

Safer Recruitment Policy



Review schedule	Every 3 years
Last review	17/10/2024
Last ratified	24/10/2024
Next review due	October 2027
Owner	Rosie Hall

1. Introduction

The purpose of this policy is to set out the minimum requirements of a recruitment process for employees and volunteers of SELFA that aims to:

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

2. Statutory Requirements

Where there are some statutory requirements for the appointment of some staff they must always be met, recognising that those requirements will change from time-to-time.

3. Recruiters

Subject to funding and the availability of training, SELFA will move towards a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

4. Inviting Applications

Advertisements for posts – whether in newspapers, journals or online – will include the statement:

“SELFA is committed to safeguarding children, young people, vulnerable adults and the elderly. All postholders are subject to a satisfactory enhanced DBS check.”

Prospective applicants will, as a minimum, be supplied with or given access to (eg: on SELFA's website) the following:

- ✓ job description and person specification;
- ✓ SELFA's safeguarding policies;
- ✓ SELFA's safe recruitment policy;

All applications must be submitted using the online application form.

5. Short-listing and References

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

Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

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

6. The Selection Process (Staff)

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 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).

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, young people, vulnerable adults and the elderly .

7. Employment Checks

All successful applicants are required:

- ✓ to provide proof of identity;
- ✓ to complete a DBS disclosure application and receive satisfactory clearance;
- ✓ to provide certificates of qualifications where relevant;
- ✓ to provide proof of eligibility to live and work in the UK (staff only).

8. Induction

All staff who are new to SELFA will receive induction training that will include SELFA's safeguarding policies and guidance on safe working practices.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

Change Record

Date of change:	Changed by:	Comments (inc. ratified date)
25/08/2021	Rosie Hall	Policy created. Ratified by Trustees 10/09/2021.
17/10/2024	Rosie Hall	Slight amendment to reflect application procedure. Ratified by Trustees 24/10/2024.