

POLICY: SAFER RECRUITMENT POLICY

Relevant to:	Staff and Volunteers
Review owner:	CEO
Review frequency	Annually
Last review date:	April 2023
Links to other policies:	Safeguarding Policy; Equality & Diversity Policy; Whistleblowing Policy
Linked documents:	Staff training overview, Reference Request Proforma

PURPOSE AND AIM

1. The aim of the Safer Recruitment Policy is to ensure the safety and welfare of the beneficiaries we support including through ensuring to the best of our ability, that we recruit appropriate people.

LEGAL AND GOVERNANCE CONTEXT

2. Keeping Children Safe in Education, September 2020; Prevent Duty Guidance for England and Wales; Disclosure and Barring Service policies and procedures.

POLICY STATEMENT

3. Daybreak considers safer recruitment a key part of meeting our obligations for safeguarding and keeping people who use our services safe. Recruitment and the checks that are undertaken as part of this process are the organisation’s first chance to make robust efforts to prevent unsuitable individuals from working with children and young people and vulnerable adults.
4. The policy is included as part of Daybreak’s application pack for any position, and as such, is given to applicants along with a detailed job description, person specification, application form (CV’s are not appropriate) and equal opportunities monitoring form.
5. The recruitment processes consist of several stages:
 - Defining the role
 - Advertising
 - Application
 - Selection criteria
 - References
 - Checks
 - Interviews
 - Reviews
6. All staff involved in recruitment will receive safer recruitment training every three years

PROCEDURES

Defining the Role

Permanent and Contract Staff

7. All posts will need the following information
 - a. A written job description and person specification is in place for each post.
 - b. Both documents include statements about skills/behaviours/experience and attitude to children, young people, and vulnerable adults necessary for the post.

- c. The job description outlines clear boundaries of role.
- d. The job description describes what responsibility and opportunity for contact with children, young people, and vulnerable adults there is in the role.
- e. The job description includes statements about safeguarding responsibilities of the post.

Advertising

8. All adverts will have a statement about our commitment to safeguarding, safer recruitment including DBS checks being required prior to commencing with Daybreak.
9. All candidates will be sent information about Daybreak's Safer Recruitment Policy and practices.

Application

10. To comply with Safer Recruitment, all applicants must:
 - a. Complete Daybreak's application form to ensure that there are no gaps in information. CVs alone are not sufficient to meet the standards.
 - b. Include a personal statement which outlines how the applicant meets the person specification.
 - c. Sign the declaration at end of application form to confirm it is a true and accurate record (if received electronically, then a signature is required when the candidate attends interview).
11. If the application form is returned by email, the applicant must sign the application at interview if they are shortlisted for interviewing.
12. Any gaps in employment will be probed at the interview stage to ensure that we have a record of full employment history and/or gaps and the reasons for that.
13. Any qualifications shown on the application form must be supported by certificates.
14. Two references will be taken up (using the Daybreak reference request pro forma) and any offers of employment will be conditional until satisfactory references are received.

Selection Criteria

15. Applicants are asked on their application form if there is anything that they would like to declare which may come up on their criminal record bureau check that the charity should be aware of (Self disclosures).
16. DBS checks are not part of the short-listing process and will be done after short listing.
17. The short-listing criteria will be based on the person specification and job description and must be consistent for all candidates.
18. Two people always shortlist in order to identify gaps, inconsistencies or disclosures.

Interviews

19. Prior to formal interviews, admin or the recruiting manager may contact the potential candidate to check factual information relating to the role. This may include questions around:
 - a. Availability to work the hours advertised
 - b. Availability relating to timing of the interview
 - c. Checking any gaps in the application such as employment history, transport etc.
 - d. Clarification of previous experience (but only factual at this stage)
20. It is important that these questions are not biased and do not prejudice a fair interview process.
21. All interviews are conducted with at least 2 colleagues who have had safer recruitment training.
22. Depending upon the position, there may be a range of selection tools such as interaction with others i.e. role play or group discussion, written exercise used as well as an interview.
23. The questions in the interview are structured with previously agreed criteria designed to ascertain the candidate's ability to meet the requirements of the post as per the person specification and job description.
24. During the interview there are questions which probe attitudes towards children and child protection and, where appropriate motives for working with children.

Volunteers

25. Volunteer roles will be expected to provide a brief description of the volunteer role, where it will be based, what hours and whether they will be working directly or indirectly with beneficiaries. The advert should include statements about safeguarding responsibilities of the post and that the role is subject to safer recruitment. All volunteers will be sent information about Daybreak's safer recruitment policy.
26. Volunteers will be asked to complete a volunteer form which includes all criteria above relating to Safer Recruitment.

