

## Safer Recruitment Guidance

<b>Written by:</b>	Simply Third Sector Ltd
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Steps to safer recruitment:	Achieved	Developing	Not in place	Prioritised actions for quality improvement: (What needs to happen?)
<b>Planning and advertising:</b>				
<p><b>Clear job description in place</b></p> <p><b>That states:</b></p> <ul style="list-style-type: none"> <li>• The main duties of the post.</li> <li>• The extent of contact/responsibility for children and young people/vulnerable adults.</li> <li>• The individual's responsibility for promoting and safeguarding the welfare of the children/young people/vulnerable adults.</li> </ul>				
<p><b>Personal specification in place</b></p> <p><b>This includes:</b></p> <ul style="list-style-type: none"> <li>• The essential and desirable qualifications and experience.</li> <li>• Other requirements needed to perform the role in relation to working with children and young people/vulnerable adults.</li> <li>• The competencies and qualities that the successful candidate should be able to demonstrate.</li> </ul>				
<p><b>Post advertised as widely as possible</b></p>				
<p><b>Advert states:</b></p> <ul style="list-style-type: none"> <li>• Commitment to safeguarding children/vulnerable adults.</li> </ul>				

<ul style="list-style-type: none"> <li>• The need for the successful applicant to undertake an enhanced criminal record check.</li> <li>• That proof of identity will be required.</li> </ul>				
<p>Final date stated for applications and interview date if known</p>				
<p>Advert states that referees will be contacted prior to interview</p>				
<p>Standard application form used obtain a common set of core data</p> <p>It seeks to obtain:</p> <ul style="list-style-type: none"> <li>• Identifying details of the applicant including current and former names, current address, and National Insurance Number.</li> <li>• N.B. To comply with the Equality Act 2010, recruiting bodies may wish to adopt a practice that the date of birth should not be included on the main application form, but added to a diversity monitoring form, which can be retained by HR/Personnel and not made available to those involved in the short-listing process.</li> <li>• A statement of any academic and/ or vocational qualifications with details of awarding body and date of award.</li> <li>• A full history in chronological order since leaving secondary education, including periods of any post-secondary education/training and part-time and voluntary work as well as full time employment, with start dates, explanations for periods not in employment or education/training and reasons for leaving employment.</li> </ul>				

<ul style="list-style-type: none"> <li>• <b>Details of referees. One referee should be the applicant's current or most recent employer/line manager, not a colleague. Normally two referees should be sufficient.</b></li> <li>➤ <b>Where an applicant is not currently working with children, but has done so in the past, it is important that a reference is also obtained from the employer by whom the person was most recently employed in work with children in addition to the current or most recent employer.</b></li> <li>➤ <b>References are not accepted from relatives or friends.</b></li> <li>• <b>A statement of the skills and abilities, and competencies/experience that the applicant believes are relevant to his/her suitability for the post and how s/he meets the person specification.</b></li> <li>• <b>There is an explanation that the post is exempt from the Rehabilitation of Offenders Act 1974.</b></li> <li>• <b>Information is requested about any previous - including spent - convictions, cautions, reprimands, warnings, or bind-overs.</b></li> </ul>				
<p><b>Information pack sent to applicants</b></p> <p><b>The pack includes a copy of:</b></p> <ul style="list-style-type: none"> <li>• <b>The application form, and explanatory notes about completing the form.</b></li> <li>• <b>The job description and person specification.</b></li> <li>• <b>Relevant information about the organisation and the recruitment process.</b></li> </ul>				

<ul style="list-style-type: none"> <li>• The organisation’s Safeguarding Vulnerable Adults and Child Protection Policy.</li> <li>• A statement of the terms and conditions relating to the post.</li> </ul>				
Permission sought to obtain references prior to interview				
<b>Scrutinising and shortlisting:</b>				
Shortlisting is undertaken by a minimum of two people				
At least one member of the panel has undertaken safe recruitment and selection training				
The same selection panel both short list and interview the candidate				
Applications are reviewed against essential and desirable criteria				
Information is checked for consistency and discrepancies				
Gaps in employment/training or a history of repeated changes of employment are identified and noted so that they are taken up as part of the consideration of whether to short list the applicant, or to ask the applicant for further explanation at interview				
Incomplete applications are not accepted				
Referees contacted for all shortlisted candidates before interview				
<b>Interview:</b>				
Consideration given to what assessment methods as well as interviews may be used				
Interview panel established of a minimum of two people				

