

# Safer Recruitment Policy

## Inclusion Hampshire



**Approved by:** Trustee Board

**Date:** 6th October 2020

**Signed by:** *A. Minshull-Beed* **Position:** Chair of Trustees

**Last reviewed:** September 2020

**Next review due:** September 2021

### Monitoring arrangements

This policy will be reviewed annually, but may be reviewed earlier if deemed appropriate by the Chief Executive or Trustees.

Inclusion Hampshire is committed to promoting the welfare of children and young people and keeping them safe.

Inclusion Hampshire is also committed to equality, valuing diversity and working inclusively across all of our activities.

Inclusion Hampshire aims to have staff that represent a variety of backgrounds and cultures and can provide the relevant knowledge, abilities and skills for our organisation.

We recognise that:

- Our workforce is our most important resource.
- Unsuitable individuals sometimes seek out opportunities via employment or volunteering to have contact with children in order to harm them.
- Some groups face unfair discrimination in the workplace.
- Children, young people and families benefit from our efforts to recruit a skilled and committed workforce from a diverse range of backgrounds.
- New staff cannot perform their role effectively unless they are inducted properly and receive ongoing support and supervision.
- We aim for the views and perspectives of service users to be incorporated into the recruitment and selection process whenever appropriate.

### **Aims and Objectives**

The aims of the Safer Recruitment policy is to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The aims of Inclusion Hampshire's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - (KCSIE) yearly update, the current Prevent Duty Guidance for England and Wales (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- to ensure that we meet its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

### **Recruitment**

#### **Application Process**

- All posts are to be advertised through appropriate media and in a way that ensures that high quality applicants from diverse backgrounds are attracted.
- Job descriptions and person specifications are to be provided to anybody who expresses an interest in an advertised job.
- C.V's are invited from all candidates who express an interest in an advertised job
- Two references are to be provided by candidates, one being their most recent employer. Inclusion Hampshire does not accept open references, testimonials or references from relatives.

#### **Interviews**

- More than one person is to be involved in shortlisting applicants for an interview, these are to include the HR Manager, Line Manager and CEO.
- There will be a face-to-face interview wherever possible, and a minimum of two interviewers will see the applicants for the vacant position, with at least one member of the panel having undertaken the Safer Recruitment training, or relevant refresher training.

- The interview process will explore the applicant's ability to carry out the job description and meet the person specification.
- It will enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).
- All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed 6 months after the recruitment programme.

### **Offer of Appointment and New Employee Process**

In accordance with the current recommendations set out in KCSIE, Inclusion Hampshire carries the relevant pre-employment checks in respect of all prospective employees.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- The agreement of a mutually acceptable start date and the signing of a contract incorporating Inclusion Hampshire's standard terms and conditions of employment and Code of Conduct;
- Verification of the applicant's qualifications (if not done so already);
- The receipt of two references<sup>1</sup> (one of which must be from the applicant's most recent employer / employer working with young people) which is considered to be satisfactory;
- Where the position amounts to "regulated activity" (appendix 1) the receipt of an enhanced disclosure from the DBS<sup>2</sup> or check on the Update service which is considered to be satisfactory;
- Where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List;
- Verification of the applicant's medical fitness for the role;
- Verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and
- Verification of professional qualifications which Inclusion Hampshire deems a requirement for the post, or which the applicant otherwise cites in support of their application (where not previously verified).
- Supervised visit to the work environment is encouraged for preferred applicants prior to accepting the role.

### **1 References:**

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by Inclusion Hampshire. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with young people, then the second reference should be from the employer with whom the applicant most recently worked with young people. The referee should not be a relative.

References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with young people.

Any discrepancies or anomalies will be followed up.

### **2 DBS (Disclosure and Barring Service)**

Inclusion Hampshire applies for an enhanced disclosure from the DBS which includes a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act

2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

Applicants who are on the DBS Update Service should provide details of this along with permission for the check to be carried out. If the status comes back satisfactory then no DBS application needs to be made.

