

Approved Supplier Policy and Procedures

Safer Recruitment

Safeguarding young people and quality recruitment of trainers is paramount to Sunshine Sunflower Foundation. It is our policy to ensure that all relevant checks are carried out by staff that are trained in procedures and understand their responsibilities.

We thoroughly vet all our staff to ensure suitability. Checks are completed prior to the first placement and are repeated during service as required.

The following checks apply to all staff and are completed prior to commencing training of young people at Sunshine Sunflower Foundation:

- Face to face interview
- Hold Current DBS
- Overseas police clearance or letter of good conduct if they have been out of the country for 3 months or more in the last 5 years
- Qualifications verified - Level 2 Horticulture/Landscape Gardening (extensive relevant experience also considered)
- Experience of working with young people
- Two written references
- Have permission to work in the UK
- Identity checks (Proof of ID and Address in line with the DBS regulations)
- Health declaration
- Declaration to state they understand policies and procedure for Sunshine Sunflower Foundation particularly Safeguarding and Child Protection Policy, Data Protection Policy, Health and Safety Policy

Ongoing checks throughout the duration of employment include:

- Annual DBS check
- Up to date training provision (including Safeguarding, Data Protection, Prevent and H&S)

Staff Training and Policy Reviews

We are committed to ensuring that staff and safeguarding leads are fully up to date with local and national procedures. Any changes to safeguarding guidance are identified early through communication from Kirklees Local Authority, DfE or Safeguarding boards and rolled out immediately.

DSL attends regular safeguarding training to ensure we are operating best practice and are constantly assessing the effectiveness of SSF policy and procedures.

Staff during induction complete full safeguarding awareness training and training on managing an allegation. Safeguarding updates are sent out to all staff as required.

Staff are aware of the designated safeguarding lead and what their duties are to protect the welfare of children.



Recording and Managing Confidential Information

SSF follow the Data Protection Policy Act (1998). In addition to this we account for heightened data protection procedures when dealing with sensitive information including information related to safeguarding.

- Details of an allegation are recorded on a candidates file.
- Further details are recorded on a safeguarding allegations form. This includes sections for all areas of an allegation and includes the concerns/allegations of abuse, harm or neglect, contact details for involved parties, steps to be taken in the allegation and outcome details. This form is kept securely with the candidates file with a safeguarding officer.
- SSF is committed to managing confidential information safely. Our physical paperwork is securely stored, our electronic information if password protected and shared only with authorised personnel. Data is transferred securely. Shared when necessary with staff and 3rd parties that play a role in the multiagency approach.
- Staff and young people have a right to confidentiality. We will only share information in order to follow safeguarding commitments and ultimately where necessary to protect young people from the risk of harm.

Date written: 8th November 2023

Signed:  D Lumb –Director

Trustees

Signature 1: Name: Les Mettrick (Chair) Date:

Signature 2:  Name: Lee Paxton Date:

Signature 3:  Name: Hayley Sykes Date:

Signature 4:  Name: Jackie McGregor Date: