



Safe Recruitment Policy

(This is to be read in conjunction with the Safeguarding Children and Vulnerable Adults Policy)

This policy is reviewed on an annual basis

Annual Policy reviewed by Board of Governors **March 2018**

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A. Policy Statement

Safeguarding and promoting the welfare of young people and vulnerable adults is an integral factor in the YMCA George Williams College 'the College' recruitment process and plays an essential part in creating a safe environment for young people and vulnerable adults.

This document sets out the duties and responsibilities of all staff at the College in relation to recruiting and vetting staff, contractors or volunteers and for providing a safe learning environment.

The measures described in this policy are applied in relation to everyone who works at the College including those who may not have direct contact with young people and vulnerable adults as a result of their job. This includes office staff and workers not on the payroll, e.g. staff employed by contractors.

We comply with Safer Recruitment best practice, some of which is underpinned by legislation including the Protection of Freedoms Act 2012, Equality Act 2010, Keeping Children Safe in Education April 2018, Safeguarding Children and Safer Recruitment in Education (DfES 2007), Safeguarding Vulnerable Groups Act 2006, the Education Act 2002 s157 and Care Standards Act 2000. We also comply with LADDO/MASH/Ask SAL (Safeguarding Vulnerable Adults online) procedures and ensure that all supply agencies and many contractors supplying services to the College use Safer Recruitment practices.

B. Safer Recruiting

B.1. Safer Recruitment Training

All members of staff have undertaken safeguarding training. The College recognise importance of safeguarding training and its continued development in ensuring young people and vulnerable adults stay safe. The College Regulations require that every recruitment panel for a project post must include at least one member of staff present with safer recruitment training.

B.2. Elements of Safer Recruitment

Safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of young people and vulnerable adults at every stage of the process. It starts with the process of planning the recruitment exercise and, where the post is advertised, ensuring that the advertisement makes clear our commitment to safeguarding and promoting the welfare of young people and vulnerable adults. It also requires a consistent



and thorough process of obtaining, collating, analysing and evaluating information from and about applicants. The College uses a standard application form for all candidates in addition to CVs.

Main elements of the process include:

- establishing members of the recruitment panel;
- ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of children and vulnerable adults;
- ensuring that the person specification includes specific reference to suitability to work with children and vulnerable adults;
- obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies making sure that there are no gaps in the candidate's life and employment history and that any gaps are investigated and documented, with reasons, in the interview file;
- obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and vulnerable adults and following up any concerns;
- a face-to-face interview that explores the candidate's suitability to work with children and vulnerable adults as well as his or her suitability for the post;
- verifying the successful applicant's identity;
- verifying that the successful applicant has any academic or vocational qualifications claimed;
- checking his or her previous employment history and experience;
- verifying that s/he has the health and physical capacity for the job;
- the mandatory DBS Barred list check (which replaced List 99) and a DBS certificate (which replaced the CRB disclosure in Jan 2013);
- verifying the right to work in the UK and police checks (for overseas candidates);

The checklist at Appendix 1 is used to sign off each stage of the process and is filed as a permanent record at the end of the process along with all correspondence pertaining to the interview and references, kept in personnel files in accordance with the Colleges Data Protection Policy.



B.3. Interviews

The selection process for people who will work at the College always includes a face-to-face interview even if there is only one candidate.

The candidates whose application forms provide information that best meets the criteria of the job description, person specification, experience and qualifications are invited for interview.

At the interview, the identity of the candidates is verified by checking original documents such as ID documents (passport, driving licence) and certificates to ensure the person is who he or she claims to be.

The successful candidate will be required to complete an application for a DBS certificate using the DBS Revised and Enhanced Identification Checking Guidelines. A satisfactory certificate in line with current child protection legislation must be received before the successful candidate is allowed to take up the post.

B.4. Involving Students

The College are committed to involving students in the recruitment and selection process where appropriate. This may be by lesson observation or group activities in the residential setting, for example.

