

Safer Recruitment Policy Working with Children

Document Owner	Executive Director
Date Approved	November 2023
Approved by	Craig Mincher – Executive Director
Last Review	September 2022
Next Review	November 2025

Version Control

Revision #	Date	Revision summary	Reviewed by
1	November 2023	Updated and merged with Recruitment Policy. Transferred to new template.	TD & CM

Contents

1.	Introduction.....	2
2.	Recruitment Strategy	2
3.	Types of Disclosure and Barring Service Checks	3
4.	Process for DBS Checks.....	3
5.	Interviews.....	4
6.	Offers of Employment	4
7.	References	5
9.	Review	5
10.	Associated Policies and Articles	5

1. Introduction

This policy sets out the approach that our organisation will take when recruiting employees to posts involving work with children/vulnerable adults.

We are committed to equality of opportunity for all job applicants and aim to select people for employment based on their skills, abilities, experience, and knowledge and, where needed, qualifications and training.

We will comply with our legal obligations when recruiting people to work with children/vulnerable adults.

2. Recruitment Strategy

All new full-time, part-time and temporary positions must be approved by the Executive Director (ED) before being advertised. In cases where recruitment is intended to fill a vacancy created by a departing employee, approval is still mandatory. If a line manager wishes to upgrade an existing role or create a new one, they must provide the Executive Director with a detailed justification, emphasising the organisation's requirements.

Prior to commencing the recruitment process, the responsible line manager must verify the existence of an up-to-date job description for the position and a clearly defined person specification. The job description will outline the duties, responsibilities, seniority level, and compensation and benefits associated with the role, while the person specification will detail the required qualifications, training, knowledge, experience, skills, aptitudes, competencies, and personal qualities for effective job performance.

Our recruitment process prioritises selecting the most qualified candidate for each specific role. We base our decisions solely on applicants' demonstrated abilities and individual merit, aligning with the predefined job criteria. Qualifications, experience, and skills are evaluated at a level appropriate for the role.

It is our policy that all vacancies will be posted on our company website. Line managers should encourage internal applications from existing employees who possess the necessary

qualifications, experience, and skills. For externally advertised positions, line managers must submit the proposed advertisement to the ED for approval prior to publication. The ED will be responsible for approving the advertisement.

We are committed to upholding our equality, diversity, and inclusion policy throughout the entire recruitment and selection process. We ensure that shortlisting, interviewing, and selection decisions are made without prejudice based on an applicant's sex, gender identity, sexual orientation, marital status, race, nationality, ethnicity, religion or belief, age, pregnancy or maternity leave or trade union membership.

We will never exclude a candidate due to a disability unless it is evident that the candidate is unable to perform an essential function of the role, even after considering reasonable adjustments. Line managers should only inquire about an applicant's health when it is directly relevant to the specific role and only after the applicant has been shortlisted.

To prevent any candidate from being disadvantaged due to a disability, the individual responsible for applicant communication should inquire about each candidate's need for reasonable adjustments. These may include ensuring accessible interview premises, adapting psychometric tests options, offering a non-telephone interview option for deaf candidates, or providing an appropriate chair for an interview with a candidate experiencing back pain. The HR Manager can provide guidance on reasonable adjustments.

3. Types of Disclosure and Barring Service Checks

There are four types of Disclosure and Barring Service (DBS) checks:

1. **Basic disclosure:** Shows details of unspent convictions only.
2. **Standard disclosure:** Shows details of spent convictions, unspent convictions and cautions that have not been filtered.
3. **Enhanced disclosure:** Shows details of spent convictions, unspent convictions and cautions that have not been filtered. Includes a check of local police records.
4. **Enhanced disclosure with barred lists check:** Shows details of spent convictions, unspent convictions and cautions that have not been filtered. Includes a check of local police records and the barred lists held by the DBS. Disclosure of criminal convictions. We require job applicants to disclose all criminal convictions, whether spent or unspent (other than where protected caution

4. Process for DBS Checks

To enable job applicants for posts covered by this policy to carry out the DBS check (other than where a basic disclosure only is required), we will provide them with an application form to be completed and returned to our organisation along with documents proving their identity.

