

# **IN2HEALTH & WELLBEING CIC**

## **Safer Recruitment Policy**

### **Safe Practice in Recruitment**

Safe practice in recruitment means that the safety and welfare of vulnerable groups is paramount at every stage of the process. It starts with detailed planning of the recruitment exercise and ensuring that the job advertisement makes clear the organisation's commitment to safeguarding and promoting the welfare of children and adults at risk. It also requires a consistent and thorough process of obtaining, collating, analysing, and evaluating information from and about applicants. Key elements within this process include:

- ensuring that all job descriptions and person specifications make reference to the responsibility for safeguarding and promoting the welfare of children;
  - obtaining and scrutinising comprehensive information from applicants, taking up and satisfactorily resolving any gaps in employment, identifying time spent overseas and any discrepancies or anomalies;
  - obtaining independent professional references that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns;
  - a face to face interview that explores the candidate's suitability to work with vulnerable groups as well as his or her suitability for the post;
  - verifying the successful applicant's identity;
  - verifying that they have the Right to Work in the UK (where employed)
  - verifying the successful applicant's qualifications;
  - checking his or her previous employment history and experience;
  - carrying out an Enhanced Disclosure and Barring (DBS) Check for roles in "regulated activity"
  - Where adults do not have a specific role working with children, but are likely to be in contact with children during the course of their work, the safer recruitment practices still apply.
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### **Step 1 - Planning to Recruit**

Consideration should be given to the mix of qualities, qualifications and experience a successful candidate will need to demonstrate. These requirements should be clearly set out in the advertisement for the post in order to prevent unwanted applications.

Identify who should be involved at each stage and time scales required. Ensure sufficient time is allowed for references and police checks to be obtained prior to the desired start date.

An Equality Impact Assessment may be undertaken by the recruiting manager to ensure discrimination is avoided and, where appropriate, to target underrepresented groups

### **Step 2 - Job Descriptions and Person Specifications**

Job Descriptions and Person Specifications should clearly set out role responsibilities and required skills, experience and attributes, including the extent of relationship with and degree of responsibility for children and/or adults at risk.

Existing Job Descriptions and Person Specifications should be reviewed by the Recruiting person for accuracy prior to advertising.

### **Step 3 - Recruitment Authorisation**

The Recruiting person should complete the Recruitment Authorisation Form (RAF) and attach the Job Description and Person Specification prior to gaining approval from a Director to recruit.

### **Step 4 - Advertising the role**

Recruiting persons must use the organisation's template for adverts.

The content must reflect the Job Description and Person Specification. The advert should make reference to the Club's equality and safeguarding statements.

### **Step 5 - Applying for the Role**

All applicants must complete the IN2HEALTH & WELLBEING CIC application form. CVs will be accepted for initial applications but candidates will also be required to complete the application form.

## Step 6 - Shortlisting

Having ascertained essential and desirable criteria prior to advertising the role, recruiting persons can then shortlist applicants against these criteria.

## Step 7 - Invitation to interview

Recruiting persons should invite shortlisted applicants for interview.

## Step 8 - Conducting the interview

It is the recruiting person's responsibility to ensure that all staff responsible for recruiting have **read and understood this policy** and have attended the **Recruitment Training Course**.

- Interviews should be conducted by at least 2 staff members, one of whom should be a Director
- For safeguarded roles, in addition to assessing and evaluating the applicant's suitability for the particular post they should also explore :
  - the candidate's attitude toward vulnerable groups
  - their motivation and reason for working with children
  - their perceptions about the boundaries of acceptable behaviour towards children
  - their ability to form and maintain professional relationships
  - their general understanding of safeguarding of children
  - gaps in the candidate's employment history
  - dates and duration of any occasions the candidate has lived outside the UK
- Templates for both generic questions and safeguarding questions are available upon request. Responses from candidates should be recorded on the interview questionnaire template and retained for 6 months.
- Applicants should be reminded that the appropriate level of police check will be undertaken and should be given the opportunity to declare any conviction (at the appropriate level) that might be disclosed prior to the checking process commencing.
- If the applicant makes a disclosure of relevance, the interviewer should contact the Safeguarding/Welfare Officer for further discussion.
- If a certificate is received with a disclosure, for safeguarded roles the applicant will be invited to present the certificate within 10 working days of receipt for review by the Safeguarding/Welfare Officer and/or discussion with the Directors.

## Qualifications

Where professional qualifications are a prerequisite of the role, it is the responsibility of the Recruiting person to verify original or certified copies of documents confirming professional qualifications and forward photocopies to the Safeguarding/Welfare Officer.

## Candidates Who Have Lived Overseas (for safeguarded roles only)

- Recruiting persons should discuss any occasions whereby the candidate has lived outside of the UK for more than 2 months since the age of 16 in the last 5 years, to include dates and place of residence, and forward the information to the **Safeguarding/Welfare Officer immediately** should the applicant be successful in appointment.
- For applicants who have lived outside of the UK for more than 2 months since the age of 16 in the last 5 years, additional criminal record checks will be carried out in the relevant country(ies) which may delay a start date if they are successful.
- Successful candidates should **not** resign from their current post until the disclosure check has been completed and the certificate has been accepted by the organisation. The organisation is not responsible for the length of time some checks take.

## Step 9 - Final Selection

The recruiting persons must inform a Director of their recruitment decision and advise successful and unsuccessful candidates of the outcome.

