



## Safer Recruitment Policy

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### Change Control Table

Version	Description	Release Date
1.0 – 1.09	Draft versions	Jan 2003 – Jan 2004
2.0	Approved & Released	9 February 2004
2.1	Revised & Reviewed	5 October 2011
2.2	Reviewed	13 February 2013
2.2	Reviewed	26 April 2016
2.3	Reviewed	November 2018

### Approval

Name	Date
Chris Wareing, Divisional Manager	13 February 2013
Chris Wareing, Director	29 April 2016
Chris Wareing	November 2018

## **1. Introduction**

This document sets out the Bedspace Resource Ltd Recruitment and Selection Policy. The organisation will comply with all current and relevant employment and equalities legislation.

## **2. Scope**

This policy applies to the recruitment and selection of all staff (both internally and externally) to the Bedspace Resources Ltd. The policy is available on request and can be made available in large print or other accessible formats if required. This policy is non-contractual.

## **3. Purpose**

The purpose of this policy is to ensure that safe and fair recruitment practices are rigorously enforced. We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. We will comply with all current legislation and any advice published by the Disclosure and Barring Service (DBS).

We will ensure that people are treated solely on the basis of their abilities and potential, in line with equality legislation. This policy also supports us to adopt a coherent and consistent approach to recruiting and retaining staff of the highest calibre, who will help achieve our vision. We believe that the staff are our most important resource and that their learning should be managed by highly motivated and capable staff with relevant skills.

## **4. Related policies**

This policy should also be read alongside the Child Protection and Safeguarding Policy for the purposes of safer recruitment.

## **5. Aims**

The aims of the Bedspace Resource Ltd Safer Recruitment Policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;

- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance such as Working Together to Safeguard Children 2018 to ensure that Bedspace meets its commitment to safeguarding by carrying out all necessary pre-employment checks

## **6. Definitions**

Definition of “child or young person”

Under the Children Acts 1989 and 2004 respectively, a child (or young person) is anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital, in prison or in a Young Offenders Institution does not change his or her status or entitlement to services or protection under the Children Act 1989.

Definition of “staff”

Employment context: A person working under the control or direction of another, under a contract of employment in return for a wage or salary.

## **7. The Recruitment Process**

### **Advertising**

All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement is placed. Any internal recruitment process will follow the procedures set out in this policy.

All advertisements for posts, paid or unpaid, will include the following statements:

We are committed to safeguarding and promoting the welfare of children and young people and require all staff to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to the relevant pre-employment checks which will, where applicable, include a health check, an enhanced DBS check and satisfactory references.

## **8. Application Forms**

Bedspace Resource Ltd uses its own application form, and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history). Incomplete application forms will not be shortlisted. The application form will include the applicant's declaration regarding convictions and working with children and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CV's will not be accepted.

It is unlawful for Bedspace Resources Ltd to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at with us. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

## **9. Selection Panel**

Selection panels will comprise a minimum of two staff members (normally managers). Every selection panel will have at least one member who has undertaken safer recruitment training.

## **10. Family members and close friends**

Any family or close friend relationships must be declared to the HR Department and the recruiting manager as soon as they become apparent. Failure to do so may result in disciplinary action in line with the Disciplinary Policy. No member of staff will be the recruiting manager or on the section panel for the recruitment of a family member or close friend. Where there is recruitment of a family member or close friend of an existing staff member, a Regional Manager or Director must be on the selection panel.

## **11. Shortlisting**

The recruiting manager will shortlist applicants against the person specification for the post. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the applicants to be invited to interview.

## **12. Reference requests**

Two employment references must be provided and consecutively cover at least 5 years of employment starting with the applicants most recent employer. References will ideally be taken up prior to interview but only if the candidate gives permission for this. Otherwise the two references will be taken up when a candidate has been informed they are the 'preferred candidate' and the

offer of employment will be subject to satisfactory references as well as other safeguarding checks as set out below.

References will be sought directly from the referee. Employer testimonials i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. References will not be accepted from relatives or people writing solely in the capacity as a friend of the candidate, for any post.

