



Staff Safer Recruitment Policy

This policy was updated: **August 2018**

This policy will be reviewed: **August 2020**

Statutory policy? **Yes**

Introduction

Safe recruitment is central to the safeguarding of children and young people. All organisations which employ staff or volunteers to work with children and young people have a duty to safeguard and promote their welfare. This includes ensuring that the organisation adopts safe recruitment and selection procedures which prevents unsuitable persons from gaining access to children.

Planning and Advertising

Nulogic Training are clear about the mix of qualities, qualifications and experience a successful candidate will need to demonstrate, and whether there are any matters that need to be stated in the advertisement for the post, to prevent unwanted applications. The recruitment process will be planned, including who will be involved, responsibilities and timescales.

The advertisement will include a statement about Nulogic Training's commitment to safeguarding and promoting the welfare of children, young people and Adults at Risk and reference to the need for the successful applicant to undertake an enhanced criminal record check where appropriate.

Job Description

Once a post becomes vacant or a new post is created at Nulogic Training, the job description and person specification will be reviewed/agreed to ensure compliance with safe recruitment guidance.

It will clearly state:

- The main duties of the post;
- The extent of contact/responsibility for children and young people;
- The individual's responsibility for promoting and safeguarding the welfare of the children/young people/adults at risks. *

Person Specification

It will include:

- The essential and desirable qualifications and experience;
- Other requirements needed to perform the role in relation to working with children and young people;
- The competencies and qualities that the successful candidate should be able to demonstrate.

Information Pack to Candidates

All information given to interested applicants will highlight the importance of the rigorous selection processes and the duty to safeguard and promote the welfare of children and young people. Proof of identity will be required, as well as a Disclosure and Barring Service check where appropriate.

The pack will include a copy of:

- The application form, and explanatory notes about completing the form;
- The job description and person specification;
- Relevant information about Nulogic Training Limited and the recruitment process;
- The agency's Child Protection Policy Statement;
- A statement of the terms and conditions relating to the post.

Application Form

Nulogic have an application form to obtain a common set of core data. We do not accept curriculum vitae in place of an application form because this will only contain the information the applicant wishes to present and may omit relevant details. The applicant form/information pack will refer to Nulogic Training's commitment to safeguarding children. It will obtain:

- Identifying details of the applicant including current and former names, current address and National Insurance Number;
- NB: To comply with the Equality Act, Nulogic Training Limited will not ask the date of birth on the main application form, however this will be added to a diversity monitoring form, which is retained by HR/Personnel and not made available to those involved in the short-listing process;
- A statement of any academic and/or vocational qualifications with details of awarding body and date of award;
- 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;
- 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;
- 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;
- References will not be accepted from relatives or friends.
- 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;
- There will be an explanation that the post is exempt from the Rehabilitation of Offenders Act 1974;
- Information should be requested about any previous - including spent - convictions, cautions, reprimands, warnings or bind-overs.

Scrutinising and Short Listing

The same selection panel will both short list and interview the candidate. At least one member of the panel will have undertaken safe recruitment and selection training.

All application forms will be scrutinised to ensure:

- They are fully and properly completed;
- The information is consistent and does not contain any discrepancies;
- Gaps in employment/training or a history of repeated changes of employment are identified;
- Incomplete applications should not be accepted;
- Any anomalies, discrepancies or gaps in employment and the reasons for this should be noted, so that they can be taken up as part of the consideration of whether to short list the applicant, as well as a history of repeated changes of employment without any clear career or salary progression or a mid-career move from a permanent to temporary post;
- All candidates will be assessed equally against the criteria contained in the person specification.

Interviews

- The interview will assess the merits of each candidate against the job description and person specification, and explore their suitability to work with children/young people/adults at risk;
- The interview will stress 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;
- All candidates will be required to 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 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 must be seen;
- Candidates will be advised to bring documents confirming any educational and professional qualification(s). If this is not possible, written confirmation must be obtained from the awarding body. Also, documentation of registration with appropriate professional body;
- A copy of the documents used to verify the successful candidate's identity and qualifications will be kept for the personnel file.

Interview Panel

A panel of at least two people is recommended, allowing one member to observe and assess the candidate and make notes, while the candidate is talking to the other. One member of the panel will be trained in safe recruitment practice.

The members of the panel will:

- Have the necessary authority to make decisions about the appointment;
- Meet before the interview to agree their assessment criteria in accordance with the person specification and to prepare a list of questions they will ask all candidates relating to the requirements of the post;
- Identify any issues they wish to explore with each candidate based on the information provided in their application form and in the references;
- Notes of the applicant's interview answers will be collated by chair of the panel and stored (by HR).

Conditional Offer of Appointment

Pre-Appointment Checks and References

An offer of appointment to the successful candidate will be conditional upon:

- Receipt of at least two satisfactory written references, where possible confirmed by telephone;
- Verification of the candidate's identity;
- A satisfactory or enhanced Disclosure and Barring Service Disclosure, which includes a check of the Barred Lists, including an overseas 'Certificate of Good Conduct' or equivalent (unless the Disclosure and Barring Service Update Service applies);
- Evidence of permission to work for those who are not nationals of a European Economic Area country;
- Verification of the candidate's medical fitness;
- Verification of qualifications;
- Verification of successful completion of statutory induction/probationary period where appropriate.

All checks must be:

- Confirmed in writing;
- Documented and retained on the personnel file (subject to restrictions on the retention of information imposed by Disclosure and Barring Service regulations);
- Followed up where they are unsatisfactory or where there are discrepancies in the information provided.

Where:

- The candidate is found to be on the Barred Lists, or the Disclosure and Barring Service Disclosure shows s/he has been disqualified from working with children by a Court;
- The applicant has provided false information in, or in support of, his/her application;
- There are serious concerns about an applicant's suitability to work with children.

These facts should be 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 or Work with Children. 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.

Staff Records

In relation to each member of staff appointed a record will be kept showing:

- Written references obtained and confirmed by telephone;
- Gaps in employment history checked;
- A satisfactory Disclosure and Barring Service /Enhanced Disclosure and Barring Service certificate obtained, with unique reference number and date;
- Reasons/decision to appoint despite criminal convictions (i.e. a Risk Assessment);
- Evidence of proof of identity (this will have been provided for the Disclosure and Barring Service check);
- Evidence of qualifications;
- Details of registration with appropriate professional body;
- Confirmation of right to work in UK;
- Record of interview questions and answers.

Records will be signed and dated by appointing manager/chair of the interview panel.

5. Post Appointment Induction

There will be an induction programme for all staff and volunteers. The purpose of the induction is to:

- Provide training and information about the organisation's safeguarding and child protection policies and procedures. This training will be at a level appropriate to the member of staff role and responsibilities regarding children;
- Support individuals in a way that is appropriate for their role;
- Confirm the conduct expected of staff;
- Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities;
- Enable 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;
- Ensure that the person receives written statements of:
 - Policies and procedures in relation to safeguarding;
 - The identity and responsibilities of staff with designated safeguarding responsibilities;
 - Safe practice and the standards of conduct and behaviour expected;
 - Other relevant personnel procedures e.g. Whistleblowing, disciplinary procedures.