

June 2018

Safer Recruitment Policy

This policy will go through each stage outlining key processes to ensure safer recruitment at Horsham Matters. All colleagues involved in recruitment will receive training and development on an annual basis.

1. Defining the role
 - A written job description and person specification is in place for each post
 - Both documents include statements about skills/behaviours/experience
 - The job description outlines clear boundaries of the role
 - The job description describes what responsibility and opportunity for contact with children, young people and vulnerable adults there is in the role
 - The job description includes statements about safeguarding responsibilities

2. Advertising
 - The adverts state the charity's commitment to safeguarding and the need for DBS
 - All candidates will be sent information about the organisation's safer recruitment policy and practices

3. Application
 - All applicants must complete an application form. CVs are not appropriate
 - A personal statement which outlines how the applicant meets the person specification should be included
 - Applicants must sign the declaration at end of application form. If the application form is returned by email, the applicant must sign the application at interview if they are shortlisted for interviewing
 - The recruitment panel will ensure that there is a full history since leaving school

4. Selection Criteria

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

5. References

Horsham Matters requests that two referees are identified on the application form:

- At least one reference must be from a previous employer
- All references ask about anything of concern/disciplinary action during course of employment
- Checks on the reference request form confirm details on application form such as periods of employment, reason for leaving etc.

6. Interviews

- All interviews are conducted with at least 2 colleagues, one of which will have had Safer Recruitment training
- Depending upon the position, there may be a range of selection tools such as interaction with others e.g. written exercises
- The questions in the interview are structured with previously agreed criteria designed to ascertain the candidates ability to meet the requirements of the post as per the job description and person specification
- During the interview there are questions which probe attitudes and understanding of child and vulnerable adult safeguarding
- Frequent changes in employment will also be probed

7. Areas of potential concern

- The following may become apparent during an interview and will raise concerns around suitability for the position:
 - No understanding of children and vulnerable adults needs or expectations
 - Inappropriate language when referring to children/vulnerable adults
 - Vagueness about experiences and unable to give any examples of support when the candidate answers
 - Non rule following and unwilling to work with others

8. DBS Checks

DBS checks will be completed to ascertain the suitability of staff, specifically those with a safeguarding lead, all youth workers and those with direct contact with children and vulnerable adults.

Other policies/procedures to be referred to:

Child Protection Policy

Child Protection Procedures

Adult Protection Policy

Recruitment of Ex-Offenders Policy