

## Safer Recruitment Policy

S.O.G.A is an administrative organisation which provides a worldwide guardianship service to children and young people who require a locally based guardianship. Currently S.O.G.A does not employ staff. Administration is worked with self-employed persons and host families.

**Rationale** S.O.G.A recognises that recruitment and selection decisions are crucial to the organisation's success, as a professional and reputable guardianship organisation. It also recognises the importance of working in accordance with the Scottish Government's policy, legislation and statutory guidance in relation to Child Protection.

**Aim** As S.O.G.A works with children and young people the primary emphasis must be on ensuring their safety. S.O.G.A is committed to ensuring that all those working with or alongside the organisation have the necessary skills, knowledge and behaviours to deliver services which reflect the values and strategic objectives of the organisation.

It also supports Scottish Ministers' expectations that employers will work towards continuous improvement of their safer recruitment practice in relation to those who will work with the most vulnerable people.

Approaches brought in through the Protection of Vulnerable Groups (Scotland) Act 2007 are a key point in stopping people who are unsuitable from gaining access through work to children or protected adults All host families and volunteers are required to have been PVG (protecting vulnerable groups ) checked..

**Principles:** S.O.G.A will always make sure that processes followed will be Fair and consistently applied across the organisation

- Non-discriminatory on grounds of age, disability, gender, sexual orientation
- Compliant with legislative requirements and Care Commissions guidelines

**To ensure that these principles are achieved:**

- The director or a nominated person will attend parents' evenings and training sessions offered by the schools and circulate the information to host families as appropriate.
- Information received from Perth and Kinross Council, Aegis, (Our governing Body for Guardianship) BSA training (Boarding School Association) Partner schools (Boarding schools out students attend) with regards to training sessions, good practice legislative updates or any other relevant information will be circulated to host families as appropriate by email..

All members of SOGA will have SAFEGUARDING , PREVENT ,FIRST AID and HEALTH AND HYGIENE training to basic awareness level, which once completed must be renewed every

three years .All members will be offered access to further their knowledge through training as above.

## The Recruitment Process

SOGA does not employ staff but, the organisation is responsible for ensuring that anyone associated with the business is committed to safeguarding the young people

In order to ensure this the following process is followed

1. Contacts are recruited through recommendations from those already associated with the business or through known friends..
2. Contacts are then approached, and informal discussion takes place regarding the aims of the organisation, responsibilities to safeguarding our students and the task required.
3. A formal visit is arranged where the appropriate documentation is completed (i.e. host family application form) and apply for a PVG (The Protecting Vulnerable Groups (**PVG**) membership **scheme** is managed and delivered by Disclosure Scotland. where necessary .Not necessary if already holding a PVG for Childcare.
- 4.The application is only accepted when the references (two given by the applicant will be contacted )and any further relevant documentation checks (Possible doctors health check) are followed up. The application is forwarded to CHILDSAFE, an umbrella company for applications for PVG certificates or enhanced disclosure , Scott Robertson, Carnoustie, Angus, Scotland. DD7 6GQ In Scotland for application. PVG certificate or enhanced disclosure is compulsory for all adults who will be resident in the home of any host during the student's stay.(Adult over 16 years of age)
- .5 Offers for additional Training , links from AEGIS, BSA , Perth and Kinross Council and EVENT in Perth are forwarded to contacts/hosts/other interested parties , meetings will be ongoing throughout the academic year this may be as a group or individually .

The DSL Mrs Pam Keracher will ensure that all members of staff, volunteers and homestays receive appropriate safeguarding training to basic awareness level . This can be done online or in person. All SOGA host members on confirmation of hosting any student will receive safeguarding updates and a reminder of their safeguarding duties, to be vigilant during the students stay , knowing the DSL, Mrs Pam Keracher and the DDSL Mr Peter Keracher are here and available if needed.

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Hosts will also forward a short holiday report on the physical and mental wellbeing of each student to the DSL Mrs Pam Keracher who will file a computer copy of the report in the students locked name file.

On return to school , Mrs Pam Keracher will write a short holiday report to all parents and house parents . The report will highlight the good factors of the holiday, but also gives her an opportunity to flag up any worries. As per the safeguarding policy.