

Updated by L Jeeves	Updated: August 2023
	Next review date: August 2024

CHEXS Safer Recruitment Policy

1. Introduction

CHEXS Board of Trustees has agreed to implement Policy on Safer Recruitment in line with Hertfordshire County Council recommendations and their model policy. A review will take place by the Policy Committee every three years.

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

- Attract the best possible candidates to vacancies
- Deter prospective applicants who are unsuitable for work with children or vulnerable adults
- Identify and reject applicants who are unsuitable for work with children and vulnerable adults

2. Equal Opportunities

CHEXS and the Board of Trustees will abide by the existing legislation and, in particular, will not discriminate on the ground of any of the presented characteristics listed in the Equality Act 2010, these being:

- Age, disability, gender, reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity

CHEXS has an Equality Policy which will be adhered to and links in to values and practices within our community and makes reference to staff/volunteer recruitment.

CHEXS and the Board of Trustees will promote equality in all aspects of work life, including in regards to the recruitment of staff and volunteers.

3. Identification of Recruiters

CHEXS has one member of staff trained in Safer Recruitment Procedures

4. Inviting Applications

Advertisements for posts – whether in newspapers, journals or on line – will include the statement: -

CHEXS is committed to safeguarding children and venerable adults. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service

(DBS CHECK) Please refer to our Policy on The Secure Handling, Use, Retention and Disposal of Disclosures and Disclosure Information

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

- Job descriptions and person specification
- CHEXS Policy for the Protection of Children and Vulnerable Adults
- CHEXS Safer Recruitment Policy (This Policy)
- An application form
- Staff Disqualification Declaration (To be signed and put in a sealed envelope)

All prospective applicants must complete, in full, an application form.

5. Short-Listing and References

Short-listing of candidates will be against person specification

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

Referee will always be asked specific questions about:

- The candidates suitability for working with children and vulnerable adults
- Any disciplinary warnings, including time-expired warnings that relate to the safeguarding of children and vulnerable adults
- The candidate's suitability for the post.

CHEXS employees are entitled to see and receive, if requested, copies of their employment references. This will be dependent on whether the referee has requested that the reference provided remains confidential.

As per DfE's new guidance an online search (using Google search will be conducted as part of the diligence on the shortlisted candidates.

Any identified incidents or issues that have happened, and are publicly available online, can be explored with the applicant at interview

6. The Selection Process

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 a 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 check
- To demonstrate their capacity to safeguard and protect the welfare of children and vulnerable adults

7. Employment Checks

All successful applicants are required:

- To provide proof of identity (e.g.: passport or driving licence photo card)
- To complete a DBS application and receive satisfactory clearance as per our Policy on Disclosure and Barring Service Checks
- Complete a separate Barred List check
- Have a satisfactory certificate of good conduct relating to time spent living outside of the UK, where applicable
- To provide actual certificates of professional qualifications, as deemed appropriate by CHEXS
- To provide proof of their right to work in the UK (e.g.: passport)
- To provide proof of their current address (recent utility bill, bank or credit card statement)

Proof of identity, Right to Work in the UK and Verification of Qualifications and Professional Status.

All applicants invited to attend an interview at the CHEXS 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 Code of Practical Regulations.

When appointing a UK citizen who has lived overseas or a non UK citizen, a Certificate of Good Conduct must be obtained (where possible) from the embassy of the country in which the applicant has specified that they have spent a significant period of time in. This must happen where the applicant has lived or worked (including studying) in a foreign country for a period of 6 months within the last 5 years.

There are a number of exceptions to this:

- If the applicants is currently employed by CHEXS has already provided the certificate, which can be used for future appointments providing there is no break in service
- Applicants have spent time overseas as part of Her Majesty's Service i.e. Army, Navy, Air Force
- Applicants that are seeking asylum will be unable to provide such documentation, as contacting the embassy may jeopardise their safety

If an applicant is unable to provide a Certificate of Good Conduct, evidence must be presented to show that an attempt to obtain has been made.

Any costs incurred for obtaining a Certificate of Good Conduct must be met by the individual and will not be reimbursed.

If an applicant is unable to obtain a Certificate of Good Conduct then a Risk Assessment Form must be completed and signed off. All other pre-employment checks must be completed.

8. Offer of Employment

The appointment of all new employees is subject to the receipt of:

- A satisfactory enhanced DBS certificate and barred check list.
- Complete Staff Disqualification Declaration
- Receipt of final references from previous employers
- A valid work permit from overseas candidates

CHEXS reserves the right to not proceed with or terminate employment with immediate effect if the DBS checks reveals convictions which have not been declared on the application form, or if any of the documents referred to have been falsified in any way.

9. Induction

All staff and volunteers who are new to CHEXS will receive a full induction that will include the CHEXS safeguarding policies and guidance on Health and Safety and safe working.

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

CHEXS recognises that safer recruitment and selection is not just about the start of employment, but should be part of the larger policy framework for all staff. CHEXS will therefore provide ongoing training and support for all staff.

10. Policy Review

This policy will be reviewed every three years and/in light of any changes in legislation advice as advised.

Please refer to appendix 1; Safer Recruitment Check List