B5. Conditional offer of Employment – pre-employment checks

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

- The receipt of at least two satisfactory references (if those have not already been received – see below); the reference forms include specific questions to verify the suitability of candidates to work with children and vulnerable adults and to establish whether candidates have had any disciplinary offences relating to children. All references are verified by telephone.
- Verification of the candidate's identity (if that could not be verified at interview);
- A satisfactory enhanced DBS Disclosure Certificate;
- A separate barred list check for individuals who start work in regulated activity before the DBS Certificate is available (College staff only);
- Verification of the candidate's medical fitness;
- Verification of qualifications (if not verified at interview);



- Verification of professional status where required e.g. Qualified Youth Worker Status (JNC) (unless properly exempted);
- Verification of previous employment history and experience, including exploration of any gaps and anomalies;
- (For academic posts) verification of successful completion of statutory induction period
- (For admin posts) satisfactory completion of the probationary period.

NB In any case where a reference has not been obtained on the preferred candidate before interview, the chair of the interview panel must ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.

All checks will be:

- Confirmed in writing;
- Documented and retained on the personnel file (subject to relevant advice contained in the DBS Code of Practice and our own data protection arrangements); and
- Followed up where they are unsatisfactory or there are discrepancies.

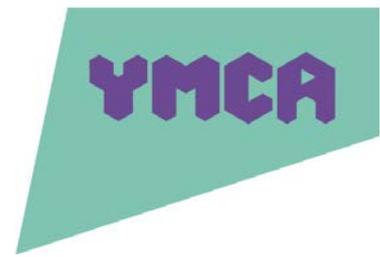
B.6. Post-Appointment: Induction

There is an induction programme for all staff newly appointed at the College, including tutoring staff, regardless of previous experience. The purpose of induction is to:

- provide training and information about our policies and procedures;
- support individuals in a way that is appropriate for the role for which they have been engaged;
- confirm the conduct expected of staff within the College;
- provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and
- enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The induction programme includes information and written statements of:

- Policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, anti-racism, physical intervention or restraint,



intimate care, internet safety and local child protection and safeguarding procedures – as referred to by the MASH, LADO;

- Safer working practice and the standards of conduct and behaviour expected of staff and Vulnerable Adults/ young people at the College;
- How and with whom any concerns about those issues should be raised; and
- Other relevant personnel procedures e.g. disciplinary, capability and whistleblowing (please see policies).

Child Protection and Safe guarding training induction training is provided by a qualified trainer.

C. Vetting and checks

All staff appointments to the College are subject to an enhanced disclosure from the Disclosure & Barring Service (a DBS certificate) in line with current legislation. This requirement also applies to all Volunteer staff, and contractors (see ‘Safeguarding Children and Safer Recruitment in Education’ chapter 4.74 - 4.76 and the Protection of Freedoms act 2012 ‘regulated activity’).

Additional checks are carried out for candidates who have lived outside the United Kingdom. i.e. candidates are asked to provide the originals of Police or Judiciary documents showing that they do not have any convictions that would bar them from working with children and vulnerable adults.

We expect all staff to notify the CEO of any cautions or convictions accrued whilst in the employment at the College.

Please refer to Appendix 2 [The Recruitment of Ex-Offenders].

C.1 The Single Central Record

We keep a Single Central Record as described in DfE guidance (see appendix 3) on Cascade. The Single Central Record includes all employees, volunteers, relevant consultants (those involved in regulated activity). The central record must indicate whether or not the following have been completed:

- Identity checks;
- Barred list check (as relevant for those engaged in regulated activity);
- DBS certificate (previously an enhanced CRB disclosure);
- Qualification checks for any qualifications legally required for the job, e.g. those posts where a person must have JNC;

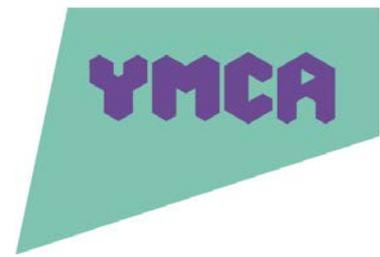


- Prohibition from teaching check;
- Checks of permission to work in the United Kingdom and
- Further overseas criminal records checks where appropriate (see 'Safeguarding Children & Safer Recruitment in Education' (DfES 2006) paragraphs 4.65 to 4.71 for advice on staff who have lived or worked outside the United Kingdom).