On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily. Before a person is appointed, each reference will be followed up with a telephone call or personal contact, as appropriate (for example if any answers are vague). Detailed written records will be kept of such exchanges. References will also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies will be taken up with the candidate.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges. If a candidate for a post working with children is not currently employed in a post working with children, a reference will be sought from the most recent employment in which the candidate has worked with children to confirm details of the candidate's employment and his/her reasons for leaving.

Strict confidentiality will be observed as to references. References will be verified and any discrepancies or areas of potential concern will be discussed, where possible, with the candidate at interview.

### **13. All staff working in recruitment**

All staff working in recruitment will familiarise themselves with this policy and related policies and support compliance within safer recruitment procedures.

### **14. Interviews**

Before the interviews, the recruiting manager and selection panel will agree on the precise interview format. Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates. Interviews will be face-to-face where at all possible.

Candidates invited to interview will receive:

- a letter confirming the interview and any other selection techniques
- details of the interview day including details of the panel members
- details of any tasks to be undertaken as part of the interview process
- the opportunity to discuss the process prior to the interview

The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under equality legislation will be asked. The selection process for every post will include exploration of the candidate's understanding of safeguarding issues.

Candidates will always be required:

- to explain satisfactorily any gaps in employment
- to explain satisfactorily any anomalies or discrepancies in the information available to the selection panel
- to declare any information that is likely to appear on a DBS disclosure
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment. The recruitment documentation will be retained. Under general data protection legislation applicants have the right to request access to notes written about them. After six months, all information about unsuccessful candidates will be securely destroyed.

### **15. The Selection Decision**

The preferred candidate will be selected by calculating the highest accumulative total, giving proper weight to all selection methods and subject to them meeting all the minimum requirements.

### **16. Post Interview Feedback**

The recruiting manager must ensure that all candidates are informed of the outcome of the interview. This will be a collective view of the panel. Verbal feedback will be offered to all candidates in the first instance.

## 17. Safeguarding checks

We commit to undertaking the following pre- appointment checks:

- **DBS:** We will check that all adults with supervised access to children and those working in regulated activity have an Enhanced Disclosure before starting work, and prior to confirmation of appointment. Periodic DBS checks are not required by law but a re-application for DBS should be required every 3 years.
- **Barred list check:** We will obtain a separate barred list check if an individual works in regulated (unsupervised) activity.
- **Identity:** We will verify all candidate's identity with current photographic ID and proof of address and verify their right to work in the UK.
- **Qualifications:** We will verify a candidate's professional qualifications, as appropriate.
- **Right to work in the UK:** We will check all new staff have the right to work in the UK. The level of DBS certificate required, and whether a prohibition check is required, will depend on the role and duties of the post.

## 18. The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with or having access to children or young people. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at Bedspace.

## 19. DBS (Disclosure and Barring Service) Check (formerly known as CRB Disclosure)

Bedspace Resource Ltd applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the organisation which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended).

The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information. It is our policy that a DBS disclosure must be obtained before the commencement of employment of any new employee and to re-check employee's DBS Certificates every three years.

Members of staff are aware of their obligation to inform their Line Manager & HR of any cautions or convictions that arise between these checks taking place.

## **20. DBS Certificate**

The DBS no longer issue Disclosure Certificates to employers therefore employees should bring their original Certificate to the Human Resources Department within seven days of issue. New employees should present their DBS certificate before they commence work.

## **21. Dealing with convictions**

We operate a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence; how long ago the offence occurred;
- one-off or history of offences; changes in circumstances,
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Line Manager. A formal risk assessment is undertaken and sent to the Safeguarding Officer and the HR Manager for decision. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Line Manager, Safeguarding Officer and HR Manager will evaluate all of the risk factors above before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, we may where practicable and at our discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

## **22. Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status.**

All applicants invited to attend an interview at Bedspace Resources will be required to bring their identification documentation such as passport, birth certificate, driving licence, etc. with them as proof of identity/eligibility to work in the UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines. We do not discriminate on the grounds of age. Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

### **23. Ongoing Employment**

We recognise that safer recruitment and selection is not just about the start of employment, and we will therefore provide ongoing training and support for all staff, as identified through the Supervision/Annual Review/appraisal procedure.

