

**Safer recruitment policy**

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**1. Safe recruitment**

* 1. This policy outlines Pathways to Independence UK (PTIUK) safer recruitment procedures. PTIUK is a safer recruiter employer and takes a planned and structured approach to recruitment to minimise the risk of appointing someone unsuitable to work with children and vulnerable adults.

1.2 For each recruitment, PTIUK will nominate one manager as the Recruitment Manager who takes on overall oversight for the recruitment process, including ensuring that the highest possible safeguarding standards are maintained. The Recruitment Manager will have undertaken Safer Recruitment training.

1.2 Before advertising, it is the responsibility of the Recruitment Manager to ensure that:

* They have completed the annual safer recruitment training
* The job description and the person specification highlight the importance of safeguarding children and vulnerable adults
* All recruitment material, advertised on our website, must contain a policy statement about the importance we place on rigorous selection processes including identity and Enhanced Disclosure and Barring Service (DBS) checks
* The application process gives candidates the opportunity to self-disclose via self-disclosure forms about any unspent criminal convictions, child protection investigations or disciplinary procedures on record.
* The application asks for information about cautions and convictions, which are not designated as protected under the Rehabilitation of Offenders Act 1974.

1.3 During shortlisting, it is the responsibility of the Recruitment Manager to ensure

that:

* shortlisting is carried out by at least two people who check for full employment history, anomalies and discrepancies
* shortlisting staff are clear about what their role involves and assess each application form according to how well it meets the criteria set out in the person specification
* an equal opportunity shortlisting grid and process is followed, to ensure the same questions are asked of all interviewees to determine if candidates meet, partially meet, or do not meet the criteria for selection to a post.

1.4 In preparation for and at interview, it is the responsibility of the Recruitment Manager to ensure that:

* Wherever possible young people are invited to participate in the interview process
* Candidates are asked to bring identification and evidence of qualifications to interview
* Interviews panels comprise at least two suitably experienced staff members
* Interviews assess attitude, values and beliefs towards children and young people
* Employment gaps are fully explored
* The panel makes notes during the interview, using a scoring system, based on the specification

1.5 After interview, it is the responsibility of the Recruitment Manager to ensure that all information gathered at interview is evidenced and appropriately filed in line with General Data Protection Regulations.

1.6 At the point of conditional offer, it is the responsibility of the Recruitment Manager and the HR administrator to:

* Open any self-disclosure forms of candidates who have accepted a conditional offer, and review the information inside as part of safer checks
* Ensure that all candidates are subject to an Enhanced DBS check and an equivalent overseas criminal record check for applicants who have lived overseas for three months or more over the past five years
* If there is information to consider from a candidate’s self-disclosure form or through the DBS checking process, the appropriate manager (with authorisation from a Director) should carry out a risk assessment and decision process to determine if the candidate is suitable to work with children and young people.
* If we are unable to obtain overseas checks for a candidate, the appropriate manager (with authorisation of the Director) should carry out a risk assessment to help make an informed decision about how best to proceed.
* If the vetting and barring check includes additional information that is marked "in confidence", PTIUK staff must not discuss this information with the applicant. This could compromise a criminal investigation or the safety of another person, and may constitute a criminal offence
* Verify candidate identity, including former names; qualifications, and training, keeping a written record of the verification tasks done
* Verify evidence of right to work in the UK, taking copies of original documents and date marking them to evidence when they were first seen
* Obtain two verifiable references on our standard form, one of which is from the most recent employer.
* If the candidate has previously worked in a position involving work with children or vulnerable adults, verify the reason why the employment or position ended (as far as reasonably practicable).
* Verify that references demonstrate suitability to work with children and young people and include details of any disciplinary, allegations and outcomes of such
* Ensure that all information gathered is evidenced and appropriately filed on the applicant’s individual file on BreatheHR [PTIUK’s online HR Management system]

1.7 If checks raise concerns, it is the responsibility of the Registered Service Manager or a Director to:

* Ensure that where information is disclosed, the relevant manager carries out a risk assessment considering the relevance of disclosure information and if withdrawal is needed pending further enquiries.

1.8 After appointment, it is the responsibility of the member of staff’s Line Manager to ensure:

* That newly appointed staff receive an induction that is appropriate to their role and to the needs of the service
* The staff performance management process is followed – see Performance Management Policy
* Enhanced DBS checks are renewed every two years, or as necessary, with records retained and the option to join the Update Service offered
* That if concerns arise about suitability to work with children and young people during employment, that the appropriate advice is sought from the Local Authority Designated Officer/s – see safeguarding policies.