

Safer Recruitment Guidelines

This procedure documents the recruitment and selections procedures for those with responsibility to recruit staff who will work with children.

This provides a quick reference guide and should be read in conjunction with Boston Borough Council's Recruitment and Retention Policy (HR043).

What is safer recruitment?

Experience shows the importance of organisations that provide services to children and young people operating recruitment and selection procedures that help to deter, reject or identify people who pose a risk to children. It means thinking about issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the recruitment process.

What are the features of safer recruitment?

The main elements of recruitment include:

- Ensuring the job description and person specification makes reference to the responsibility for safeguarding children
- Obtaining information on employment history and actively resolving discrepancies
- Obtaining independent professional and character references
- Having a face to face interview to explore candidates suitability to work with children as well as the post.
- Verifying the successful applicant's identity through documentation that includes photographic identification.
- Verifying the successful applicant's original qualifications
- Verifying applicants health and physical capacity for the job
- Undertaking mandatory checks

What checks need to be undertaken?

It is essential that those who are known to present a risk to children do not gain access to them through work. To help identify those who may be a risk a number of checks are required for those who have unsupervised or regular contact with children.

There are two levels of checks which can be undertaken through the Criminal Record bureau:

- **Standard Disclosures** show all convictions together with cautions, reprimands or final warnings. It also includes checks against the Department of Health and Department for Education and skills lists of people who are unsuitable to work with children.
- **Enhanced Disclosures** contain all the information provided by a Standard Disclosure but also includes information on local police records, which the police consider relevant to the post.

A copy of the Councils CRB Policy (HR042) is available on request.

Can a member of staff start work without a CRB disclosure?

A CRB disclosure must be in place before an individual starts work.

What checks must be on file for all new staff?

For all staff appointed who have contact with children, the following checks must be undertaken, and a record of each must be placed on their personal file.

- Evidence of the CRB Disclosure including the unique number and date the CRB disclosure was issued.
- Two satisfactory references
- Health clearance
- Application Form
- Evidence that academic and vocational qualifications have been checked and verified
- Photographic identification

Do the same checks apply when recruiting staff from overseas?

In the case of staff who have lived abroad, if in the opinion of the employer the CRB disclosure is unlikely to provide sufficient information, based on how long the individual has been in the UK then other checks, including obtaining certificates of good conduct from relevant embassies or police forces as appropriate must be completed prior to the individual starting work or volunteering. The level of information contained in these certificates varies from country to country, some are complete extracts from the criminal record, and others are partial.

What if the disclosure identifies a criminal conviction?

Criminal convictions must be judged in the light of the results of all the pre-employment checks not just the CRB disclosure. Employers must make a judgment about suitability, considering only those offences, which may be relevant to the particular job.

Factors to consider include:

- The nature of the offence(s)
- The nature of the appointments
- The age of the offence(s)
- The frequency of the offence(s)

Do the same standards apply to agency staff?

Yes, Agencies should undertake CRB checks for their staff, but it is ultimately the responsibility of Boston Borough Council to check and record that this has been done.

What induction will staff/ volunteers need?

All newly appointed staff and volunteers should be made aware of the organisations safeguarding children policies and the identity of staff with designated safeguarding responsibilities. They must attend safeguarding children training appropriate to their role, be provided with information about safe practice and the expected standard of conduct.

A copy of the organisations complaint and whistle blowing policy (HR044) should also be available in addition to any general induction.

Who can I contact for more information?

All queries should be directed to the Human Resources Manager in the first instance.