

Criminal Convictions Policy

Policy

When recruiting staff, SNA 247 Support Services will check they are suitable to work with young people. They then undergo all the required to have a DBS (formerly CRB) enhanced check. We follow up character/employment references.

Candidates who are successful in interviews are invited for a trial session to see their interaction with our young people. We may then offer a 6-month probationary trial period. During this time staff are introduced to all aspects of daily duties & activities and complete their in-house training.

There is a staff handbook which provides further guidance on tasks, responsibilities, and procedures. This will be added to according to changing needs or issues that require further clarification or if new training/information arises or legislation passed.

During regular reviews, management identify any areas where the individual is meeting standards, further training is needed and set targets with timescales, which the staff member agrees to meet. Staff will be introduced to the young people and their social worker. Staff who are within their 6-month probationary period or are less than a level 3, are required to work under the supervision of management. Staff may be required to undertake child protection training, first aid training & food safety training as part of their ongoing targets and will be given opportunities to access further related training. Staff is given regular reviews and an annual appraisal, which are recorded in writing.

Students On Work Experience

While our insurance covers SNA 247 Support Services to take on work experience students, they would never be left in sole charge of or left unsupervised with any young person. We would request to meet the student and discuss their role. If we feel they are a suitable candidate, then they will be asked to attend an induction session prior to their placement commencing. If at any point SNA 247 Support Services management feel their presence is (or is likely to be) in any way detrimental to the young person's care or welfare, their placement would be terminated immediately.

Disqualification

No person found to have been disqualified from working with children will be allowed to work or to be on the premises during working hours. No visitors whether known or unknown will be left unsupervised with young people as a precautionary measure for safeguarding.

If any current staff or potential applicant disclose a partner or family member has/is to have a prosecution relating to children (or any other matter that they are concerned about) we will take any appropriate action required.

Procedure

The manager must decide upon each individual case and should refer to a director of the company in every case where a person who applies for a job has a criminal conviction. In that situation the following considerations will be made:

- 1) When was the criminal conviction made?
- 2) What was the offence?
- 3) Were there any circumstances?
- 4) Does the nature of the offence indicate any potential risk to any young person's, stakeholder or member of the public?
- 5) Would the fact that the employee had the criminal conviction, prejudice adversely the reputation of SNA 247 Support Services with any young person or with other members of the public?
- 6) Does the applicant demonstrate remorse?
- 7) Is the applicant likely (in the eyes of the manager and the principal) to offend again?

In the light of these answers, the manager and the principal *may* choose to appoint someone who has a criminal record if they are comfortable that there is no increased risk to young people or the general public.

If however, an applicant should declare at interview that they do not have any criminal convictions ('spent' or otherwise) and a subsequent Criminal Records Bureau check indicates this to be untrue, their employment is terminated forthwith. This inaccuracy is viewed as gross misconduct.

It may be that from time to time the Commission for Social Care Inspection may review their interpretation of the National Minimum Standards and that the new interpretation states that criminal convictions are unacceptable. If that is the case then that ruling will take priority.