We will send the completed form to the DBS together with the application fee. Once the check has been carried out, the DBS should send the certificate to the job applicant. We will

ask the job applicant for sight of the DBS certificate. If the job applicant is a member of the DBS update service, we will, with their permission, carry out a status check on any current certificate.

5. Interviews

Lead interviewers conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the role and the skills needed to perform it effectively.

The lead interviewer must make a record of every recruitment interview and save in the recruitment folder, to be retained for a suitable period of time. To ensure fairness, the lead interviewers should ensure that questions asked are consistent in all interviews for a particular job.

On no account should any job offer be made during or at the end of an interview.

Formal interviews should be carried out by a minimum of two members of staff of which one must be 'Safer Recruitment' trained. As part of each interview a question should always be included on 'why the applicant wants to work with children'.

In certain instances, we conduct interviews remotely via telephone or online video calls. Video interviews primarily utilise Google Meet or Microsoft Teams. The designated interviewer should inform the interviewee in advance about the interview format and provide an opportunity for the interviewee to disclose any necessary reasonable adjustments or anticipated technological challenges.

The ED must be requested to authorise any request to incorporate psychometric testing into the recruitment process. Any employed test must be job-validated, bias-free, and administered and interpreted by a duly trained individual. It is crucial to recognise that psychometric testing may not always be appropriate or may require modifications, particularly for neurodivergent candidates or those who have requested reasonable adjustments to the recruitment process. In such instances, the line manager requesting such testing should consult with the ED for further guidance.

6. Offers of Employment

An offer of employment for a post involving work with children/vulnerable adults will be conditional on the job applicant satisfying our usual requirements for employment (for example to provide satisfactory references and evidence establishing their right to work in the UK).

We exclusively employ individuals authorised to work in the UK. All employment offers are contingent upon the candidate providing the necessary original documentation or our organisation successfully verifying their right to work through the Home Office's online [right-to-work checking service](#). To facilitate an online verification, the candidate must have shared their right-to-work information using the Home Office's ['Prove your right to work to an employer'](#) online service. The requirement to provide evidence of UK work authorisation applies to all new hires, regardless of race, nationality, or ethnicity.

In addition, our offer of employment will be conditional, where required, on satisfactory completion of DBS checks, depending on the post in question. In the event that a job applicant refuses to agree to an application to the DBS, or a DBS check is completed but they refuse to allow us to see the DBS certificate, the job applicant will be treated as not having satisfactorily completed the DBS check.

Job applicants will not, without exception, be permitted to commence employment with our organisation until all specified conditions are satisfied. Not all criminal convictions will be a bar to employment. We will consider the results of a DBS check on an individual basis and will act in a proportionate manner when deciding whether to proceed with an appointment to the post in question. However, the protection and safeguarding of children/vulnerable adults is our primary concern.

7. References

We require all successful candidates to grant their consent for us to obtain two written references and provide us with documentary proof of qualifications. One of the two references must be from the candidate's most recent employer. Any offer of employment will be contingent on the satisfactory fulfilment of these requirements.

8. Data Protection

We process all personal data collected during the recruitment process in accordance with our Data protection policy.

We do not collect unnecessary personal data from applicants during the recruitment process. For example, we will only request bank account details and next-of-kin contact details from successful applicants. Data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job. Staff should report immediately any inappropriate access or disclosure of job applicant data in accordance with our organisation's data protection policy. It may also constitute a disciplinary offence, which will be dealt with under our organisation's Disciplinary Procedure.

9. Review

This Policy will be reviewed every three years, sooner if legislation, best practice or other circumstances indicate this is necessary.

Notwithstanding our current policies and procedures, the Senior Leadership Team reserve the right to amend, curtail or terminate this policy at any time and without notice. It shall remain in force until any alterations are formally agreed.

10. Associated Policies and Articles

- GDPR Policy
- Disciplinary Procedure
- Keeping Children Safe in Education Guidance

