.

3.5 BUILDING SECURITY

- To ensure the safety of all staff the building the external door is to be kept locked as a safety precaution when working alone.
- Access to the building will only be available to designated key holders.
- A process for access to keys will be agreed with regular hirers.

This policy needs to be read in conjunction with:

Equality and Diversity Policy

Safeguarding Policy

Health and Safety Policy

Prevention of Bullying and Harassment at Work Policy

Whistleblowing Policy

Agreed by the Red Lion House Charity

Date January 2025

Review Date January 2028

Signed 