

Safer Recruitment and Selection Process

Rationale

This process is to ensure that the recruitment process and safeguarding processes are linked, and that we recruit the right candidates in a timely manner, and in a cost effective way for the organisation.

Safe recruitment means taking steps to ensure only individuals who are suitable for working with young people, whilst keeping them safe from harm and risks, are appointed. The following process will be adopted and applied consistently when appointing a staff member, associate or volunteer.

Job Description

The job description should be reviewed for all new roles. It should ensure that the up to date information about the company and role are included along with our commitment to safer recruitment and equal opportunities.

The person specification should include only relevant criteria to be used and candidates should be shortlisted based on meeting essential criteria. Desirable criteria will be used to shortlist where there is an excess of candidates.

Care should be taken to ensure that no discriminatory language is used in the job description, this could include language that might put off applicants from particular age groups (dynamic, energetic, mature) criteria should consider what experience is required, rather than a length of time.

Advertisement

All roles are advertised internally and on the Green Corridor website. Advertisements may be posted on Indeed, Reed, total jobs, LinkedIn, charity jobs, Crinkle or any other suitable website.

Where possible closing dates for applications, assessments and interviews should be added to the advertisement in advance.

When any form of advertising is used to recruit staff or volunteers, the following information will be reflected:

- aims of the organisation and where appropriate, the particular programme involved

- a detailed role description including the qualities, qualifications and standards required in the successful candidate, and details of the checking procedures to be carried out
- the organisation is an equal opportunities employer, operating within child and adult safeguarding standards

Pre-Application Information

Pre-application information sent to interested or potential applicants will include:

- a job or role description, including roles and responsibilities
- a person specification which clearly states qualifications and experience required
- an application form
- a self-disclosure form

Application Forms

All applicants, whether paid or voluntary, full time or part time positions will complete an application form, including a full work history. Individuals providing incomplete applications will not be considered.

References

Contact details of two written references (not relatives) are required, at least one of which should be a previous employer. References will only be taken up when the position is offered to the applicant and will be requested via email. A reference provided by phone only will not be accepted. References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- The candidate's suitability for working with children, young people or adults at risk.
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people and adults at risk

- The candidate's suitability for this post.

All appointments are subject to satisfactory references prior to the provisional start date. Please note that should the applicant be unable to provide references within the UK, overseas references and where appropriate, a DBS and / or barring check will be undertaken.

Disclosures

All those with significant access to, or responsibility for, children, young people or adults at risk, will be required to complete an enhanced level DBS check. All advertised roles make clear that the candidate may be subject to a DBS check. The applicant has a responsibility to disclose any previous convictions, in line with the relevant legislation.

Shortlisting

Short-listing of candidates will be against the person specification for the post and carried out by two members of staff, at least one of those should be fully trained in safer recruit.

Selection

Once the candidates have been shortlisted the recruitment process should be agreed in advance. This will always include an interview process, but may also include a micro-teach or assessment, where appropriate. A maximum of 5 people should be selected for first round interview/ assessment.

All teaching roles, including: tutor, senior tutor or head of department roles will involve a micro-teach session. (all candidates will be escorted on the premises at all times during the recruitment process)

Care should be taken to ensure that selection practices are not discriminatory

Agency

For roles that are difficult to fill or where the need is urgent the roles will be assigned to recruitment consultancies to support us with our recruitment. We have a PSL that we use regularly. The role will go out to an appropriate agency for the role.

It is our preference to recruit roles directly. We ensure that all safer recruitment checks have taken place with any agency workers prior to starting and that compliance is shared with HR prior to placement. Placements will bring any DBS certification and ID documentation with them on the first day of placement. This is checked prior to meeting learners.

Appointment

The successful applicant will be issued with a conditional offer letter, terms and conditions and all new starter paperwork. It will specify full details and requirements of the position and any probation period (if appropriate). If the role was subject to a DBS check, the applicant will then be asked to complete a criminal record self-disclosure form. The applicant will be informed that the appointment is subject to satisfactory DBS certificate and two references. Having a criminal record does not automatically prevent you from working with or for the organisation.

All staff and volunteers will undergo a formal induction, which will cover the organisation's Safeguarding Policy and Procedures. Training needs will be established as part of their induction and refreshed on an ongoing basis.

Training

Once recruited, all new staff and volunteers will receive training and written guidelines to ensure they remain fully aware of relevant safeguarding procedures.

All staff and volunteers receive training and written guidelines on safer working practices.

All staff and volunteers receive training and written guidelines on allegations management and whistle-blowing.

All staff and volunteers receive training and written guidelines on reporting procedures if they suspect that a child or young person working with the organisation is at risk of harm.

Probation period

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the role for which they have been recruited.

Document Control

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Safer Recruitment Flowchart

