



# Red Lion House Charity

Charity Number; 1176422

## **Safer Recruitment Policy**

### **AIM**

The aim of this policy is to outline Red Lion House Charity's recruitment procedures for all staff in line with recommended best practice. The policy forms an essential part of the charity's efforts to safeguard children, young people and vulnerable adults.

The recruitment processes consist of several stages:

- defining the role
- advertising
- application
- selection criteria
- references
- interviews
- reviews

### **DEFINING THE ROLE**

- there will be a written job description and person specification for each post
- both documents will include a statement about skills/behaviours/experience and attitude necessary for the post
- the job description will outline clear boundaries of role
- the job description describes what responsibility and opportunity for contact with vulnerable groups there are in the role
- the job description will include statements about safeguarding responsibilities of the post

### **ADVERTISING**

- the adverts state the charity's commitment to safeguarding and the possible need for DBS disclosures.
- all candidates will be sent information about the organisations safe recruitment policy and practices

## **APPLICATION**

- all applicants must complete the Red Lion House Charity application form and include a CV
- a personal statement which outlines how the applicant meets the person specification should be included
- applicants must sign the declaration at the end of the application form. If the application form is returned by email, the applicant must sign the application at interview
- the recruitment panel will ensure that there is full history since leaving school
- any qualifications shown on the application form must be supported by certificates
- two references will be taken up (using a request pro forma), ideally on those candidates shortlisted for interview, before the interview takes place. If not feasible, any offers of employment will be conditional until satisfactory references are received.

## **SELECTION CRITERIA**

- the shortlisting criteria will be based on the person specification and job description
- it is consistent for all candidates
- two people always shortlist in order to identify gaps, inconsistencies or disclosures

If required for the post:

- applicants are asked on their application form if there is anything that they would like to declare which may come up on their DBS check
- DBS checks are not part of the shortlisting process and will be done after shortlisting

## **REFERENCES**

- two references will be asked for on the application form, one should be from a previous employer
- all references ask about anything of concern during employment
- checks on the reference request form will confirm details on application form such as periods of employment, reason for leaving etc

## **INTERVIEWS**

- all interviews are conducted with at least 1 panel member who has had safer recruitment training
- depending upon the position, there may be a range of selection tools such as interaction with others eg role play or group discussion, written exercises, as well as an interview
- the questions in the interview are structures with previously agreed criteria designed to ascertain the candidate's ability to meet the requirements of the post as per the person specification and job description
- during the interview there are questions which probe attitudes towards children, young people and vulnerable adults, and child protection and, where appropriate, motives for working with these groups
- frequent changes in employment will also be queried

## **AREAS OF POTENTIAL CONCERN**

These are areas that may come out in the interview which would give rise to potential concerns about a person's suitability for the position:

- no understanding of children's/young people's/vulnerable adults' needs or expectations
- inappropriate language when talking about these groups
- unclear boundaries
- vagueness about experiences and inability to give any examples to support what the candidate answers
- maverick, non-rule following and unwilling to work with others

## **DISCLOSURE AND BARRING SERVICE DISCLOSURE**

- this should include a check of the Barred Lists, including an overseas 'Certificate of Good Conduct' equivalent
- the level of disclosure requested ie standard or enhanced should reflect the nature of the duties of the post and degree of contact with children/young people/vulnerable adults
- from 17<sup>th</sup> June 2013 an optional online Update Service is operated by the DBS designed to reduce the number of DBS checks requested
- instead of a new criminal records/Barred Lists check being necessary whenever an individual applies for a new paid or voluntary role working with the above groups, individuals can opt to subscribe to the online Update Service. This will allow them to keep their criminal record certificate up to date.
- employers do not need to register, but can carry out free, instant, online status checks of a registered individual's status.
- a new DBS check will only be necessary if new information has been added

## **CRIMINAL RECORD**

A judgement must be made about suitability, taking into account only those offences which may be relevant to the post in question. In deciding the relevance the following should be considered:

- the nature of the appointment
- the nature of the offence
- the age at which the offence took place
- the frequency of the offence

Anyone who is barred from working with children is committing an offence if they apply for, offer to do, accept or do any work constituting Regulated Activity. It is also an offence for an employer/organisation knowingly to offer work in a regulated position, or to procure work in a regulated position for an individual who is disqualified from working with children.

**Applicants from overseas** – the same checks will apply to applicants from overseas and those who have lived outside the UK in the same way as for those residents in the UK.

**Right to work in the UK** – the right of an individual to work in the UK has to be established by Red Lion House Charity.

**REVIEW – post appointment induction and probation**

- reviews will take place in line with the Red Lion House Charity Supervision Policy
- induction will cover relevant information about safeguarding and how to identify and raise concerns about the welfare of children/young people and vulnerable adults. Refer to Red Lion House Charity Safeguarding Policy.

**This policy needs to be read in conjunction with:**

Equality and Diversity Policy  
Supervision Policy  
Safeguarding Children Policy  
Safeguarding Vulnerable Adult Policy

**Agreed by** the Red Lion House Charity

**Date** March 2023

**Review Date** November 2025

**Signed** .....*CDean*.....