



Safer Recruitment Policy/Procedures

2018

CONTENTS: -

Introduction

- Creating a safer culture
- A planned and structured approach

Policy Statement

Personal Specifications

- Volunteers
- Overseas Candidates

Applications

- Application Pack
- Keeping up to Date
- The application Form
- Checking Applications
- What happens if an applicant provides false information?

Pre-Employment Checks

- What Checks Must Be Made
- Permission to work in the UK
- Self-Disclosure
- The purpose of the self-disclosure form
- Prohibition Orders

Fair Treatment

- Equality of Assessment

Disclosure Barring Service

- Assessing Disclosures
- Confidential Disclosures
- Past Criminal Offences
- Disqualifications
- Passing on Concerns

References

Interview

- Seven basic Rules for Effective Interviewing
- The types of question that need to be included
 - Open and Closed Questions
 - Probing Questions
- Individually Tailored Interview Questions
- Interview Evaluation Categories
- Causes for Concern

The Safeguarding Statement

Making a decision

Post Interview Assessment

Recording Data

Job Advertisement

Key practice Guidelines for During the Recruitment Process

References to Guidance:

INTRODUCTION:

Creating a Safer Culture:

The competent application of safer recruitment procedures goes hand in hand with an effective induction process for new staff and volunteers in maximising the efforts of deterring unsuitable people. (*see also 'Induction procedures'*) found in the 'safer recruitment' folder in 'Policy and procedure' folder.

This document contains the policies and the procedures for safer recruitment processes at GLAS Ltd.

GLAS Ltd acknowledges that most people applying for a position to work with children, young people and their families will be safe and trustworthy but, those who have unacceptable motives toward children would deliberately target organisations where children and young people are present.

Recognising that there may be long time gaps between recruitment, the procedures set out in this document are designed as a step guide for the recruitment process to support the safer recruitment officer. In no way is this document intended to replace the need for safer recruitment training.

For more details on creating a safer culture and maintaining vigilance at GLAS Ltd, as an ongoing task see '*Whistle Blowing Policy*' in the policy and procedure folder

A planned and structured approach: -

- Will reduce the risk of appointing someone unsuitable
- Help to ensure that all the relevant steps are taken
- Will ensure that there are records of the process for future reference
- Will Make better appointments

POLICY STATEMENT:

- DBS Checks are undertaken for individuals who are provisionally offered the position.
- At least one member of staff is trained in safer recruitment
- At least one staff member trained in safer recruitment is designated as responsible for recruitment.
- At least one interviewer will have 'safer recruitment training'

- At least one of the interviewers will have extensive knowledge of the Role on offer
- A clearly set out application pack is presented to all applicants (*See application pack below*)
- No less than 2 members of staff will conduct an interview.
- The same people must form the panel for shortlisting as for interviewing.
- Interviews are always held face to face.
- No interview will take place without satisfying job/role application procedures based on safer recruitment techniques. (*See procedures below*)
- Selection methods must be agreed prior to the process beginning
- Safeguarding questions will take prominence within the interview (*see interview questions below*)
- Formal interview questions and key areas for dialogue will be pre-determined for each individual based on the analysis of the application form data and the categories outlined in 'personal specifications' below.
- The Interview process must be explained clearly to each candidate through the Application pack and again at the beginning of the interview.
- A Pro-Forma is used for the reference process to create consistency and ensure the right information is collected. (*See References below*)
- References are collected once a short list is created based on initial analysis of application form data
- Only fully completed references can be accepted.
- Interview assessment is based on a template which will be used to take structured notes by one or both of the interviewers to allow accurate comparisons and fairness of process. (*See 'Selection methods' and recording interview data' below*)
- Each candidate will be given specific time to ask questions about the role and organisation (*See Interview questions below*)
- No appointment will be made without exhausting the process outlined in the following procedures in line with the principles of safer recruitment.
- Any appointments made through a third-party organisation like a recruitment agency must have followed the same stringent checks, copies of the checks must be made available to GLAS Ltd before an offer can be made. (*see 'pre-employment checks' below*)
- If temporary appointment is made through a third party will all the satisfactory checks in place, identity checks are still necessary
- It is the company's responsibility to check that the applicant has the right to work in the UK.
- Successful candidates of any standard or experience are employed on a probationary arrangement with closer monitoring to confirm acceptable behaviour and competency are adequate in each case.

