



Safer Recruitment Policy

Safer recruitment means taking steps to ensure only individuals who are suitable for working with young people, whilst keeping them safe from harm and risks, are appointed. The following process will be adopted and applied consistently when appointing a staff member, associate or volunteer.

Advertising

When any form of advertising is used to recruit staff or volunteers, the following information will be reflected:

- aims of the organisation and where appropriate, the particular programme involved
- a detailed role description including the qualities, qualifications and standards required in the successful candidate, and details of the checking procedures to be carried out
- the organisation is an equal opportunities employer, operating within child safeguarding standards

Applicant Information pack

Application information sent to interested or potential applicants will include:

- A job or role description, including roles and responsibilities
- A person specification which clearly states qualifications and experience required
- An application form
- The Crea Norfolk Safeguarding policy

- Information about our organisation and our commitment to safeguarding
- DBS check information
- What to bring if called to an interview (qualification certificates, photo ID, documents for DBS check)
- A name and contact number for if the applicant has any questions
- Short-listed candidates will be asked about relevant criminal records as part of pre-recruitment checks.

Application Forms

All applicants, whether paid or voluntary, full time or part time positions will be required to submit their CV. Short-listed candidates will be asked about relevant criminal records as part of pre-recruitment checks. If a relevant criminal record is disclosed, we will ensure an open and fair discussion takes place before making a final offer. Failure to disclose information that is then later revealed on a DBS check (criminal record check) could lead to withdrawal of an offer of employment. After receiving the DBS check, we will discuss any matters revealed that have not been previously addressed, before reconsidering the conditional offer of employment.

Considered.

References

Contact details of two written references (not relatives) are required, one of which should be a previous employer. References will only be taken up when the position is offered to the applicant and will be requested via email and confirmed by telephone. A reference provided by phone only will not be accepted. 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 e-mail 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.

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Referees will always be asked specific questions about:

- The candidate's suitability for working with children, young people or adults at risk.
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people and adults at risk
- The candidate's suitability for this post.

All appointments are subject to satisfactory references prior to the provisional start date.

Please note that should the applicant be unable to provide references within the UK, overseas references and where appropriate, a DBS and / or barring check will be undertaken.

Disclosure and Barring Service (DBS) Checks

All those with significant access to, or responsibility for, children, young people or adults at risk, will be required to complete an enhanced level DBS check. All advertised roles make clear that the candidate may be subject to a DBS check. The applicant has a responsibility to disclose any previous convictions during the application process if short-listed, as part of pre-recruitment checks, in line with the relevant legislation. See our policy for Recruiting Persons with a Criminal Record for more information.

Shortlisting

Short-listing of candidates will be against the person specification for the post and carried out by a minimum of two fully trained staff members.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

For example:

- if they have a criminal history
- if they are included on the children's barred list
- if they are prohibited from teaching
- information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted
- if they are known to the police and children's local authority social care
- if they have been disqualified from providing childcare
- any relevant overseas information

Interview process

Interviews will be carried out by a minimum of two fully trained staff members and will always be conducted face-to-face.

Selection methods will be outlined before the interview and candidates will be asked if they need any special arrangements for these.

All candidates will be asked the same questions. Questions will relate to the person specification to explore experience and suitability for the role. The interview will be used to:

- Explore the candidate's suitability to work with young people.
- Explore their attitude and their motivations for applying for the role.
- Explore any gaps in work history.
- Check the candidate's identity.
- Discuss our safeguarding policy to ensure that the applicant has the ability and commitment to meet the standards required.
- A safeguarding scenario will be used to see how the applicant responds.
- We will explore any gaps in employment.
- Applicants are asked to confirm whether they have ever had a safeguarding allegation made against them.
- Records will be completed to show how the applicant has responded and scored on the questions

Identification and Right to Work in the UK

We will ask for original photographic documentation to confirm identity, such as passport or driving licence as well as a utility bill dated within last 3 months that confirms their address.

We will verify the person's right to work in the including EU nationals. If there is uncertainty about whether an individual needs permission to work in the UK, we will follow advice from The Home Office. [Right to work checks: an employer's guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/right-to-work-checks-an-employer-s-guide)

Appointment

The successful applicant will be issued with a conditional offer letter, terms and conditions and all new starter paperwork. It will specify full details and requirements of the position and any probation period (if appropriate). If the role was subject to a DBS check, the applicant will then also be asked to complete a criminal record self-disclosure form. The applicant will be informed that the appointment is subject to satisfactory DBS certificate and two references.

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Having a criminal record does not automatically prevent you from working with or for the organisation.

All staff and volunteers will undergo a formal induction (one week for a full-time position and 3 weeks for a part-time position, followed by 1-month and 6-month performance reviews for employees and volunteers) which will cover the organisation's Safeguarding and Child Protection Policy and Procedures. Training needs will be established as part of their induction and refreshed on an ongoing basis.

Training

Once recruited, all new staff and volunteers will receive training and written guidelines to ensure they remain fully aware of relevant safeguarding procedures.

- All staff and volunteers receive training and written guidelines on safer working practices.
- All staff and volunteers receive training and written guidelines on allegations management and whistle-blowing.
- All staff and volunteers receive training and written guidelines on safeguarding reporting procedures if they suspect that a child or young person working with the organisation is at risk of harm.

Probation period

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the role for which they have been recruited.

If there are concerns during the probationary period, the staff member or volunteer will not be offered a permanent position. Any concerns related to suitability to work with children will be passed onto the Local Authority Designated Officers (LADO) as per our Managing Allegations/Whistleblowing procedure. If certain conditions are met our organisation will have a legal duty to make a barring referral to the Disclosure and Barring Service. More information on making a Barring Referral is contained within our safeguarding policy.

Signed by Crea Norfolk Directors November 2024