

# Merton Mencap Standards

## No 1. Safer staff and volunteers – recruitment, induction and supervision

### Our statement:

Merton Mencap believes that the people who run our organisation are our most important asset. Good recruitment, induction and supervision processes help to show our staff (employees, bank workers and volunteers) and all who use our services how much we value children's safety and wellbeing.

### Our basic commitments:

- We have a written recruitment policy and procedure, which sets out how we recruit, induct and supervise our staff and volunteers
- All staff (employees, bank workers and volunteers) applying to work for Merton Mencap must complete an application form
- We hold face to face interviews with anyone we may wish to appoint, involving more than one person and using a transparent scoring system
- All offers of employment and volunteering are subject to two satisfactory references, two pieces of identification and copies of necessary qualifications

- We complete our own enhanced DBS disclosures for all staff (employees, bank workers and volunteers) through Royal Mencap Society
- All staff (employees, bank workers and volunteers) are made aware, during their induction period, of our safeguarding procedures
- All staff (employees, bank workers and volunteers) are required to work a probationary period before an offer of employment is confirmed
- We provide supervision and appraisal for people working for us

### **Our additional commitments**

- We have clear person specifications and job/role descriptions for all posts
- We advertise all vacancies (except for short-term cover)
- We make sure that an application pack is available to everyone wanting to work for us - which includes a person specification, job/role description, application form, equal opportunities monitoring form and DBS self-disclosure form
- Our process for shortlisting candidates for interview involves more than one person
- Where possible, we involve people who use our services to take part in interviewing

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### **Record of adoption and review of this Standard:**

**Adopted: 2 June 2011**  
**Reviewed: 29 April 2014**