References (this applies to permanent employees, casual staff and volunteers)

27. Daybreak requests that two referees are identified on the application form.
28. At least one reference must be from a previous employer (where relevant).
29. All references ask about anything of concern/disciplinary action during course of employment.
30. Checks on the reference request form confirm details on application form such as periods of employment, reason for leaving etc.

Checks

31. All employees and volunteers will have DBS checks at a level appropriate to their role. In the event of employment, any failure to disclose convictions will result in disciplinary action or dismissal.

32. Staff and volunteers will not have unsupervised contact with beneficiaries until their suitability has been checked.
33. All new employees and volunteers are required to sign up to the DBS online update service. Existing employees will be required to sign up when their DBS is next renewed. Sign up to the update service must be completed within 14 days of DBS check having been completed.
34. Status checks through the update service will be completed on a regular basis for all employees.
35. All employees and volunteers will receive Safeguarding and Child Protection Training as part of their induction and throughout their employment at a level and frequency suitable for their role (detailed in Daybreak's Staff Training Overview).
36. The same checks will apply to applicants from overseas and those who have lived outside the UK in the same way as for those residents in the UK.
37. Daybreak has a duty to confirm the right of those they employ to work in the UK and will make the necessary arrangements to ascertain this.

Review

38. Daybreak conducts appraisals for all paid staff and volunteers at the end of their first three months with the organisation and thereafter they have regular supervision and annual appraisals.
39. The induction provided by Daybreak covers relevant information about safeguarding and how to identify and raise concerns about the welfare of children and vulnerable adults.
40. Certificated training in safeguarding by an accredited trainer forms part of the compulsory training paid staff complete within six months of appointment.

Annex A: Safer Recruitment

1. Procedure if DBS or References Raise Issues of Concern

- 1.1. If the Disclosure certificate shows recorded items such as convictions or cautions, or a reference raises an area of potential safeguarding concern, admin will pass the certificate together with the relevant paperwork to the CEO for consideration. The CEO will consult with the appointing manager and relevant senior manager.
- 1.2. In **all** situations, where there are any offences relating to children and young people or adults at risk of harm, the CEO will consult with the Designated Safeguarding Lead and the Senior Leadership Team. Under no circumstances will an appointment be made if a person is on the Barred List (an Enhanced check for Regulated Activity).
- 1.3. The following will be considered when reaching a decision about employing an individual with a criminal conviction or caution:
 - Whether the individual had already disclosed the conviction or other matter at a prior stage, which would indicate openness and honesty on their part.
 - Whether the conviction or other matter is relevant to the position.
 - The seriousness of the offence or other matter.
 - The length of time since the offence or other matter occurred.
 - Whether the applicant has a pattern of offending or other relevant behaviour.
 - Whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters.
 - The circumstances surrounding the offence and the explanation(s) offered by the individual.
- 1.4. Where the decision is taken to employ an individual with a criminal conviction or caution, the CEO will produce a short risk assessment and ensure that a record of the risk assessment using the above criteria is kept on their personal file and their line manager is made aware.
- 1.5. No appointment of an individual with criminal convictions or cautions relating to children and young people or adults at risk of harm can be confirmed without the agreement from the Designated Safeguarding Lead or a member of the Senior Leadership Team.
- 1.6. Where the decision is taken not to appoint an applicant because of the information on their Disclosure, the CEO will provide the Senior Leadership Team with a recorded risk assessment referencing the guidance set out in paragraph 3.
- 1.7. No conditional offer of appointment can be withdrawn without the agreement from a member of the Senior Leadership Team.

2. Discussing Criminal Records

- 2.1. If a candidate has given details of their criminal record at the interview, it may be appropriate to discuss this at this stage.

- 2.2. Where an applicant's criminal record was disclosed in their application prior to interview and they are provisionally offered employment, the recruiting manager will need to discuss this with the applicant prior to them commencing.
- 2.3. Where an applicant's criminal record is not made available prior to interview and there are issues revealed through the DBS Disclosure, the recruiting manager will meet with the applicant. Such a discussion will also be necessary when the Disclosure contradicts what the applicant has declared. It may be that they have, for example, misunderstood what is meant by a spent conviction or were unaware that cautions would also be included in the Disclosure. Following any discussion, the provisions outlined in paragraphs 6.5 and 6.6 apply.
- 2.4. If an applicant disputes the information contained on a Disclosure, they can appeal to the DBS. If a mistake has been made a fresh Disclosure will be issued to the individual who must provide to Head Office for checking.
- 2.5. A final decision about the applicant's suitability for the job will not be made until the outcome of the appeal. However, Daybreak reserves the right to offer the role to another candidate and cannot accept responsibility where a job offer has been withdrawn due to entry errors on the DBS return.