



**Safer recruitment policy
& procedures**
Du Boisson Foundation

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(review 8 April 2019
or at a change of legislation)

Anna Du Boisson,
Designated Safeguarding Lead

Introduction

The Foundation is committed to keeping children who it comes in contact with safe and expects all trustees, staff and volunteers to share this commitment. The safe recruitment of trustees, staff and volunteers is integral to this approach.

Why do we need this document?

The aim of safe recruitment practices is to deter, reject or identify people who might abuse children or may be otherwise unsuited to working with children.

Through this policy the Foundation aims to:

- ensure the best person is recruited on the basis of merit, ability and suitability;
- ensure the recruitment process is fair and consistent;
- ensure that relevant legislation and statutory guidance is complied with;
- ensure that all necessary checks are completed pre-employment.

Anyone involved in the recruitment and selection process must be familiar with and comply with this policy.

The Foundation will seek to recruit the best applicant for the job, and the recruitment and selection process should ensure this happens based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The Foundation aims to operate this procedure consistently and thoroughly in relation to any and all applicants for vacancies within the Foundation.

Table of contents

Introduction	1
Why do we need this document?	1
Roles and responsibilities	2
Recruitment and selection procedure.....	3
Offer of appointment	5
Employment.....	7
Contractors and agency staff.....	7
Volunteers	7
Reviewing this policy and implementation .	7





Roles and responsibilities

The trustees are responsible for safeguarding, even if certain aspects of the work are delegated to staff.

The trustees are required to:

- ensure the Foundation has effective systems in place for recruitment of all staff and volunteers that reflect government guidance and legal requirements;
- monitor the Foundation's compliance with legal requirements and guidance;
- ensure that the Foundation completes appropriate checks on all staff and volunteers who work for the Foundation;
- ensure any contractors' and agencies' comply with this document;
- ensure the welfare of children is paramount in the recruitment process.

Personal involvement

If anyone involved in the recruitment process has a close personal / familial relationship with an applicant, this **must** be declared as soon as they become aware of the application, with no further involvement in the recruitment and selection process.

Definition of Regulated Activity and Frequency

Any position undertaken at, or on behalf of the Foundation will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more, or on 4 or more days in a 30-day period; or
- overnight, meaning between 2.00 am and 6.00 am; and
- provides the opportunity for contact with children.

Unpaid / voluntary roles will only meet the regulated activity requirement if the person is unsupervised when undertaking their role.

wRecruitment and selection procedure

Job Description and Person Specification

Both the job description and person specification will be finalised before the post is put out to advert as these are key documents against which applications are measured. The job description will clearly and accurately set out the duties and responsibilities of the job role whilst the person specification will detail the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

Advertising

To ensure that everyone has an equal chance, the Foundation will advertise all vacant posts, with this either being internally, externally or both.

All advertisements will make clear the Foundation's commitment to safeguarding and promoting the welfare of children.

Application Forms

The Foundation has a standard application form that must be used and all applicants will be required to complete it fully. Incomplete application forms will not be shortlisted and Curriculum Vitae's will **not** be accepted.

The application form includes a declaration by the applicant regarding convictions and suitability to work with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. The application process will also be clear

about the checks that will be completed on a successful applicant.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, as well as referral to the police and/or the DBS.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA) and General Data Protection Regulations (GDPR).

References

Reference requests for short listed applicants will be sent for immediately after short listing. The only exception to this is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview.

All offers of employment will be conditional on the receipt of a minimum of two references which are considered satisfactory by the Foundation. One of the references must be from the applicant's current or most recent employer. If the most recent employment does not involve work with children, then the second reference should be from the employer where the applicant most recently worked with children.

The referee should not be a relative. References will always be sought and obtained directly from the referee

and their purpose is to provide objective and factual information to support appointment decisions. Open references (e.g. those addressed "To whom it may concern") and testimonials will not be accepted.

Referees will be asked whether they believe the applicant is suitable for the job for which the applicant has applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

Any discrepancies or anomalies will be followed up. Once returned all references will be followed up by a telephone conversation to confirm the contents of the reference.

Interviews

All interview process will involve a face-to-face interview with a minimum of two interviewers present (at least one interviewer having completed safer recruitment training). The interview will seek to determine the applicant's ability to meet the requirements set out in the job description and person specification. Any gaps or issues identified in the application form will also be followed up at interview.

Where information has been disclosed on the application form about previous disciplinary action, allegations, cautions or convictions this will also be discussed at interview.

Notes will be made by the interviewers during the interview process to assist with the decision making process and score interviewees. Notes relating to unsuccessful applicants will be destroyed within six months of the interview process. For successful applicants these notes will form part of their personnel file and will be retained confidentially for the duration of their employment.

Supporting documentation

All those invited to interview will be required to bring evidence of their identity and address (e.g. passport, birth certificate, driving licence, etc. as set out in the DBS identity checking guidance), qualifications and evidence of their right to work in the UK where necessary (as set out in the Immigration, Asylum and Nationality Act 2006). All evidence must be original documents and copies will be taken.

Where an applicant's name has changed by deed poll or other means then documentary evidence will be required to support this.