<b>All interviews are face to face meetings</b>				
<b>Candidates asked at interview about:</b> <ul style="list-style-type: none"> <li>• any anomalies, discrepancies identified on their application form.</li> <li>• any gaps in their employment history.</li> <li>• criminal convictions and/or concerns/allegations/investigations.</li> <li>• their motivation for working with children.</li> <li>• their understanding of the roles safeguarding responsibilities.</li> <li>• any issues arising from their references.</li> </ul>				
<b>List of questions prepared that assess the merits of each candidate against the job description and person specification</b>				
<b>Clear notes are recorded of the candidates' responses at interview and stored securely</b>				
<b>The interview stresses that the identity of the successful candidate will be checked thoroughly and, that where a Disclosure and Barring Service check is appropriate, prior to appointment there will be a requirement to complete an application for a Disclosure and Barring Service disclosure</b>				
<b>All candidates bring with them documentary evidence of their right to work in the UK and their identity. Evidence should be as prescribed by UK Visas and Immigration and the Disclosure and Barring Service and can include a current driving licence or passport including a photograph, or a full birth certificate, and a</b>				

<b>document such as a utility bill or financial statement that shows the candidate's current name and address (please note that these latter two are time-limited and must be no more than 3 months old), and where appropriate change of name documentation. Some form of photographic ID is seen</b>				
<b>Candidates bring documents confirming any educational and professional qualification(s). If this is not possible, written confirmation is obtained from the awarding body</b>				
<b>A copy of the documents used to verify the successful candidate's identity and qualifications are kept for the personnel file</b>				
<b>Offer of employment:</b>				
<b>Candidates are informed that any offers of employment are conditional and dependant on checks</b>				
<b>References:</b>				
<b>Professional references for the preferred candidate taken up if not already done prior to interview. Once received it is scrutinised and any concerns resolved satisfactorily before the person's appointment is confirmed</b>				
<b>A copy of the job description and person specification is included with all reference requests</b>				
<b>References include one from the candidate's current employer from their line manager or HR department</b>				
<b>References obtained from a previous employer involving childcare if the candidate is not currently working in childcare to confirm details of their employment and reason(s) for leaving</b>				

<b>Character references (from friends or relatives) are not accepted</b>				
<b>'Open-ended'/ 'To whom it may concern' references are not accepted</b>				
<b>References are sought on all short-listed candidates, including internal ones</b>				
<b>Checks are made that any written references are from the named referee</b>				
<b>Reference proforma in place to obtain objective verifiable information</b>				
<b>Requests for references ask:</b> <ul style="list-style-type: none"> <li>• <b>The referee's relationship with the candidate, e.g., did they have a working relationship and how long has the referee known the candidate.</b></li> <li>• <b>How they have demonstrated that they meet the person specification.</b></li> <li>• <b>Whether the referee is satisfied that the person has the ability and is suitable to undertake the job.</b></li> <li>• <b>Whether the applicant has been the subject of any disciplinary sanctions and whether the application has had any allegations made against them or concerns raised, which relate either to the safety and welfare of, or the applicant's behaviour towards, children and young people. Details about the outcome of any such concern is sought.</b></li> </ul>				



<ul style="list-style-type: none"> <li>• Whether the referee is satisfied that the candidate is suitable to work with children/young people/Adults at Risk. If not, for details of the referee's concerns and the reason why the person might be unsuitable.</li> <li>• Confirmation of details of the applicant's current post, salary, and sickness record.</li> <li>• Specific verifiable comments about the applicant's performance history and conduct.</li> </ul> <p>Requests remind the referee that they have a responsibility to ensure that the reference is accurate, and that relevant factual content of the reference may be discussed with the applicant.</p>				
<p><b>On receipt of references:</b></p> <ul style="list-style-type: none"> <li>• They are checked to ensure all questions have been answered satisfactorily.</li> <li>• Prior to the confirmation of an appointment, referees are telephoned to confirm their views on the candidate and to ensure information provided by the candidate is accurate.</li> <li>• Any information about past disciplinary action or allegations is considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago or an allegation determined to be unfounded or did not require formal disciplinary sanctions, and in which no further issues have been raised, are less likely to cause concern than more serious or recent concerns, or issues that were not resolved</li> </ul>				

