



1.12 Safer recruitment

Introduction

We will always try to prevent inappropriate people from seeking employment or volunteering to work with children and young people. We will always adhere to the Norfolk Safeguarding Children Partnership's guidance.

We consider the following to be essential to Safer Recruitment:

- Job Description and Person Specification
- Job Advert and Recruitment publicity
- Application form
- Short listing
- Criminal Records and Self-disclosure statement
- Identification
- Qualifications
- Interview
- References
- Disclosure and Barring Service (DBS) Checks
- Induction and Probation Period
- Making a Barring Referral to the Disclosure and Barring Service (DBS)

Following these steps will help to deter applicants who are unsuitable to work with children. It will also help to attract the best possible applicants.

Job description and person specification

We will consider the tasks and skills necessary for the job or voluntary position and what kind of person is most suited to the job.

The job description will include the main responsibilities of the role and job purpose.

The person specification will list the essential and desirable criteria for the post. It will also set out the qualities, behaviours and attitudes needed to carry out the role.

We will ensure that safeguarding features in the Job Description and Person Specification.

Job Advert and Recruitment Publicity

We will include the following in our job adverts:

- Job title
- Main responsibilities of the role
- Some information about the organisation e.g. ethos
- Salary
- Minimum level of qualification
- How to apply
- Closing date
- Sentence about applicants being subject to pre-employment checks including a DBS checks
- Organisation Safeguarding statement e.g.

'This organisation is committed to safeguarding and promoting the welfare of children and young people, and all staff and volunteers will be expected to share this commitment.

- Include whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications.

We will circulate all vacancies widely. This may include: Education Job Finder, Facebook, Instagram and Indeed

Written application form

We will insist on a written application form for all roles, including voluntary ones. CV's will not be accepted.

On our application form we will request the following information:

- Full name

- Full employment history covering both paid work and volunteering roles
- Full education history including dates, name of school/college and qualifications studied
- Full address history for the past 5 years
- The name, address and contact details of two references
- It will ask if the applicant is related to or have any close relationships with anyone working or attending the organisation
- A statement regarding criminal records saying:

Short listed candidate/s will be asked about relevant criminal records as part of pre-recruitment checks. If a relevant criminal record is disclosed, we will ensure an open and fair discussion takes place before making a final offer. Failure to disclose information that is then later revealed on a DBS check (criminal record check) could lead to withdrawal of an offer of employment. After receiving the DBS check, we will discuss any matters revealed that have not been previously addressed, before reconsidering the conditional offer of employment.

Short Listing

Applicants will be short listed for interview.

Short listing will be done in accordance with the person specification where we will review the application form against the essential and desirable criteria.

We will identify any gaps in employment history, which we will follow up in the interview.

Criminal Records and Self-disclosure statement

Shortlisted candidates should be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

For example:

- if they have a criminal history
- if they are included on the children's barred list
- if they are prohibited from teaching
- information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted
- if they are known to the police and children's local authority social care
- if they have been disqualified from providing childcare

- any relevant overseas information

Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found here: [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/disclosure-of-criminal-records)

Identification

We will ask for original photographic documentation to confirm identity, such as passport or driving licence. Also, a letter, such as a utility bill dated, within last 3 months that confirms their address.

Qualifications

We will ask to see the original certificates of any relevant qualifications and photocopies will be made of these.

Interview

We will interview face to face, with at least two representatives from our organisation. At least one member of each interview panel will have completed up-to-date Safer Recruitment training in accordance with current statutory guidance.

We will explore the applicant's motivation and suitability to work with children. To help us achieve this we will use a range of different interview questions to explore the applicant's personality as well as their work experience.

We will discuss our safeguarding policy to ensure that the applicant has the ability and commitment to meet the standards required.

A safeguarding scenario will be used to see how the applicant responds.

We will explore any gaps in employment.

Applicants are asked to confirm whether they have ever had a safeguarding allegation made against them.

Records will be completed to show how the applicant has responded and scored on the questions.

References

Two written references must be obtained, where possible to include current or most recent employer.

Referees will be asked specific questions in relation to:

- The applicant's suitability to work with children and or young people

- Whether the referee has any concerns about the applicant taking on this job role
- Whether they have any knowledge of the applicant being investigated over safeguarding issues
- The reason for leaving this employment

Disclosure and Barring Service (DBS) Checks

We will always gain an enhanced DBS disclosure for the Children's Workforce.

Only when the results of the DBS check and all recruitment checks have been completed and we are satisfied the applicant is suitable for the role will we allow the staff member or volunteer to have contact with children.

Unless an individual is on the update service any information revealed on a DBS certificate will be accurate at the time the certificate was issued. There is no official expiry date for a DBS certificate. We check the update service termly as part of our ongoing safer working practices.

Induction and Probationary Period

We will ensure all staff and volunteers receive a comprehensive induction, in line with our Induction Policy.

We expect a normal probationary period to be 3 months, during which time the volunteer or worker will regularly work under the supervision of a more experienced volunteer or worker.

If there are concerns during the probationary period, the volunteer or staff member will not be offered a permanent position. Any concerns related to suitability to work with children will be passed onto the Local Authority Designated Officers (LADO) as per our Managing Allegations/Whistleblowing procedure. If certain conditions are met our organisation will have a legal duty to make a barring referral to the Disclosure and Barring Service.

Even if the legal duty to refer is not met we understand that our organisation can still make a barring referral to DBS in the interests of safeguarding.

Making a Barring Referral to the Disclosure and Barring Service (DBS)

If an allegation has been made about a staff member or volunteer, then our organisation has a legal duty to make a barring referral if the following conditions are met:

Condition 1

- you withdraw permission for a person to engage in regulated activity with children and/or vulnerable adults. Examples: dismissed, re-deployed, retired, been made redundant or retired.

Condition 2

You think the person has carried out 1 of the following:

- engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or vulnerable adult or put them at risk or harm or;
- satisfied the harm test
- received a caution for, or a conviction for, or been convicted for a relevant offence

More information on Barring Referrals can be found [online](#)

If we need guidance on making a Barring Referral, we will contact the [East of England DBS Outreach Advisor](#) for support.

A Barring Referral can be completed online via the DBS [website](#)

The Barring Referral will be made by the Designated Safeguarding Lead (DSL)

There could be times when we might consider that we should still make a referral in the interests of safeguarding children even if the legal duty to refer has not been met. This could include acting on advice of the police or a safeguarding professional, or in situations where there may not be enough evidence to dismiss or remove a person from working with vulnerable groups. DBS are required by law to consider any and all information sent to them from any source. This includes information sent to them where the legal referral conditions are not met. If we do make a referral to DBS where the referral conditions are not met, we will do so in consideration of relevant employment and data protection laws.

This policy was adopted at a meeting:	
Held on	Date
Date to be reviewed	Date
Signed on behalf of the Committee	
Name of signatory	