Personal specification:

This should define the appropriate experience and attitudes we expect from any candidate and forms the job description.

Including: -

- Qualifications (original or certified copies are needed and must be checked with the relevant awarding body).
- Skill and Experience
- Abilities, behaviours, attitudes and values

These are the core requirements for working with children and young people.

In addition to this it must include: -

- A brief description of the role and make reference to the job/role description For full details (*see 'Job Description'*).
- Training and development offered (*See 'Training Strategy'*)
- a description of the organisations, standards, beliefs, values (*see 'Mission Statement'*)
- a description of the importance of whistleblowing culture in the safeguarding strategy. (*see Whistleblowing policy'*)
- A reference to the safeguarding statement (*see 'Application Pack'*)

As well as the need of GLAS Ltd to find the right person, the purpose of this is also to help the candidate understand exactly what would be expected of them within the Job/Role..

In this section we want to present a picture of the organisation we are potentially inviting them into.

It is critical to explain that training in the specifics of the job, is available, and in the interest of fairness and opportunity someone without all of the relevant experience could be considered if they have the right personal attributes outlined under Abilities, behaviours, attitudes and values.

Volunteers:

- The recruitment of volunteers differs only slightly from that of paid staff in that it has a role description instead of a job description. All other safeguarding features are the same as paid staff.
- (See Volunteer England for further guidance on recruiting volunteers)

Overseas Candidates:

- The same level of procedure should be applied for applicants who are from overseas as for those from the UK.
- It is important to remember that the DBS checks we perform here will not show overseas convictions.

- If an applicant including those from the UK has worked overseas for a period of three months or more in the last 5 years, then the relevant authorities in the country concerned must be approached for a copy of the candidate's criminal record. (see the Centre for Protection of National Infrastructure web site for countries who will provide this information).
- Any documents which are not in English must be accompanied by a certified translation. The credentials of the translation must be checked and an official declaration of the translation must accompany it.

Applications:

The Application Pack:

The application pack should form a clear image of the organisations ethos and commitment to safeguarding children.

The aim is to deter the unsuitable and encourage applications from suitable candidates.

The pack should contain:

- Job Description
- Personal specification
- Safeguarding statement
- Self-Disclosure form
- An outline of the selection process
- Application form
- Reference pro-forma

Keeping up to Date:

Prior to recruiting it is matter of procedure to ensure that the items in the application pack are up to date to ensure that:

- We do not send misleading information to applicants
- We clearly spell out the ethos of GLAS Ltd
- We clearly set out the recruitment process and commitment to Safeguarding.
- Ensure there is a match between the personal specifications and the job description.

The application form

The application form is designed to:

- Present a common set of information from each applicant
- Are easier to check for accuracy
- Ensure all applicants have a fair opportunity to provide relevant information
- Help identify gaps and anomalies

The application form must contain the following sections:

- Personal Details
- Education and training
- Employment History
- Personal Statement
- Signed Declaration

Checking applications:

To fall in line with best practice the application assessment has 5 key points: -

- Have at least 2 people, scrutinise applications
- Identify gaps in experience, employment and consistency
- Act consistently, using all templates provided.
- Seek quality not quantity
- Avoid considering self-disclosure at this stage

Wherever possible follow up on discrepancy or omission with application before the shortlist is drawn up.

If this is not possible we must take these points up with the applicants in the interview.

What happens if the applicant provides false information?

Providing false information is an offence and could result in either: -

- The application being rejected
- Summary dismissal if selection has already taken place
- Possible referral to the police if a serious safeguarding situation is discovered

Also, we must pass on this information to the relevant bodies such as any professional body that the applicant is registered with and the Disclosures and Barring Service.

Pre-Employment checks:

Once an offer of employment is made checks for disqualification must be carried out. If an applicant in the process of recruitment is identified as disqualified or barred

- They must be immediately removed from the setting.
- Ofsted must be notified within 14 days
- The candidate must be informed that they can apply to Ofsted for a waiver which may be granted in full or partially at the discretion of Ofsted
- Whilst waivers are under consideration the person may not work in the relevant settings.
- You should seek specialist advice from the Local Children's Safeguarding Board (LSCB) on managing disqualification.