It is Inclusion Hampshire's policy that the DBS disclosure must be obtained before the commencement of employment of any new employee.

The DBS no longer issues Disclosure Certificates to employers, therefore employees/applicants should bring their original Certificate to the HR Manager at the Head office (within 7 days of issue).

It is Inclusion Hampshire's policy to re-check employees' DBS Certificates as per current guidance.

### **Dealing with convictions**

Inclusion Hampshire operates a formal procedure if a DBS Certificate is returned with details of convictions.

Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the CEO. A decision will be made following this meeting. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the CEO will evaluate all of the risk factors above before a position is offered or confirmed.

### **Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status.**

All applicants invited to attend an interview at Inclusion Hampshire will be required to bring the relevant identification documentation such as a passport with them as proof of identity/eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines. The organisation does not discriminate on the grounds of age.

Where an applicant claims to have changed their name by deed poll or any other means (eg marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

For those with a Teacher Reference Number, permission to conduct the relevant checks on the Teaching Regulation Agency must be given.

### **Medical Fitness**

Inclusion Hampshire has a duty to verify the medical fitness and wellbeing of anyone to be appointed to a post within the Charity.

All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required. This is so we are able to support the employee in the best way possible within the organisation. Inclusion Hampshire is aware of its duties under the Equality Act

2010. No job offer will be withdrawn on the basis of the medical questionnaire alone, however confidential discussions with the CEO / Line Manager to ensure suitability may be necessary.

### **Induction Programme**

All new employees will be given an induction programme which will clearly identify all Inclusion Hampshire policies and procedures, including the Safeguarding and Child Protection Policies, the Code of Conduct, and current KCSIE, and make clear the expectations which will govern how staff carry out their roles and responsibilities and their duty to keep children and young people safe.

- A core training programme for all new staff is to be undertaken with additional training courses provided as required.
- Staff are to be appointed on a 3-month probationary period initially, with a review at the end of this time with the outcome confirmed in writing.
- Refresher training courses are to be provided in the core areas of safeguarding and health and safety.

### **Single Centralised Register of Members of Staff**

In addition to the individual personnel files, a single centralised record of recruitment and vetting checks is kept. This is kept up-to-date and retained by the HR Manager.

The Single Centralised Register will contain details of the following:-

- All employees who are employed to work at Inclusion Hampshire ;
- All others who have been chosen by the school to work in regular contact with children. This will cover volunteers and Trustees, and people brought into the school to provide additional support and activities.

### **Volunteers**

Inclusion Hampshire will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with learners (the definition of regulated activity set out above will be applied to all volunteers).

Under no circumstances will Inclusion Hampshire permit an unchecked volunteer to have unsupervised contact with learners.

In addition, Inclusion Hampshire will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff, parents and other volunteers;
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview.

### **Recruitment during closure:**

During such time as the organisation is closed due to unforeseen circumstances, all appointments should continue and be subject to all the normal recruitment checks. However, ID verification and documents can be scanned, sent and seen via video conferencing in the absence of face to face meetings.

Originals subject to normal checking when possible.

Interviews can be held remotely via conference call.

DBS checks - follow any guidance for temporary changes to the process to ensure correct checks take place.

### **POLICY IMPLEMENTATION**

The Chief Executive is responsible for ensuring the implementation of this policy and that regular reviews take place.

All staff and volunteers have a responsibility to adhere to this policy and will be made aware of this policy as part of their induction, supervision and training.

Failure to act in line with this policy will result in disciplinary action

## **Definition of Regulated Activity and Frequency: Appendix 1**

Regulated Activity means a person who is responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children: or  
Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children.

Any position undertaken at, or on behalf of Inclusion Hampshire will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30-day period; and
- provides the opportunity for contact with children.

Roles which are carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

Inclusion Hampshire is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". They are required to carry out an enhanced DBS check for all staff, volunteers and Trustees who will be engaging in regulated activity.