### **24. Agency staff**

We will only use those agencies for staff which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed.

### **25. Contractors**

We ensure that contractors, or any employee of the contractor, have been subject to the appropriate level of background check, if any such check is required. Contractors and contractors' employees for whom an appropriate background check has not been undertaken will be supervised if they will have contact with children or young people. If a contractor is self-employed and will be in regulated activity, we will consider obtaining the background check, as self-employed people are not able to make an application directly to organisations such as the DBS on their own account.

### **26. Students on work experience**

Students on work experience will always be supervised.

### **27. Record Retention / Data Protection**

We are legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, we will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the us to discharge its obligations as an employer e.g. so that we may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue. This documentation will be retained by us for the duration of the successful applicant's employment with Bedspace. All information retained on employees is kept centrally in the HR Department, in a locked and secure cabinet.

We will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (i.e., shredded). The six-month retention period is in accordance with the Data Protection Act 1998.

## **28. Leaving Employment**

Despite the best efforts to recruit safely, there will be occasions when allegations of serious misconduct or abuse against children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. While these are pre-employment checks we also have a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at Bedspace Resources despite being barred from working with children;
- or has been removed by us from working in regulated activity (whether paid or unpaid),
- or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

## **29. Offer of employment and signed contract of employment**

The offer of employment and acceptance by the candidate is binding on both parties, subject to satisfactory completion of the pre-employment checks and satisfactory references. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks. All contracts of employment will be issued through the HR Department.

## **30. Medical fitness**

We will verify the medical fitness of anyone to be appointed to a post after an offer of employment has been made. If appropriate, we will arrange for the information contained in the Medical Questionnaire to be reviewed by a medical advisor. This information will be reviewed against the job description for the particular role, together with details of any other physical or mental requirements of the role. If the medical adviser has any doubts about an applicant's fitness we will consider consultation with the applicant. We may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment. We are aware of our duties under equality legislation. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments and suitable alternative employment.

## **31. Start of employment and Induction**

The pre-employment checks listed above will be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List checks. All new employees will be provided with an induction programme which will cover all relevant matters of policy including safeguarding, child protection procedures, whistle blowing and guidance on safe working practice.

### **32. Secondary employment**

Employees may not engage in secondary employment (paid or voluntary) which conflicts with their work with Bedspace Resources. Employees wishing to engage in secondary employment in addition to their primary post must complete the declaration of secondary employment form available from the HR Department.

### **33. Review arrangements**

This policy will be reviewed every 3 years unless legislation is changed and amendments are subsequently required earlier.

We reserve the right to change/amend or withdraw this policy at any time.





## Appendix A

# EMPLOYMENT APPLICATION FORM

You must complete all sections of the Application Form in blank ink or electronically. We will use this form to help us decide on your suitability for the post so please make sure it is accurate and complete. Curriculum Vitae's will not be accepted. Guidance Notes are attached to help you complete this form.

Position applied for:	Closing date:
Where did you first learn of this vacancy?	

### Personal Details and Contact Details

Title:	Surname:	Forenames (in full):
Please also provide details of any former names (if applicable)		
Home Address:	Daytime Telephone No:	
	Evening Telephone No:	
	Mobile No:	



<b>Referee 3 (current or most recent employer)</b> <input type="checkbox"/>		<b>Referee 4</b> <input type="checkbox"/>	
Name:		Name:	
Relationship to applicant:		Relationship to applicant:	
Position:		Position:	
Employer/University/College Name:		Employer/University/College Name:	
Address:		Address:	
Post Code:		Post Code:	
Telephone No:		Telephone No:	
E-mail:		E-mail:	

**Current Employment** (or last employment if not currently employed)

Employer Name:			
Employer Address:			
Post Title:			
Start date (dd/mm/yyyy):		End date (dd/mm/yyyy): (if applicable)	
Please give a brief description of current duties, responsibilities and achievements:			

Reason for leaving this post:			
What is your contractual period of notice?		Current Salary:	

**Previous Employment** (please list all your employment history and continue on an additional sheet if necessary)

Name and address of Employer	Job Title	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)	Reason for Leaving


**Gaps in Employment**

Please indicate and explain any gaps in employment since first leaving secondary education. Include specific dates and be sure to account for all gaps, whatever their length.