What checks must be made:

- Identity, including date of birth
- Eligibility to work in the UK
- Enhanced DBS checks
- Teachers are not subject to a prohibition order interim prohibition order (see '*Prohibition Orders*' below)
- Qualifications
- Professional status, i.e. qualified teacher status

Permission to Work in the UK:

- Every employer has a duty to ensure that all of their staff have permission to work in the UK.
- Go to this link to check if someone can work in the UK
<https://www.gov.uk/check-job-applicant-right-to-work>
<https://www.gov.uk/legal-right-work-uk>
- For how to check an applicant's 'Right to work' Documents see '*Applicants Right to Work Document*' in the 'Safer Recruitment' folder in 'Policies and Procedures'
- For how to carry out 'Right to Work' checks see the 'Employers guide to -right to work -checks' document in the 'safer recruitment folder' in 'Policies and Procedures'.

Self-Disclosure:

A self-Disclosure form which is included in the application pack should be submitted in a sealed envelope marked Confidential – Disclosure to the GLAS Ltd Interview Panel and are always used in conjunction with DBS checks.

Self-disclosures are not opened unless the candidate reaches the short list for consideration.

Legislation states we must avoid asking questions about criminal convictions and cautions. If details of protected cautions or convictions are shared by mistake, it would be unlawful to use this information to influence an employment decision. (see Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (Amendment) Order 2013) This means that some minor cautions and convictions are ‘protected’ and eligible for filtering from disclosure certificates.

The purpose of the Self-Disclosure form: -

- To ensure that the candidate knows we are entitled to this information
- To give candidates a chance to flag up information confidentially
- As a deterrent to unsuitable candidates
- A sign of the seriousness with which GLAS Ltd treats safeguarding children and young people.

Any disclosures which are about issues where the candidate was found to be innocent must not influence the decision-making process and no further questions should be asked.

A ‘self-disclosure form’ can be found in the ‘safer recruitment folder’ in ‘policies and procedures’.

Prohibition Orders:

Prohibition orders are made by the secretary of State for Education for: -

- Unacceptable professional conduct
- Conduct that may bring the profession into disrepute
- Conviction, at any time, of a relevant criminal offence

These prevent people from working as a teacher in:

- Schools
- Sixth form colleges
- 16-19 academies
- Relevant youth accommodation
- Children’s homes in England

Fair Treatment:

During the selection process the following objectives are necessary: -

- Interviewers are well briefed (*See 'Interview' below*)
- Assess candidates fully (*see Policy Statement' at the top of this document*)
- Make careful notes (*see 'Recording Interview Data' below*)
- Use the correct criteria as outlined in the various sections of this document
- Inclusion of young people carefully
- Treat supply staff and volunteers in the same way as everyone else (*see 'safeguarding roles' document, 'safeguarding policy' document and 'Equalities and diversity' documents available in the policy and procedure file*)

Equality of Assessment:

- All applicants should be assessed fairly using the criteria contained in the personal specifications.
- This is to ensure maximum impartiality as well as to ensure the security of the position.
- It is important that assessment does not conflict with the 'equalities and diversity' policy found in the policy and procedures folder.
- When inviting applicants to attend interviews it is therefore, important to ask whether any reasonable adjustments may be necessary. These must be planned in advance
- Any information shared in the reasonable adjustment process must not be used to make a decision about the candidate's assessment.

Disclosure Barring Service/Criminal record checks:**DBS Checks are applied when appropriate which is for****Assessing Disclosures**

If disclosures are found, then the panel must decide based on the categories below whether to reject the application or if not, what questions they want to ask at interview to probe and whether other sources of information are required such as relevant police forces in specific cases.

If an applicant discloses a recent serious offence against or involving children and is not registered with the DBS then the DBS must be consulted before proceeding with an interview.

The areas of focus for assessing disclosures are as follows: -

- Relevance, Nature and Seriousness
- Timescale
- Repetition
- Mitigating circumstances

- Changes and remorse
- Country of conviction
- Decriminalisation

Confidential Disclosures/Self-Disclosure:

These are only opened as part of the meeting of the interview/recruitment panel to discuss shortlisted applicants.

