

## **Appendix D**

### **Safer Recruitment Guidance – recruiting to posts working with children, young people or adults at risk.**

#### **Scope**

Slough Borough Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees to share this commitment. By ensuring that our recruitment and selection processes help to deter reject or identify people who might abuse children, or are otherwise unsuited to work with them, we are able to strengthen safeguards for children and young people.

We expect all suppliers and contractors to the Council to share this commitment and comply fully with the Recruitment and Selection Policy, and Safer Recruitment Guidance provided. We are committed to safe working practices as outlined by the Safer Recruitment Consortium. The Safer Recruitment Consortium is a partnership between four organisations; the NSPCC, Lucy Faithful Foundation, NASS and CAPE who have the safety and wellbeing of children at their heart. Further details can be found here: Further details can be found here:

<https://www.saferrecruitmentconsortium.org/>

Safer Recruitment applies to all employees who have contact with children, young people and adults at risk through their work whether in a paid or voluntary capacity.

It also applies to staff who do not have direct responsibility for children but who will have contact with children within the organisation and will be seen as safe and trustworthy and/or have access to confidential and sensitive information e.g. administrative staff, receptionists.

#### **Temporary Employees**

Contractors/Agencies engaged by the Council must complete the same checks for their employees that the Council is required to complete for its staff. The Council requires written confirmation from the recruiting agency (Matrix) that these checks have been completed before employees of the Contractor/Agency can commence

work at the Council. Similarly, safe recruitment practices need to be observed with sessional staff.

### **DBS check**

Where the work involves contact with children or vulnerable adults, an enhanced disclosure and barring service (DBS) check **will** be required if working with unsupervised access to children and/or young people. For further guidance refer to <https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers>

### **Volunteers**

In respect of engaging a volunteer please refer to the Council's Volunteering Policy. Under no circumstances will the Council permit an unchecked volunteer to work in regulated activity and have unsupervised contact with children, young people or vulnerable adults.

### **Training**

A minimum of one member of the panel must have undertaken safer recruitment training in the last three years when recruiting to a position where someone will be working with children, young people or adults at risk.

### **Preparing the Job Pack**

All information given to interested applicants should highlight the importance of the rigorous selection processes and duty to safeguard and promote the welfare of children and young people. It should be clear that proof of identity will be required, as well as a Disclosure and Barring Service check where appropriate. It should include the Council's Safeguarding Policy Statement.

### **Job Descriptions**

It should clearly state;

- The extent of contact/responsibility for children and young people

- The individual's responsibility for promoting and safeguarding the welfare of the children/young people/adults at risk they are responsible for or comes into contact with.

### **Person Specification**

It should state the requirements needed to perform the role in relation to working with children and young people.

### **Advertisements**

Include a statement about the Council's commitment to safeguarding and promoting the welfare of children, young people and adults at risk and reference to the need for the successful applicant to undertake an enhanced DBS where appropriate.

### **Application Forms and CV's**

Incomplete application forms will not be shortlisted. CV's will not be accepted but can be provided alongside a fully completed application form.

### **Self-disclosure form**

The Self-disclosure form gives candidates the opportunity to tell us confidentially about any unspent criminal convictions. If the role requires an enhanced criminal records check, you should also ask applicants to disclose any unprotected spent convictions and cautions.

Applicants should complete self-disclosure forms before interview and bring them in a separate, sealed envelope marked 'Confidential'. The hiring manager should only open the self-disclosure forms of candidates who have accepted a conditional offer, and review the information inside as part of their vetting checks.

Unopened self-disclosure forms must be securely disposed of by the hiring manager.

The self-disclosure form does not replace the need for a DBS check. DBS checks should always be carried out as appropriate.

## **Panels**

Children and young people can make a valuable contribution to the recruitment process and their participation should be considered for key strategic and managerial posts as well as posts where staff will have a high level of responsibility for children's day to day care.

## **Interviews**

The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps that have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).

## **References**

Two references are required for external appointments from the current or most recent employer/line manager (not a colleague from the organisation). For internal appointments, one reference is required, usually from the current line manager. Guidance on suitable internal references can be obtained from the HR Business Partnering Team if needed.

For posts working with children, young people or adults at risk references should be sought on all shortlisted candidates, including internal ones. If possible these should be obtained prior to interview so that any issues of concern that the reference raises can be explored with the referee and taken up with the candidate at interview. However referees will not be approached without the applicant's permission.

References must be sought and obtained directly from the referee. Prior to the confirmation of an appointment, referees must be telephoned to confirm their

views on the candidate and to ensure the information provided by the candidate is accurate.

A copy of the Job Description and Person Specification should be included with all requests.

References or testimonials provided by the candidate, or open references, will not be accepted. Full references must be followed up even if a reference is provided by the candidate.

For posts requiring working with children, if the applicant is not currently working with children but has previously done so, the hiring manager should check with the last relevant employer to confirm details of their employment and reason for leaving.

Requests should remind the referee that they have a responsibility to ensure that the reference is accurate and that the relevant factual content of the reference may be discussed with the applicant.

### **Overseas Employees**

The same checks should be made on overseas staff as for all other staff (although it is not possible to conduct overseas Disclosure and Barring Service checks). A "Certificate of Good Conduct" or equivalent should be obtained.

Where an applicant has worked or been resident overseas in the previous 5 years, the Council will obtain a check of the applicant's criminal record from the relevant authority in the country and seek additional information about an applicants conduct. Not all countries provide this service and advice can be sought from the Disclosure and Barring Service. <https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers>

### **Induction**

It is the line manager's responsibility to ensure that the new employee receives written statements of policies and procedures in relation to safeguarding. All employees are required to undertake safeguarding training to at least basic

safeguarding awareness and for posts working with children, young people or adults at risk and for senior posts must also undertake targeted safeguarding training. All other employees must complete universal safeguarding training.