Dates from:	Dates to:	Reason for gap

**Education**

If the post requires a particular qualification, you will be asked to produce original evidence at your interview if shortlisted.

Secondary and Further Education	Level	Subjects	Grade/	Year

(please list in chronological order)			Result	Obtained

**Other training and development (including professional, vocational or job related training)**

Title and brief description of course	Date

**Membership of Professional Associations or Statutory Body**

Organisation Name	Level of Membership/Role/Registration No. (if applicable)	Registration Date

Are you subject to any conditions or prohibitions placed on you by any statutory body in the UK. *If Yes – please provide details in a sealed envelope and attach with this form			Yes*	No

**Reasons for applying for this post**

This section is the most vital part of the form. We need you to give us specific information to support your application so that we can shortlist in a fair and unbiased way. We recommend that you provide as much evidence as possible to show how your skills, abilities, knowledge and experience meet the selection criteria in the post description and person specification (where provided). These documents describe the essential experience and knowledge required for the post and may include competencies required. Please provide examples which relate directly to the post you are applying for:







Please continue overleaf if necessary.....

**Reasons for applying for this post cont'd....**



Please use additional sheets (if necessary) and attach to this form

**Additional Information**

Are you licensed to drive any of the following?	Private Car		Motor Bike		PCV		Other (give details)	
---	-------------	--	------------	--	-----	--	----------------------	--

Please confirm whether this will be your only employment?	Yes		No*	
---	-----	--	-----	--

\* If no, provide details including days and hours worked and whether full- or part-time:

Have you been the subject of a formal disciplinary sanction or are you in the process of ongoing disciplinary proceedings in your current employment?	Yes *		No	
---	-------	--	----	--

Have you been dismissed from any previous employment?	Yes *		No	
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\* If yes, please indicate which employment and specify the reasons for your dismissal (use a separate sheet if necessary):

***If you are short-listed for interview the panel will discuss this with you and your current or previous employers.***

**Please note the following:**

**If you are related to anyone in this organisation please provide details (refer to notes below):**

**A) Enhanced DBS Check:**

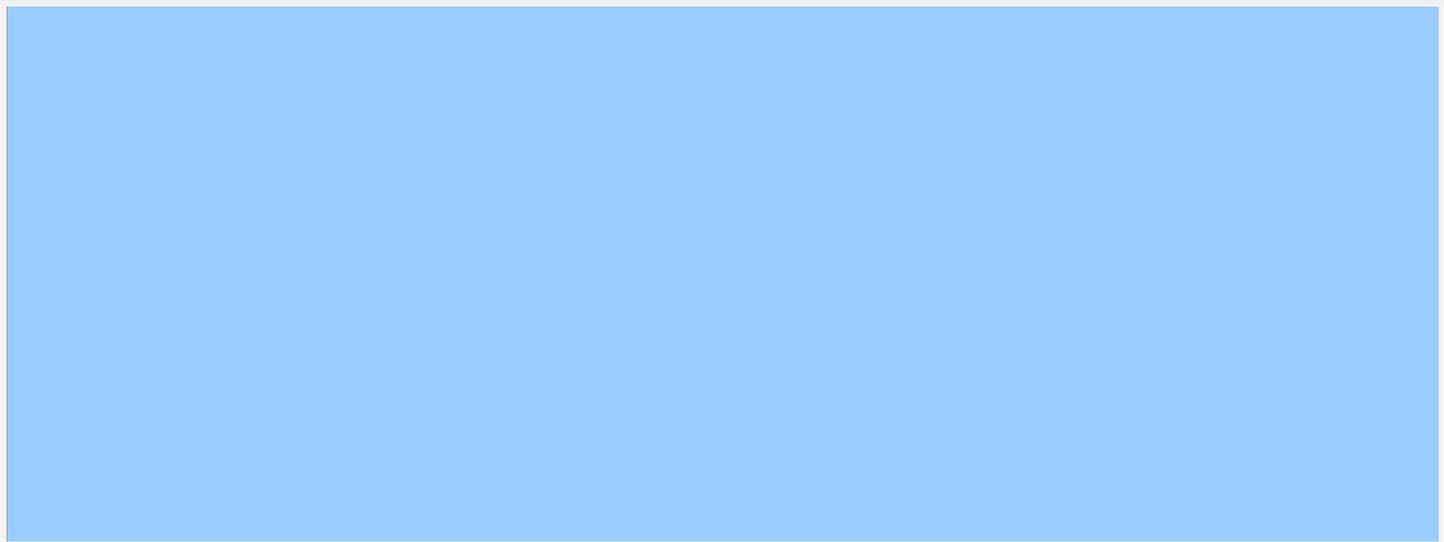
All posts defined as “regulated activity” are subject to an Enhanced DBS check so that any criminal background (including “spent” convictions, bind-over orders or cautions) is disclosed to the organisation. We cannot employ someone to this post without this check. If you are successful in applying for this post we will ask the DBS for a Disclosure.