It is at this point that the candidates are further assessed as appropriate for working with children and young people. (*See 'Disqualifications' below for details of reasons for rejection of the application in light of disclosures.*)

Past criminal offences:

When assessing the importance of a disclosure, unless the panel decides that the offence is irrelevant, the following considerations should be made:

- Is there evidence of mitigating circumstances, such as youth, immaturity, illness or acting under the influence of someone else.
- How long ago did it take place
- Did the offence take place in another country? If so, then you will need to make further checks to understand the nature of the offence in more detail.
- Some offences are no longer offences so this will need to be considered in the decision-making process, for example homosexuality.
- Have the applicant's circumstances changed significantly since the offence?
- Is there clear signs of remorse and rehabilitation?
- Was it a one of or a series of offences over a short period or is there a history of repeated or varied offences.
- How serious was the offence, does the behaviour involved represent an unacceptable risk to the post under consideration? For example, the difference between a custodial sentence and community service will have implications in the seriousness of the offence. The length of the custodial sentence will be connected to its seriousness.
- Offences involving drugs, sex and violence will be of a major concern: mitigating circumstances must still be considered.

Disqualifications:

The following details are part of the wider disqualifications criteria in addition to inclusion on the Children's Barred List.

- Being cautioned for or convicted of violent and sexual criminal offences against children and adults.
- Grounds relating to the care of children (including where and order is made in respect of a child under the person's care).

- Having registration refused or cancelled in relation to childcare or children's homes or being disqualified from private fostering.
- Living in the same household where another person who is disqualified lives or works (disqualification by association).

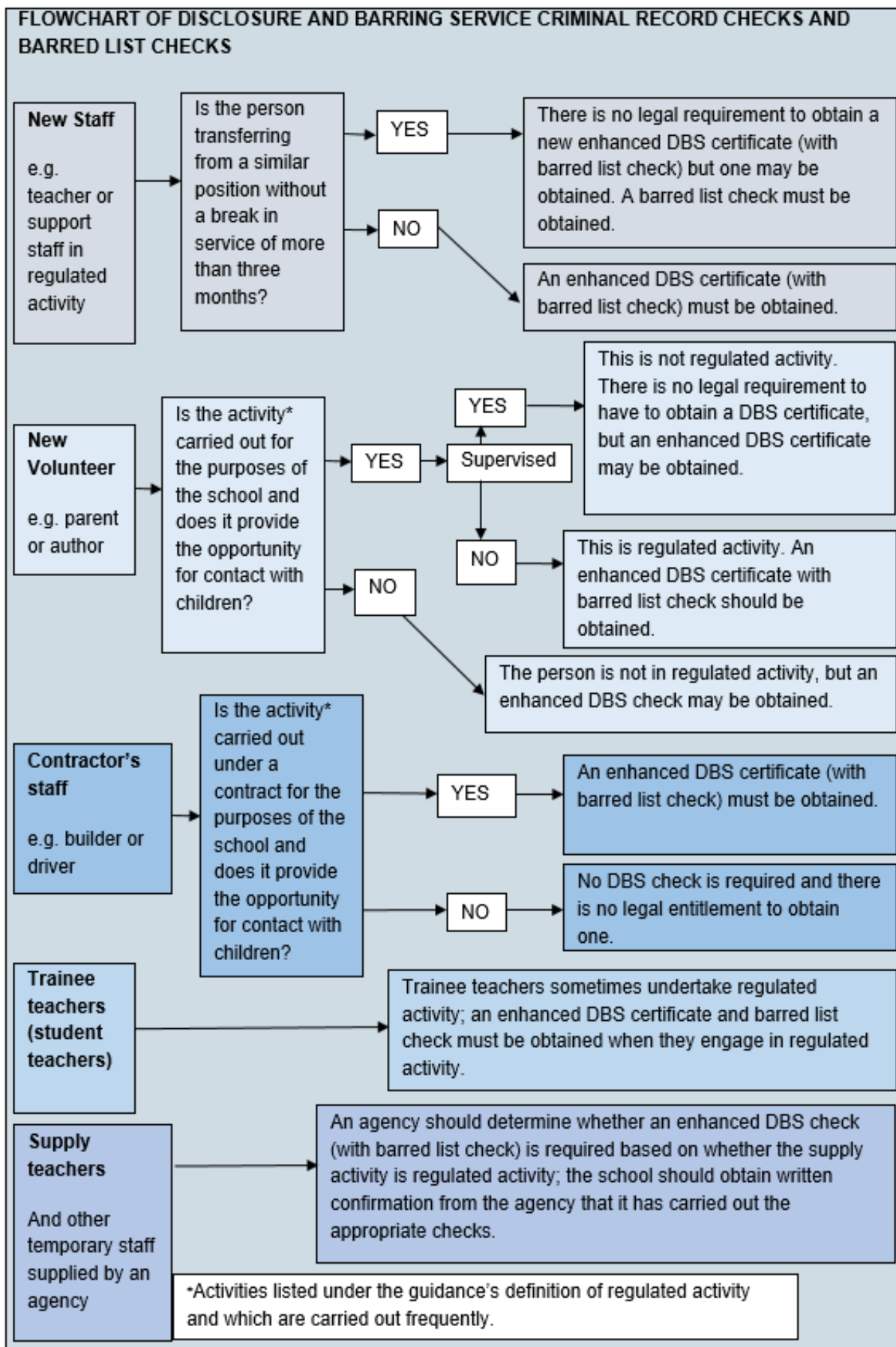
Full details of what is considered a 'disqualification' are outlined in the 'Childcare (Disqualifications) Regulations 2009, (See 'legislation and government guidance' PDF). This particular regulation covers: -