Recruiting persons must send the following paperwork to a Director within 24 hours of a decision being made in order to initiate the offer and commence the relevant pre-employment checks:

- Application form
- Interview paperwork
- Qualifications
- Shortlisting paperwork

On receipt a Director will issue a letter confirming the offer (which is subject to satisfactory pre-employment checks) and a contract of employment.

## Step 10 – Pre Employment Checks

Any offer of appointment is conditional upon the following:

- 1 Proof of the candidate's identity.
- 2 Proof of the candidate's right to work in the UK.
- 3 Verification of qualifications where they are a requirement of the post.
- 4 Receipt of at least two satisfactory references, covering the last three years.
- 5 Satisfactory police check at the appropriate level.
- 6 Overseas check if applicable

The Human Resources team will contact the successful candidate to obtain the items 1 and 2.

The Safeguarding/Welfare Officer is responsible for obtaining these items and will also send the successful candidate the following documents:

- 1 Pre-employment self-declaration questionnaire.
- 2 Disqualification by Association Declaration for **posts in schools or childcare settings only.**
- 3 Code of Conduct for Staff and Volunteers.

## Police Check Processing

The Safeguarding/Welfare Officer will:

- Contact the applicant via email with a link to complete their DBS application.
- Liaise with the applicant with regards to them submitting their verification documents.
- Verify the documents.

Should the applicant not complete the DBS information and produce the relevant documents for verification within 2 weeks of the job offer, **the offer may be withdrawn.**

## References

It is important not to rely solely on DBS checks to screen out unsuitable applicants. Whilst they are an essential safeguard, they will only pick up a small percentage of

unsuitable applicants who have been convicted or have come to the attention of the police. A person's past behaviour is the most reliable way of predicting future behaviour. Consequently the information that can be obtained from a referee can be very important. The Safeguarding/Welfare Officer will source 2 employment references for successful candidates, one of which must be from the current/last employer.

- A character reference from a person in a professional capacity who has known the candidate for more than 2 years, e.g. police, teacher etc., may be accepted as an alternative where only one employment reference is available.
- References must cover at least the last 3 years of employment.
- Employment references must be from different employers.
- Additional references may be requested where appropriate, e.g. where an applicant is not currently working with children but has done in the past.
- Referees must not be a relative, friend, current employee of the organisation, or from the Job Centre.
- If an applicant has no previous employment history, a reference from their last education provider should be sought plus a character reference.
- Wherever possible references should be in writing. However, verbal references may be accepted subject to a written transcript signed and by the person taking the information.
- References will be sought upon offer. For safeguarded roles, satisfactory references must be received prior to the start date.
- The Safeguarding/Welfare Officer will be responsible for seeking references and will escalate to the recruiting persons if unable to obtain 2 satisfactory references.
- References will only be accepted directly from the designated referee. Testimonials or open references, including those from other sources will not be accepted.

**NOTE:** References will be requested on no more than **TWO** occasions. If the identified 'referee' fails to respond on both occasions it will be raised with the prospective recruiting persons for the candidate with the onus of responsibility placed upon them to resolve the matter.

### **Step 11 - Starting Work**

The applicant may take up their appointment once all pre-employment checks have been completed. It is the organisation's policy that posts requiring a Standard or

Enhanced DBS check **will not** be issued with a start date until satisfactory references and disclosure certificate have been received.

## **Step 12 - Induction and Essential Training**

### **New Starter Induction**

All staff will undergo a basic induction prior to their first day of work, where possible, to cover essential briefing information and administration. The induction will also include a safeguarding briefing to ensure an understanding of the following:

- Own and others' safeguarding roles and responsibilities.
- Legislation and the role of the Safeguarding Board.
- How to handle to a disclosure.
- How to recognise, respond, refer and record concerns.
- Safeguarding policies and procedures.
- Identify the Safeguarding/Welfare Officer.
- Safe practice and standards of conduct and behaviour expected from staff in the organisation.
- How and to whom any concerns about those issues should be raised.

There are 2 methods of delivery for the induction and dependent upon the role staff will attend either a face to face induction or sit a desktop briefing.

### **SSCB Level 1 Safeguarding Training**

All staff (including volunteers) will complete a minimum of SSCB Level 1 Safeguarding Training which is kept up to date in line with SSCB guidelines

### **Exceptional circumstances**

In exceptional circumstances where this policy cannot be followed and a candidate is required to start without all the pre-employment checks in place the Recruiting per complete a full written risk assessment detailing any risks and how they will be managed, this should be discussed with the Head of Safeguarding before gaining written consent from the Chief Executive or Managing Director that the candidate may commence.

### **Re-Engagement Plan**

It is recognised the sessional and Volunteer workforce do not possess the ability to commit to continued regular employment and therefore work primarily on an 'ad hoc' basis which can in effect, mean long periods of having no contact with the Club.

Should a Casual or Volunteer Worker not engage with the club for a period of **SIX MONTHS** then a new self-declaration form **MUST** be completed prior to commencement of any further work.

Should such a worker not engage with the club for a period of **TWELVE MONTHS** then the person **MUST** be treated as having left the organisation and once done so and then re-engage, will be managed as a 'new' employee and the process of DBS, References etc. commenced.

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This policy was last reviewed on 27/010/2021

Signed



Benjamin Gibson

Signed



Andrew Weston

### **Our Safeguarding/Welfare Officer**

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