C.2 Volunteers

We require volunteers to comply with 'Safer Recruitment' practices and we seek written confirmation from each volunteer to this effect. We require the DBS certificate reference number for each volunteer in order that this can be recorded on the Single Central Record.

In addition, we seek to verify the identity of each volunteer when they arrive on site and these checks are also recorded.



Appendix 1 Recruitment and Selection Checklist

| PRE-INTERVIEW: | Initials | Date |
|--|----------|------|
| <p>PLANNING</p> <p>Timetable decided; job specification and description and other documents to be provided to candidate reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc. Establish the members of the recruitment panel and ensure they are involved in all stages of the recruitment process, including scrutinising application forms, shortlisting candidates, conducting the interviews and resolving any discrepancies and anomalies.</p> | | |
| <p>VACANCY ADVERTISED</p> <p>Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children and vulnerable adults, and need for successful applicant to be DBS checked</p> | | |
| <p>APPLICATIONS on receipt</p> <p>Scrutinised – any discrepancies/ anomalies/ gaps in employment noted to explore if candidate considered for shortlisting</p> | | |
| <p>SHORTLIST PREPARED</p> | | |
| <p>REFERENCES – seeking</p> <p>Sought directly from referee on short listed candidates: ask recommended specific questions: include statement about suitability of candidate for the post and of working with young people and vulnerable adults</p> | | |
| <p>REFERENCES – on receipt</p> <p>Checked against information on application; scrutinised; any discrepancy/ issues of concern noted to take up with applicant (at interview if possible)/ referee</p> | | |
| <p>INVITATION TO INTERVIEW</p> <p>Includes all relevant information and instructions</p> | | |
| <p>INTERVIEW ARRANGEMENTS</p> <p>At least 2 interviewers: panel members have authority to appoint: have met</p> | | |



| | | |
|--|--|--|
| and agreed issues and questions/ assessment criteria/ standards | | |
| Name of person on recruitment panel who holds NCSL Safer Recruitment certificate Name | | |

| INTERVIEW & POST-INTERVIEW: | Initials | Date |
|--|----------|------|
| SUITABILITY FOR THE POST Interview explores applicant's qualifications, knowledge and skills, aptitude and ability, as well as suitability to work with young people and vulnerable adults | | |
| IDENTITY Identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents: copies of documents taken and placed on file; where appropriate, applicant completed application for DBS Disclosure | | |
| PREVIOUS EMPLOYMENT AND EXPERIENCE Interview explores applicant's previous employment and experience in order to verify claims on application form | | |
| CONDITIONAL OFFER OF APPOINTMENT: PRE-APPOINTMENT CHECKS Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and for non-teaching posts a probationary period | | |
| REFERENCES (if not obtained and scrutinised previously). | | |
| IDENTITY (if that could not be verified on the day of the interview) | | |
| QUALIFICATIONS (if not verified on the day of interview) | | |
| Permissions to work in UK, if appropriate | | |
| Criminal check – satisfactory DBS certificate received | | |
| DBS Barred list check – (for regulated activity) | | |



| | | |
|--|--|--|
| Prohibition Register – (for academic staff) | | |
| HEALTH – the candidate is physically and mentally fit, as required by the post | | |
| JNC – (if required) | | |
| INDUCTION – Child Protection and Safeguarding training completed - basic awareness of H&S, e-safety, staff code of conduct, etc. | | |

Appendix 2: The Recruitment of Ex-Offenders

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service, to assess applicants' suitability for positions of trust, The College complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

The College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We have a written policy statement on the recruitment of ex-offenders, which is made available to all Disclosure applicants on the application form at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.



Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover (sealed envelope), to a designated person (the HR Dept) within the College and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process if the candidate is offered the job. The sealed envelope for those not offered the job will remain unopened and will be destroyed.

Unless the nature of the position allows the College to ask questions about the applicant's entire criminal record, we only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those at the College who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