- Staff who work in early years' provision (including teachers and support staff working in school nursery and reception classes).
- Staff working in later years' provision for children who have not attained the age of eight including before-school settings, such as breakfast clubs, and after-school provision.
- Staff who are directly concerned in the management of such early or later years' provision.

Volunteers are not expressly included in the Children's (Disqualifications) Regulation 2009 but according to our safeguarding policy we include them under the same approach.

Passing on concerns:

- The following are times when we will need to pass on details about an applicant:
- The Applicant is Barred or Disqualified from working with children
- The applicant has supplied false information in or in support of their application
- There are serious concerns about the applicant's suitability to work with children which have led to a rejection of the application,
- If the applicant belongs to a professional body and you think they are in breach of standards.



References:

References are a critical part of the assessment for suitability and honesty and are submitted on a pro-forma/standard reference form to ensure consistency and relevant information are obtained.

- Two references should be sufficient, provided one of them is from the current or most recent employment
- Further references will be needed if the person is not currently working with children (From the last place that the person worked with children)
- Applicants must be informed as to the information that will be requested from their former or current employer.
- Use standardised pro-forma which are sent to the referees.
- Seek referees for all short-listed applicants, including internal applicants.
- Do not accept oral references, these must be in writing and in line with the procedures outlined in this document.
- Include the job description and personal spec with the information sent to the prospective referee.
- Reject open references/testimonials, for example, to whom it may concern.
- Reject references provided by the candidate, these must come directly from the referee as a result of your request.
- Reject photocopied references.
- Reject references with no useful character information.
- Challenge/probe glowing references.
- Reject references which are incomplete.
- Relatives and Friends cannot be referees
- Observe any inconsistencies between the information provided by the applicant and that provided by the referee.

The pro-form should advise referees of the following points: -

- They have a legal liability for references
- They should contain no misstatement or omission
- The content will be discussed with the applicant
- Clarification may be needed in which case we will make contact

References must ask for comments on: -

- Performance history in the job
- Personal Conduct
- Performance management issues
- Disciplinary investigations
- Proven disciplinary offences, (whether time expired or not)
- Any concerns the referee may have with the person working with children and young people

- The person's competency in relation to the post applied for.

Interview:

Seven Basic Rules for Effective Interviewing:

Regulation 9 of - The school staffing (England) regulations 2009 - stipulates that at least one person must have safer recruitment training.

