Camphill Wakefield

Safer Recruitment Policy

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Camphill Wakefield

Document Control			
Policy Owner		**HR Manager**	
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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
V3	Laura Tyers	January 2026	P3. Paras 3 & 6 added P3 – Job Description – addition of para re safeguarding P4 Advertising – Para 1 added re enhanced DBS P4 – Application Forms – Para 2 added P5 – Shortlisting – Para 2 added P5 References – Paras 2 & 3 added P5 – Interview & Selection – bullet point 5 added P6 – Pre Vetting Checks – New Staff – updated **Approved by Finance & Resources Committee – 28.01.26**
V4	Laura Tyers	October 2026	P1 – Para added to strengthen safer recruitment commitment P2 – Application Forms – para added P3- Shortlisting – para added P4 – References – para added P5 – Interview and Selection – bullet point added P6 – References – para added P7- New Staff – paras added

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.

Camphill Wakefield is committed to implementing robust safer recruitment practices, including scrutiny of employment history, online searches of shortlisted candidates, verification of references and completion of all required pre-employment checks, to help safeguard children, young people and adults at risk

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.

All individuals involved in recruitment must recognise their responsibility to prevent unsuitable people from working with children, young people and adults at risk. Safer recruitment principles must be embedded at every stage of the recruitment and selection process.

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.

At least one panel member on every recruitment panel must have completed accredited Safer Recruitment training within the last two years. Evidence of training must be retained on file.

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.

All job descriptions and person specifications must include a clear statement of safeguarding responsibilities and expectations for the role.

Advertising

All adverts for roles involving regulated activity will clearly state that an enhanced DBS with barred-list check is required.

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.

Application forms

All applicants are expected to provide a full work history from the age of 16, including accounting for any breaks in employment.

Applicants must provide a full employment history and explain any gaps in employment, education or training. Any discrepancies, anomalies or unexplained gaps will be explored as part of the recruitment process.

Application forms must be fully completed and signed. CVs will not be accepted on their own as they do not provide sufficient information for safer recruitment purposes.

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.

Any gaps in employment history must be explored and satisfactorily accounted for at interview.

As part of the safer recruitment process, the organisation may undertake online searches of shortlisted candidates before interview. Such searches will be conducted consistently for candidates applying for the same role and will be limited to information that is publicly available and relevant to assessing suitability for the position

References

The organisation will seek a minimum of two satisfactory references as part of the recruitment process wherever reasonably practicable. At least one reference should be from a previous employer. A reference from the successful candidate's current employer will normally be obtained before employment commences. Any exceptions must be authorised by the recruiting manager in consultation with HR and risk assessed as appropriate.

References must be obtained directly from the referee using official organisational contact details. Personal email addresses must not be accepted unless the referee has left their organisation and this can be verified.
References must ask specifically about the applicant's suitability to work with children, young people or adults at risk.

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 where possible include a face-to-face interview and at least one other method of assessing a candidate's suitability for the role.
- Ensure that at least one question in every interview assesses the candidate's attitude towards safeguarding and their understanding of professional boundaries. Interviews should be conducted by a minimum of 2 people, one of whom 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.
- Explore any concerns arising from employment history, references or online searches.
- Record all information considered and decisions made
- Ensure that all interview notes and scoring is retained for six months following the recruitment decision.

Pre-appointment vetting checks

We will record all information on the checks carried out in the organisation's single central record (SCR).

New staff

All offers of employment will be made on a conditional basis and will not be confirmed until all required pre-employment checks have been completed to a satisfactory standard.

No appointment will be confirmed until all required pre-employment checks, including satisfactory references, have been completed

Recruitment decisions will be based on objective assessment against the requirements of the role and will not unlawfully discriminate on the grounds of protected characteristics as defined by the Equality Act 2010.

Any concerns arising from references, online searches, employment history or safeguarding checks will be assessed on a case-by-case basis, taking account of relevance, seriousness, evidence available, the passage of time and the requirements of the role.

Failure to disclose information that an applicant is legally required to disclose, or providing misleading information during the recruitment process, may result in an offer of employment being withdrawn or, where employment has commenced, disciplinary action.

Before a new member of staff can commence employment, the following checks must be completed:

- **Identity Check:**
  The individual's identity must be verified in person. Original documentation must be seen and photo identification recorded in accordance with statutory guidance.
- **Enhanced DBS Certificate (with Barred List Information where required):**
  An enhanced DBS check will be completed for all staff who will be engaging in regulated activity. Where an individual subscribes to the DBS Update Service, a status check will be carried out before appointment is confirmed.
  Right to Work in the UK:
  All new staff must provide valid evidence of their right to work in the UK. Copies of documents will be retained in line with statutory requirements.
- **Professional Qualifications:**
  Where a role requires specific qualifications, original certificates will be verified, and a copy retained on file.
- **Overseas Checks (where applicable):**
  For staff who have lived or worked outside the UK for more than three months in the past five years, appropriate overseas criminal record checks or certificates of good conduct must be obtained where available.
- **Employment History and References:**
  Full employment history must be confirmed, including scrutiny of any gaps in employment. Two satisfactory references, including one from the most recent employer, must be received and checked prior to confirming employment.

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 college.

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 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 or sooner if there is new legislation, a change in statutory guidance or organisational changes which require review..