

Appendix B: Safer Recruitment Guidelines

This procedure documents the recruitment and selections procedures for those with responsibility to recruit staff who will work with children or adults (where the delivery of certain services leads to that adult being considered vulnerable at that particular time).

This document provides a quick reference guide and should be read in conjunction with Boston Borough Council's Recruitment Policy (HR043).

Experience shows the importance of organisations that provide services to children and young people operating recruitment and selection procedures that help to deter, reject or identify people who pose a risk to children. It means thinking about issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the recruitment process.

The main elements of safer recruitment include:

- Ensuring the job description and person specification makes reference to the responsibility for safeguarding children;
- Obtaining information on employment history and actively resolving discrepancies;
- Obtaining independent professional and character references;
- Having a face to face interview to explore candidates suitability to work with children as well as the post;
- Verifying the successful applicant's identity through documentation that includes photographic identification;
- Verifying the successful applicant's original qualifications;
- Verifying applicants health and physical capacity for the job; AND
- Undertaking mandatory checks.

Pre-employment checks

For all staff appointed who have contact with children, the following checks must be undertaken, and a record of each must be placed on their personal file.

- Evidence of the DBS check including the unique number and date of issue;
- Two satisfactory references;
- Health clearance;
- Application Form;
- Evidence that academic and vocational qualifications have been checked and verified; and
- Photographic identification.

References

All references should be taken up after shortlisting and prior to interview. Recruiting officers must:

- ensure, where possible, at least one referee can make reference to the applicant's work in an earlier post/role within the same workforce (Children/Adults) as the post being applied for;
- read references prior to the interview;
- contact the referees via telephone to verify authenticity of the reference and input this information into the Candidate Interview Assessment Form; and
- seek clarification from the referee if there are any areas of concern within the reference.

Disclosure and Barring

It is essential that those who are known to present a risk to children or vulnerable adults do not gain access to them through work. To help identify those who may be a risk a number of checks are required.

Where an individual occupies a role that meets the definition of undertaking “regulated activity” an application must be made for an enhanced DBS check and a relevant (Adult or Children) Barred List check (an Enhanced check for Regulated Activity).

The full, legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012. For information on the new definition of regulated activity and posts for which a check can be made against the barred list, refer to Appendix B of the Councils DBS policy.

DBS checks must be in place before an individual starts work.

Recruiting overseas workers

In the case of staff who have lived abroad, the DBS check may be unlikely to provide sufficient information, depending on how long the individual has been in the UK. In these circumstances additional checks, including obtaining certificates of good conduct from relevant embassies or police forces may be appropriate and must be completed prior to the individual starting work or volunteering. The level of information contained in these certificates varies from country to country, some are complete extracts from the criminal record, and others are partial.

Criminal convictions

Criminal convictions must be judged in the light of the results of all the pre-employment checks not just the CRB disclosure. Employers must make a judgment about suitability, considering only those offences, which may be relevant to the particular job.

Factors to consider include:

- The nature of the offence(s);
- The nature of the appointments;
- The age of the offence(s); and
- The frequency of the offence(s).

Agency staff

Agencies should undertake DBS checks for supply staff, but it is ultimately the responsibility of Boston Borough Council to check and record that this has been done and there is nothing preventing them from working in the role.

Safeguarding

All newly appointed staff and volunteers are required to complete mandatory safeguarding training which provides information about safe practice and the expected standards of conduct.

Whistle blowing

A copy of the organisations complaint and whistle blowing policy (HR044) should also be available for any recruitment concerns,