The over-arching theme of the interview is an assessment of the candidate's suitability to work with children and young people therefore, the things to avoid are: -

- Applying assumptions in your questioning
- Asking elaborate questions or several at once
- The use of complex words or jargon unless relevant to the post
- Leading the candidate in a direction with your questioning
- Talking too much yourself
- Letting the candidate side-track the process – stick to the plan.
- Accepting short, vague answers, don't move on until further questions are asked for clarification.

Agreeing what constitutes a good or bad answer, open or closed questions, how to use them, identifying causes for concerns, probing for more information, assessing the answers you get.

The Types of Questions which need to be Included:

Open and Closed Questions:

Open and closed questions are important as they both serve different investigative purposes. An open question can allow us to gain insight into the candidate's own experience, values and practices where closed questions allow for specific data to be confirmed such as qualification status, safeguarding status and specific knowledge that you would require for the post to be fulfilled by the appropriate person. Open questions are also used to probe answers given by candidates in order to explore the validity of a response to a specific question.

What this tells us is that important information is also not directly accessible by a single question answer form. An interview question based around experience for instance will first need to ascertain if that experience has in fact been experienced. Once this is established further questions are needed to enable the interviewer to assess the candidate's knowledge, Honesty, Values and practices. How a person

deals with a situation is a good indication of these areas of extreme importance and this requires the use of open questioning.

It is still possible for someone to know the right thing to say but not do the right thing experiential questions need conformation somehow and this can be done through a comparative source of the same information. Through references we can ask about performance and appropriate behaviour and therefore we would synchronise the experiential questions with the points of reference.

Probing questions:

GLAS Ltd recognises that asking probing and challenging questions are not comfortable things to have to do but it is a critical and necessary one. Therefore, it is important to ensure a balance between creating a deterrent for inappropriate applicants and not deterring suitable ones. For this reason, we must ask questions and explore answers in a non-threatening and objective manor.

Although it is important to ask all candidates the same questions for consistency it will also be necessary to ask personalised questions, therefore: -

- Probing questions are based on information given in applications and Interviews in order to get a clearer picture of a particular aspect.
- The interview panel must decide these together after scrutinising pre-interview data.

Individually tailored interview Questions:

As each individual will have a different set of qualities and different weaknesses it is important to design questions for each individual and not to stick to a pre-defined set of questions. What is pre-defined is the qualities and qualifications we expect in a successful candidate. With a clearly set out expectations we should be able to tell where the strengths and weaknesses are in the personal specifications deemed suitable for the job/role, based on information in the application form.

Without structure the interview will not deliver the level of information needed to make a safe decision about who to appoint to the position. Therefore, due diligence is paramount to the safety of the children attending GLAS Ltd as well as the quality of provision being paramount to their progression. The right person can make a lot of difference to a child or young person and the interview process must contain a method of identifying the qualities as well as the unwanted characteristics and individuals which pose a threat to the integrity of the children's safety.

Interview Evaluation Categories

The interview panel will need to evaluate the candidate based on the following headings:

-

- Motives for working with children and young people
- Attitude towards young people
- Knowledge
- Experience
- Communication skills
- Confidential disclosures provided by candidates (see assessing disclosures above)

These headings must be represented in the questions of the application form and in the interview questions.

Causes for concern:

Some of the answers given in an interview or application may raise concerns about the applicant's suitability to work with children.

Having said this, it is crucial that we do not jump to conclusions based on a single unsatisfactory answer. Follow up questions should be used to probe the concern. The following list outlines areas of concern which should always be considered: -

- Implications that adults and children are equal
- Lack of the recognition around the vulnerabilities of children
- Idealisation of children
- Inadequate boundaries
- Identification with children

The Safeguarding Statement:

A description of the process from application to selection and employment must be included in the application pack. The purpose of this statement is to create a deterrent and to outline the standard and commitment of GLAS Ltd toward the safeguarding of children and young people.

The Statement makes reference to: -

- The DBS process
- The Self Disclosure form
- The reference process
- The prominence of safeguarding within the process (questioning, knowledge, experience etc.)
- The fact that it is illegal to give false information and to make an application if you are barred from working with children and young people (see Disqualifications above)

- The fact that our recruitment process is governed by the procedures of safer recruitment.