The position for which you are applying involves contact with vulnerable groups. It is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For this position you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions that would otherwise have been considered “spent” under the Act.

**Have you ever been convicted of any offence, been bound-over, or given a caution? (see notes above)**

YES\*  NO  (tick whichever is appropriate)

***\*If yes, please give details in the space provided below. The information you provide will be treated in confidence.***



**Are you currently the subject of any police investigations following allegations made against you?**

YES\*  NO  (tick whichever is appropriate)

***\*If yes, please give details in the space provided below. The information you provide will be treated in confidence.***

I declare that the information I have given on this form is complete and accurate and that:

- I am not barred or disqualified from working with vulnerable groups, children or young people
- I am not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, Secretary of State or other regulatory body. .

Signed:  Print Name:

Date:

**B) Safeguarding Declaration:**

**B) Agreement to use my data**

I hereby freely give my prospective employer Bedspace Resources Ltd consent to use and process my personal data relating to my job application (examples of which are listed above).

**In giving my consent:**

I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).

I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.

I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed.

I understand that if I am unsuccessful with my application my data will be destroyed after 6 months.

I understand the Data Controller for our Company is Phil Mair and I can contact them directly if I have any questions or concerns. Their e-mail address is phil.mair@bedpace.co.uk.

I understand that if I am dissatisfied with how my company uses my data I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at [www.ICO.org.uk](http://www.ICO.org.uk))

Signed:

Print Name:

Date:

I understand that to knowingly give false information or to leave out any relevant information could result in:

- the withdrawal of any offer of appointment, or
- my dismissal at any time in the future, and possible criminal prosecution

Signed:

Print Name:

Date:

**Availability:**

Are there any dates when you are not available for interview?

**PLEASE RETURN THIS FORM TO:**

Donna Powell, HR Admin Support, Bedspace Resource Ltd, 473 Chester Road, Stretford, M16 (HF

**EQUAL OPPORTUNITIES MONITORING FORM - IS SECTION TO BE COMPLETED BY ALL APPLICANTS (this form will not be used as part of any selection process)**

Please help **Bedspace Resources Ltd** prevent unfair discrimination by answering ALL of the following questions and ticking the appropriate box. This information will be treated in the strictest confidence and only used to enable us to monitor our performance as an equal opportunities employer. It will not be seen or used by anyone involved in selecting candidates for interview.

**Personal Details:**

Post Title:	Post No:		
First name(s):	Surname:		
Date of Birth:	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	

**Ethnic Origin/Nationality:**

**My Ethnic Origin is:**

Please quote a number from the list given below

**White**

**Mixed**

**Asian**

01 British

21 Black and White Caribbean

41 Indian or British Indian

02 Irish

22 Black and White African

42 Pakistani, British Pakistani

19 Other white

27 Chinese and White

43 Bangladeshi, British Bangladeshi

28 Any other mixed background

44 Other Asian, British Asian

**Black**

**Other**

61 Caribbean

81 Chinese

99 Prefer not to say

62 African

85 Any Other

63 Other Black or Black British

**Sexual Orientation:**

Bisexual

Gay

Heterosexual

Lesbian

Transgender

Prefer not to say

**Religion** (Please tick one box of categories defined by Office of Population Census & Surveys):

Christian

Buddhist

Hindu

Jewish

Muslim

Sikh

All other religions, beliefs or faiths

No religion

Prefer not to say



We will interview all disabled applicants who meet the minimum (i.e. essential) criteria for a post vacancy and consider them on their skills and experience. Please sign here if you are happy for your details to be passed to the interviewing manager so that you can be considered under the two ticks scheme.

