

# SAFER RECRUITMENT POLICY



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# SAFER RECRUITMENT POLICY

## 1 INTRODUCTION

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

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**Safeguarding children is everyone's responsibility** and DV8 wants to ensure that we have appropriate staff and volunteers working in our provision.

## 2 INVITING APPLICATIONS

2.1 Advertisements for posts, or published job descriptions for new posts – whether in newspapers, journals or on-line – will include the statement:

“Dv8 Sussex is committed to safeguarding all learners enrolled on its programmes. All postholders are subject to a satisfactory enhanced Disclosure & Barring Service check.”

2.2 Prospective applicants will be supplied, as a minimum, with the following:

- Job description and person specification
- a cover letter
- an application form.
- a link to the DV8 Safer recruitment and Safeguarding and child protection policies

2.3 All prospective contracted employees must complete, in full, an application form. Some freelance posts may be applied-for with a CV and covering letter.

### **3 SHORT-LISTING AND REFERENCES**

3.1 Short-listing of candidates will be against the person specification for the post

3.2 Personal or character references are not acceptable, only previous employers and education providers will be acceptable . References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

3.3 References may be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

3.4 Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. Copies of all communication regarding references for prospective employees will be kept by HR.

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 and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post.

It is understood that referees do not have to provide this information but as a minimum will confirm working period of the ex staff member.

3.5 Dv8 Sussex employees are entitled to see and receive, if requested, copies of their employment references.

## **4 THE SELECTION PROCESS**

4.1 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.

4.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

4.3 Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- 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.
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4.4 A second interview may be required in some cases and competency tasks may be part of the interview process

4.5 One member of the interview panel will have attended Safer Recruitment training.

## **5 PRE - EMPLOYMENT CHECKS**

5.1 All successful applicants are required:

- to provide proof of identity to line manager and authorised DBS ID processors / centre managers in Dv8 Brighton and Dv8 Bexhill
- to complete an online DBS disclosure application and receive satisfactory clearance
- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK
- have provided two satisfactory references

## **6. DISCLOSURE AND BARRING SERVICE**

6.1 No new staff member can work alone with any young people until a satisfactory DBS have been received and approved by the recruiting manager. If a staff member is required to work before the DBS has been received than a plan will be set up by the recruiting manager of how they will work and who will be the additional staff member present whenever they are working with students

6.2 If an applicant has been subject to an enhanced DBS disclosure within the past 12 months by another organisation, for a similar role, then the applicant may commence the post providing that:

- all other requirements listed above are met
- a new DBS disclosure application is made within the first month of employment
- a physical copy of the DBS disclosure is presented to a member of the Senior Management Team. A note of the disclosure number and date will be made.

6.3 All staff will be encouraged to apply for the DBS update service when they apply for the DV8 DBS certificate.

6.4 Staff must ensure that they bring the hard copy of their new DBS certificate into show their recruiting manager as soon as it is received - NB only one physical copy of the certificate is issued, the employer does not get sent a copy.

6.5 DV8 will make a recruitment decision on any applicants that have previous convictions on a case by case basis and these must be approved by the CEO.

6.6 Dv8 will record the DBS certificate number, any recorded conviction and issue date onto the single central record. Copies of individual certificates will be taken and stored for 6 months before being destroyed.

## **7 INDUCTION PROBATION PERIOD**

7.1 All staff who are new to Dv8 Sussex will receive induction training that will include safeguarding policies and guidance on safe working practices.

7.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s) and tasks required to successfully complete the probation period will be monitored assessed and discussed between the employee and their line manager

7.3 All staff with unsupervised regulated access to young people are required to attend at least one safeguarding full training session - or refresher - each year.