satisfactorily. A history of repeated concerns or allegations over time should give cause for concern.				
<b>Pre-employment checks:</b>				
<p>An offer of appointment to the successful candidate is conditional upon:</p> <ul style="list-style-type: none"> <li>• Receipt of at least two satisfactory written references, where possible confirmed by telephone.</li> <li>• Verification of the candidate's identity.</li> <li>• A satisfactory Disclosure and Barring Service Disclosure at the appropriate level (unless the Disclosure and Barring Service Update Service applies).</li> <li>• Evidence of permission to work for those who are not nationals of a European Economic Area (EEA) country.</li> <li>• Verification of the candidate's medical fitness.</li> <li>• Verification of qualifications.</li> <li>• Verification of successful completion of statutory induction / probationary period where appropriate.</li> </ul>				
<p>All checks are:</p> <ul style="list-style-type: none"> <li>• Confirmed in writing.</li> </ul>				

<ul style="list-style-type: none"> <li>• Documented and retained on the personnel file (subject to restrictions on the retention of information imposed by Disclosure and Barring Service regulations).</li> <li>• Followed up where they are unsatisfactory or where there are discrepancies in the information provided.</li> <li>• Recorded on the DBS log detailing the date when the disclosure was obtained, by whom, level of disclosure and unique reference number.</li> </ul>				
<p>Risk assessment procedures in place to determine whether the individual is suitable to undertake the role where a DBS disclosure trace is returned giving consideration to:</p> <ul style="list-style-type: none"> <li>• The nature of the appointment.</li> <li>• The nature of the offence.</li> <li>• The age at which the offence took place.</li> <li>• The frequency of the offence.</li> </ul> <p>Where:</p> <ul style="list-style-type: none"> <li>• The candidate is found to be on the Barred Lists, or the DBS Disclosure shows they have been disqualified from working with children by a Court.</li> <li>• The applicant has provided false information in, or in support of, their application.</li> <li>• There are serious concerns about an applicant's suitability to work with children.</li> </ul>				

<p>These facts are reported to the police and/or Disclosure and Barring Service (if they are not already aware). Anyone who is barred from work with children is committing an offence if they apply for, offer to do, accept, or do any work which constitutes Regulated Activity. It is also an offence for an employer knowingly to offer work in a regulated position, or to procure work in a regulated position for an individual who is disqualified from working with children or fail to remove such an individual from such work.</p>				
<p><b>Starting employment:</b></p>				
<p>In relation to each member of staff appointed a record is kept showing:</p> <ul style="list-style-type: none"> <li>• Written references obtained and confirmed by telephone.</li> <li>• Gaps in employment history checked.</li> <li>• A satisfactory Disclosure and Barring Service /Enhanced Disclosure and Barring Service certificate obtained, with unique reference number and date.</li> <li>• Reasons/decision to appoint despite criminal convictions (i.e., a Risk Assessment).</li> <li>• Evidence of proof of identity (this will have been provided for the DBS check).</li> <li>• Evidence of qualifications.</li> <li>• Details of registration with appropriate professional body.</li> <li>• Confirmation of right to work in UK.</li> <li>• Record of interview questions and answers.</li> </ul>				

<p>Records are signed and dated by appointing manager/chair of the interview panel</p>				
<p>Thorough induction procedures in place which include:</p> <ul style="list-style-type: none"> <li>• Training and information about the organisation's safeguarding and child protection policies and procedures. This training is at a level appropriate to the member of staff role and responsibilities about children.</li> <li>• Supporting individuals in a way that is appropriate for their role.</li> <li>• Confirming the conduct expected of staff.</li> <li>• Providing opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities.</li> <li>• Enabling the line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.</li> </ul> <p>The person receives written statements of:</p> <ul style="list-style-type: none"> <li>• Policies and procedures in relation to safeguarding.</li> <li>• The identity and responsibilities of staff with designated safeguarding responsibilities.</li> <li>• Safe practice and the standards of conduct and behaviour expected.</li> <li>• Other relevant personnel procedures e.g., whistle blowing, disciplinary procedures.</li> </ul>				

**Supervision and staff review and development:**

**Regular and ongoing staff reviews are embedded in practice**

**They:**

- **Ensure staff are up to date with current safe practices.**
- **Identify and support areas for development.**
- **Openly address any concerns about behaviour and attitudes.**
- **Provide an opportunity to raise concerns about key children.**
- **Support staff well-being.**
- **Put in place action plan and arrangements for review.**

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