Signature

Print name in full

## Appendix B

## **Risk Assessment of PVG/Disclosure Information**

'Disclosure' is a collective term for different types of Disclosures and Protecting Vulnerable Groups (PVG) Scheme records. Where a PVG/Disclosure Certificate indicates a criminal history or other information, a risk assessment on suitability for employment in the post applied for must be undertaken.

Disclosure information could include:

- Details of criminal records
- Information about a persons' inclusion on children's or adults' lists
- Other relevant information held by a local police force or Government Body
- Or state that there is no information

It is not always easy to understand the nature of an offence from the information provided. Managers requiring advice on offences can search online or approach your HR Department.

### **1. Listing and Barring**

This risk assessment will not be undertaken if the nominated candidate is 'barred' from working with the vulnerable group applicable to the post i.e. children and/or protected adults. It is an offence to employ a person who is 'barred'.

Individuals in this position have been investigated ('under consideration for listing'), and assessed on their suitability to work with vulnerable groups. They may be deemed unsuitable to work with adults or children or both groups.

## **2. Undertaking the risk assessment - discussion with the nominated candidate**

The manager (or nominated manager) must contact the individual either by phone or have a face to face meeting to explain the reason for the discussion and allow them to provide an explanation/context on the PVG/Disclosure information. If this discussion is raised as part of the recruitment process, the discussion should be recorded on the interview matrix sheet, signed and dated by the manager. The attached 'HR6 - Informal Meeting Record/Note to File' form is provided for internal purposes only. Use the 'Record of Meeting' form is optional but, it is a useful tool for guiding the conversation and completion of the risk assessment form.

The individual must be advised to bring to the meeting their copy of the PVG record or Disclosure certificate. If offences are of a 'serious' nature it is recommended you should not conduct the meeting alone.

## **3. Assessing risk – consideration of information contained in the Disclosure**

In considering the information provided in the PVG/Disclosure the manager must be proportionate and fair. A criminal record does not exclude an individual from the workforce but, it may indicate that they are not suitable to undertake a particular post. The manager should consider the following:

- Whether the person is 'barred' from working with particular vulnerable groups,
- Whether the information is relevant to the post applied for e.g. many findings on PVG/Disclosures relate to road traffic offences and will not be relevant if driving is not an essential element of the post. However, if the road traffic offences are of a more serious nature such as; drink driving or driving without licence and/or insurance, this may reflect the person's attitude to the safety of others and should be taken into consideration.

- Whether the information is of a 'serious' nature? 'Serious' can be defined as behaviour which has or is likely to place individuals at risk of harm, such as; theft, fraud, assault and sexual risk. The manager should indicate in the tool why they believe the behaviour to be of a 'serious' nature,
- What is the length of time since the offence or other relevant matter occurred,
- Whether there is a pattern of offending or other issues,
- Whether the person's circumstances have changed since the offending behaviour,
- What, if any, action is required and possible to minimise offending behaviour.

#### **4. The risk assessment form**

The form provides a checklist of areas to facilitate consideration and recommendation on the suitability of the nominated candidate for the post.

Following discussion/meeting with the individual, the manager should complete the risk assessment form with a recommendation on whether the individual **is suitable or unsuitable** for the post or continuation of employment needs to be considered, based on the PVG/Disclosure information provided and discussion with the individual.

The risk assessment should be shared with the Safeguarding Officer or in his/her absence another director or the HR Manager who will verify the process and consider the recommendation of the relevant manager before a final decision is made to confirm or rescind or take further action around the individual's employment.

Where possible, any decisions should always be communicated to the individual with the HR Manager or a senior manager present.

## 5. Retention and storage of the risk assessment information

If the decision is to **continue with employment**, the following should be filed and retained.