Copies of documents relating to unsuccessful applicants will be destroyed within six months of the interview process. For successful applicants this information will form part of their personnel file and will be retained confidentially for the duration of their employment.

Offer of appointment

Where a decision is made to make an offer of employment after interview, this will be **conditional** on the following checks being completed:

- Verification of the applicant's identity (where not already completed);
- the receipt of two satisfactory references and verbal confirmation of each as set out above;
- the receipt of a satisfactory disclosure from the DBS (including details of barred lists checks where necessary), and where necessary checks with other countries
- verification of any required professional qualifications
- verification of the applicant's medical fitness for the role;
- verification of the applicant's right to work in the UK;
- for teaching positions:
 - i. confirmation the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the National College for Teaching and Leadership, equivalent; and
 - ii. the Foundation being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body for any reason which prevents the applicant working at the Foundation or which, in the Foundation's opinion, renders the applicant unsuitable to work at the Foundation;
- confirmation that the applicant is not subject to a direction under section 142 of the Education Act;
- agreement of a start date and the applicant signing a contract with the Foundation.

Completion of each of these checks will be recorded on a checklist which will be added to the personnel file of the applicant.

The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to children. This means that any convictions and / or cautions that would normally be considered 'SPENT' must be declared when applying for any position at the Foundation.

DBS (Disclosure and Barring Service) Check

The Foundation will apply for an enhanced disclosure from the DBS and, where the activity is considered regulated, a check of the Barred List.

It is the Foundation's policy that a copy of the DBS disclosure must be seen before any new employee starts in their post – certificates are not issued to employers and therefore it is a requirement that the applicant brings in their certificate upon receipt.

The Foundation will re-check employee's DBS Certificates every three years. Where an

employee has an extended period of time away from work the Foundation may request a further DBS check dependent on circumstances.

It is a requirement that members of staff at the Foundation inform the trustees of any cautions or convictions that arise between DBS checks taking place.

Where the applicant has spent time overseas recently, DBS checks will still be requested and checks will be made with the relevant police forces in the countries where the applicant has lived.

DBS Update Service

Since June 2013 individuals have been able to join the DBS update service at their own expense. This will allow a recent DBS check to be used in other circumstances.

Dealing with convictions

If a DBS certificate contains details of convictions the Foundation will review the information and make an informed judgment, taking legal advice where necessary.

Consideration will be given to the following:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- whether it was a one-off or one of a history of offences;
- changes in circumstances;
- whether the crime has since been decriminalised;
- whether there is remorse shown.

The Foundation will meet with the applicant to look at the information, whether this is received during the application process or through the DBS check. The outcome of this evaluation will determine whether the applicant is offered the position. If the applicant considers information in the DBS check to be wrong, then they should contact the DBS. If information in the DBS check is disputed by the applicant the Foundation may use its discretion defer its decision to allow the information to be challenged.

Medical Fitness

The Foundation is required to check the medical fitness of any successful applicant after an offer of employment has been made but before the appointment can be confirmed. A medical questionnaire will therefore be supplied for completion by the applicant and will be considered upon its return – the Foundation will not withdraw an offer of employment on the basis of the applicant's medical fitness without consulting the applicant, getting medical advice and considering whether reasonable adjustments can be made (as per the Equality Act 2010).

Employment

Induction Programme

All new employees will receive an induction which will include information about the Foundation's safeguarding policies and procedures, including the Child Protection Policy, the Code of Conduct, and identify what to do if they have a concern and who the designated individuals for safeguarding are in the Foundation.

Safer cultures

Keeping children safe is a continual process of which safer recruitment is a part. The Foundation will therefore provide on-going training and support for all staff, as identified through the Annual Review/appraisal procedure.

Contractors and agency staff

The Foundation requires contractors working on its behalf and agencies supplying staff to complete the same checks for their employees that the Foundation is required to complete for its staff. The Foundation requires confirmation that these checks have been completed before contractors can commence work at the Foundation.

When a contractor or member of agency staff starts work at the Foundation they will be required to provide photographic evidence of their identity.

Volunteers & Trustees

The Foundation will apply for an enhanced DBS disclosure and Barred List check on all volunteers or trustees undertaking regulated activity with children at or on behalf of the Foundation. Any volunteers or trustees that have not had checks undertaken will be supervised at all times when in contact with children in the Foundation.

The Foundation may, dependent on the role of the volunteer or trustee, seek to undertake further checks which may include (amongst other checks) the seeking of references and the completion of an interview with at least two interviewers present. The Foundation follow [Charity Commission guidance](#) in the recruitment of trustees.

Chaperones

Due to the frequent, close and unsupervised supervision of young people the role affords the Foundation considers this role regulated activity and will follow the same rigorous recruitment procedures for chaperones as for tutors. This will include a DBS and barred list check, renewed every three years. If there is a gap of more than 3 months between roles a further DBS check will be undertaken. It is therefore sensible that chaperones subscribe to the [DBS update service](#) to allow these to be completed on demand.

Reviewing this policy and its implementation

The Foundation will review this policy annually, and trustees will undertake an annual audit of personnel files to ensure compliance with the processes set out in this policy.