

Safer Recruitment Policy

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v0.1	Laura Tyers	17.01.2024	Policy reviewed and changes made
V1	Deborah Archer	05/03/24	Approved by Finance & Resources Committee
V2	Laura Tyers	25/02/25	Updated following feedback from Leeds Due Diligence

Recruitment and selection process

At Camphill Wakefield, we are committed to providing a safe and secure environment for all individuals, particularly those in our care. This Safer Recruitment Policy outlines the principles and procedures that we adhere to in our recruitment process to ensure the welfare and protection of vulnerable individuals.

This policy applies to all employees, volunteers, and contractors involved in the recruitment process at Camphill Wakefield. It encompasses all stages of recruitment, from advertising positions to the selection and appointment of candidates.

Our recruitment practices comply with relevant legislation, including but not limited to the Rehabilitation of Offenders Act 1974, the Disclosure and Barring Service (DBS) Code of Practice, the Equality Act 2010 and the Safeguarding Vulnerable Groups Act 2006. We are committed to preventing discrimination, promoting diversity, and safeguarding individuals in our care.

Organisations who recruit adults to work, or volunteer, with vulnerable children, young people and adults have a statutory duty to ensure they undertake all reasonable and sensible measures to ensure that they are kept safe from harm. This includes ensuring that staff and volunteers are committed to safeguarding and promoting the welfare of children, young people and adults at risk.

Job descriptions

Each role that exists within the Organisation will have the following elements

- Job Description: Outlining the purpose, duties and responsibilities of the role
- Person Specification: Outlining the experience, qualifications and attributes required of a person undertaking the role.

These elements will be reviewed for accuracy prior to recruitment occurring as they form the basis for the recruitment and selection process.

Advertising

Clear job descriptions and person specifications will be provided, outlining the skills and qualifications required.

We will advertise all vacancies either:

- internally only;
- internally and externally.

It is the decision of the Senior Leadership Team as to which method will be used. When advertising roles, we will make clear:

- Our college's commitment to safeguarding and promoting the welfare of students
- That safeguarding checks will be undertaken
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with students

- Job adverts will make clear our commitment to safeguarding and promoting the welfare of children, young people and adults.

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Application forms

All applicants are expected to provide a full work history from the age of 16, including accounting for any breaks in employment. Where a full work history is not received, measure will be put in place to ensure this information is gathered.

Our application forms will:

- State whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account.
- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children or vulnerable adults
- Include an Equal Opportunities Monitoring form which is filed by the HR Representative.
- Shortlisted candidates will be asked to submit a self-disclosure of their criminal history (UK and overseas offences) and any other information that may affect their suitability to work with children, young people and adults.
- The self-disclosure form should be submitted by the candidate to HR at least one day prior to the interview.
- The self-disclosure form will be provided to the chair of the recruitment panel prior to the interview.
- Candidates will be asked to discuss and sign a hard copy of their self-disclosure at interview.
- Where a self-disclosure form contains relevant information, this will be risk assessed and reviewed every 2 weeks until the DBS certificate is received.
- The DBS platform will highlight if there is any information to be disclosed, if so, the candidate will then be asked to bring in their DBS certificate for review
- Once this has been received, the two disclosures should then be compared against each other to highlight any issues.
- Where a DBS contains information, a risk assessment should be completed to adequately risk assess the information provided.

Shortlisting

Shortlisting will be conducted by at least two individuals, assessing applicants against the criteria outlined in the person specification and considering any unexplained gaps in employment.

References

Two satisfactory references, including at least one from the candidate's most recent employer, will be obtained either before or at the same time a conditional offer of employment or volunteering is made. Any concerns or discrepancies identified during the reference process will be followed up.

Interview and selection

When interviewing candidates, we will:

- Ask candidates in advance whether they have any access requirements for the interview venue and provide what they need
- Provide an outline of the selection methods that will be used and ask candidates if they require any special arrangements for these.
- Choose questions that relate to the person specification (including values based questions) to explore the candidate's suitability to work with children, their attitude and their motivations for applying for the role.
- Recruitment activity should include a face-to-face interview and at least one other method of assessing a candidate's suitability for the role.
- Interviews should be conducted by a minimum of 2 people, one of which must have accessed training in relation to safer recruitment.
- Verify their identity and right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, where applicable.
- Record all information considered and decisions made

Pre-appointment vetting checks

We will record all information on the checks carried out in the college's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New staff

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available

Regulated activity means a person who will be:

- 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; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

Existing staff



In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children and vulnerable adults; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in relevant conduct; or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left.

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children
- We will obtain the DBS check for self-employed contractors.
- We will not keep copies of such checks for longer than 6 months.
- Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.
- We will check the identity of all contractors and their staff on arrival at the school.



Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment

Trustees

All trustees, will have an enhanced DBS check without barred list information.

Review

This policy will be reviewed every two years by the HR Manager and approved by the Finance & Resources Committee.