- risk assessment form, signed by the relevant managers – retained indefinitely,
- record of the meeting signed by the manager and individual – retained indefinitely,
- PVG Record/Disclosure certificate – if no vetting information, retain up to 12 **months** from appointment decision. If vetting information exists, the certificate can be retained for as long as the employee remains in regulated work with us.

If the decision is to **rescind the conditional offer of employment or terminate employment**, the following should be filed and retained.

- the risk assessment form signed by relevant managers
- the record of the meeting signed by the manager and individual



## Safer Recruitment Risk Assessment Form

If appointed, this form will be retained in the employee's personal file as evidence that a risk assessment has taken place.

<b>Name of Candidate:</b>  <b>Department:</b>	<b>Post:</b>
<b>Level of Disclosure</b>  (PVG, basic, standard or enhanced disclosure):	<b>PVG Membership/Disclosure number:</b>  <b>Issue Date:</b>
<b>Manager name and post title</b>	

<b>Risk Assessment Checklist</b>  Where possible answer Yes or No to the questions and provide details where appropriate	
Nature of offences  Please detail information about the offences, when they were committed, and any penalty.	
Are the convictions/offences relevant to the post applied for?	

Is the Disclosure information of a serious nature? Indicate why you believe this to be the case?	
How long has it been since the last offence or other relevant matter and what was the age of the person at the time?	
Does the Disclosure information indicate an isolated offence or a pattern of offending behaviour?	
Have the candidate's circumstances changed since the offence or other relevant matter?	
Has the candidate shown any insight into their behaviour?	
Has the candidate lived out with the UK in the past 5 years and are they able to provide a criminal history?	
Does the post present any opportunities for the candidate to reoffend in the workplace?	
Is action required to minimise the risk of reoccurrence of offending behaviour in the post?	
If the candidate is 'under consideration for listing' by	

the Disclosure & Barring Service indicate whether or not this affects their suitability for the post.	
Is there any other relevant information that should be made known to Bedspace Resource?	

<b>Please tick relevant box</b>	
Following consideration of the information provided by the Disclosure and Barring Service and discussion with the individual, I am satisfied that the candidate <b>is suitable to work</b> with vulnerable service users in this post and <b>recommend that the candidate is appointed/individual's employment is unaffected.</b>	
Following consideration of the information provided by the Disclosure and Barring Service discussion with the Individual I am satisfied that the candidate <b>is not suitable</b> to work with vulnerable service users in this post and <b>recommend that the conditional offer of employment is rescinded/consideration for the termination of employment is considered.</b>	
<b>Manager's signature</b>	
<b>Print name and job title</b>	
<b>Date</b>	

<b>Please tick relevant box. Following consideration of the risk assessment process I confirm that:</b>	
a) The appointment should proceed/employment is unaffected	
b) The offer of employment should be rescinded/Termination of employment should be considered.	
<b>Safeguarding Officer/Senior Manager's signature</b>	
<b>Print name and job title</b>	
<b>Date</b>	

**Appendix C**

## Application and Recruitment Process Information and Explanatory Notes

1. Candidates should submit a Letter of Application and a fully completed and signed Application Form. If you would like to submit a CV, you may do so but this will not be accepted or processed in isolation.
2. Your Letter of Application should state the reasons why you are applying for the role and explain your suitability for the role with particular reference to the Job Description and Person Specification.
3. Candidates should be aware that some posts involve responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.
4. The successful applicant will be required to complete an application for a Disclosure and Barring Service Enhanced Certificate (DBS), previously known as a Criminal Records Bureau (CRB) check. Further information on Criminal Record checks is given in Section 7 of the Application Form.
5. We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications.
6. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired) and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If you are not currently working with children but have done, so in the past that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer “not applicable” if your duties have not brought you into contact with children or young persons.

7. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or the Disclosure and Barring Service.

8. Any offer to a successful candidate will be conditional upon:

Production of proof of eligibility to work in the UK

Receipt of at least two references satisfactory to the school (if these have not already been received).

Verification of identity and qualifications.

A check of the DBS children’s Barred List.

A satisfactory DBS Certificate at the enhanced level.