Making a Decision:

In order to create unity and fairness within the decision-making process a formal structure must be used (*see 'personal specifications'*). Doing this makes the data from all of the candidates comparable. An example of this would be if someone had experience, and someone didn't. Decisions for these situations have to be grounded in the requirements of the practice of Alternative Provision and 'NOT' from interviewer's personal judgments of candidates (*see 'Selection Method' below*).

Applicants with no previous experience could be considered as having the right attitude, values and temperament. Would a person such as this be forever beaten to the post by those with experience and if so how would anyone ever get into the field. It is clear that there are those out there who have not yet engaged in this field but may have a great deal to offer it. This is another area where training both internally and externally can easily be accessed.

Once a decision has been made on the recruitment of a candidate to the post, the information gained through the recruitment process can now be used to identify area's which need focus during the period of supervised probation. This means, which training modules should be included in initial training will be personalised and therefore relevant. A post-interview assessment needs to be completed. (*see 'post interview assessment' below*)

There is no guarantee that someone with all of the training in place and the right qualifications has the ability to perform in practice so supervised probation is mandatory no matter what level of training a person has had.

Post Interview Assessment:

The post-interview assessment adds the final information to the rest gained through the application and selection process to Taylor the right induction plan. Alongside the standard processes the training process can take into consideration a person's strengths and weaknesses giving more attention to the weaknesses.

Recording data:

Recording Interview Data:

For recording interview data, a scoring template is used based on the key and additional areas outlined in the '*personal specifications*' below and look for:

- Motives for working with children and young people
- Attitude towards young people
- Knowledge
- Experience
- Communication skills

(see also '*Causes for Concern*' Above)

The interview framework must be the same for each applicant to ensure fairness and comparability.

The template which is called 'saferrec scoring template for interviews' can be found with the other templates in the 'safer recruitment folder' in 'policies and procedures'

The template must be used in conjunction with

whatever individualised questions are defined for the interview.

All recording of information must meet the standards set out in GLAS Ltds 'Data Protection Policy'

For details on the Handling of DBS Certificate information see the '*Handling of DBS certificate information – GOV*' and '*DBS checks_ guidance for employers – GOV*' documents in the 'safer recruitment folder' in 'policies and procedures'

Job Advertisement:

Job advertisements follow the same theme as the application pack in deterring unsuitable applicants and attracting suitable ones with the same material.

General guidelines for content:

- Job/role title
- Location
- Length/type of post (fixed-term/permanent/sessional/volunteer)

If appropriate:

- Salary
- Hours (full time/part time)

Considering the following when deciding on how to go about placing the advert will increase the chances of a successful recruitment drive: -

- Where to place it
- The preferred audience
- Cost implications
- Timescale
- Start date

Key practice Guidelines for During the recruitment process:

Check applications have been completed fully

Identify any gaps in employment, Experience and Consistency of information

Identify aspects for probing/further questioning from the answers given in the application form

Obtain references prior to interview and only accept a fully completed reference directly from the referee on your request.

Consider any confidential disclosures made by short listed candidates using the self-disclosure form (*see 'Application Pack' above*)

If disclosures are positive take into account, the seriousness of any offence using the criteria outlined in '*Assessing Past Criminal Offences*' above.

Ensure that your approach has been fair in accordance with the criteria outlined in 'Fair Treatment' above and in line with the requirements of the 'equalities and diversity policy'.

Any Job offer must be conditional upon satisfactory completion of pre-appointment/employment check as outlined in '*Pre-Employment Checks*' above

DBS Checks must be carried out where appropriate once candidates are shortlisted, these can be compared with the self-disclosure forms submitted by the candidate. (*see 'Disclosure and Barring Service' above*)

Definitions of important terms are included in the document '*Glossary of terms safer recruitment*' in the 'safer recruitment' folder found in 'policies and procedures'.

References to Guidance:

Para 81,82 and part 3 KCSiE reference in safer recruitment document

Page 37 Flow chart of DBS checks criminal record checks – what’s the difference? KCSiE

Para 124 – 127 further information on obtaining employment history KCSiE

Para 144 reporting to DBS info - KCSiE

Para 173 Link to DBS website explanation of harm test - KCSiE

Para 201 – references - KCSiE

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