

Safer Recruitment Practice January 2019

Safer Recruitment Panel

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Job Description

A full job description/person specification is in place for each role which the candidate would have received in their application pack.

Application Forms and CV's

External candidates must complete a FTCT application form in addition to any CV they may have submitted. The applicant must state on the application form if they have used any other name, lived or worked overseas or has anything to declare in relation to the required Enhanced DBS check. We also request the date of birth of the applicant to ensure that they are over 25.

Documentation for Interview

On the 'Invite to Interview' letter, HR will request the following documentation is brought to interview which must be in date and with current address if applicable:

- Passport and/or visa or work permit
- Photocard driving licence
- Two out of the following – utility bills no more than 3 months old, Council Tax bill, letter from HMRC, P60
- Qualification certificates related to the job role

The HR representative will take photocopies of the documentation which they will sign and date to verify that they have seen the original documentation.

Right to Work

If an applicant can produce a current passport this completes their Right to Work in the UK check. If they do not have a current passport they can also supply their original birth certificate and proof of NI number. We also use the online 'GOV.UK Check if someone can work in the UK' tool if the applicant is not able to provide a current passport.

Gaps in Employment

CV's/application forms are checked for gaps in employment, any gaps are highlighted and further details requested at interview and notes taken. If necessary, an employment gaps checklist is completed.

Previous Employment

If a candidate's previous employment involved working with vulnerable adults and/or children and they have had a career change to not working with this group, reasons for this must be explained at interview as to why they now wish to return to working with this client group.

Interview

The interview panel consists of a member of staff that has completed Safer Recruitment training. Notes from the interview process must be kept on the candidates file. A group of residents are also involved in the interview process. Notes from those involved in the interview process are reviewed before any decision is made.

A Warner-style interview will be carried out. The candidate will be asked if they have read our Safeguarding policy and if they have any questions relating to it.

Enhanced DBS check

The candidate will be aware from the job description and application form that the post will require an Enhanced DBS check. Check this part of the application form to see if the candidate has declared any offences or Court action.

Where possible, overseas checks are carried out on anyone who has worked or lived overseas for 3 months or more. If Experian are not able to complete an overseas DBS check a risk assessment is completed.

If an offer of employment is made (subject to Enhanced DBS check and satisfactory references and checks), the HR representative will discuss document requirements etc with the candidate.

Should the candidate already have a DBS check, it should be noted that the Trust cannot accept this and will have to carry out their own check. DBS checks are carried out every 3 years.

In agreement with the Director, it may be possible for the candidate to attend training before their DBS check is complete. However, the DBS check must be complete before the candidate starts their employment.

Positive Disclosures

For instances when a candidate's DBS Disclosure is returned with a Positive Disclosure or a disclosure is made on the Application Form or at Interview, the Director will be advised and a Risk Assessment will be undertaken assessing the information recorded on the Disclosure. An informed recruitment decision will be made following this Risk Assessment.

Prohibition and Section 128 checks

Prohibition checks are carried out for all members of staff and 128 checks for Trustees and the SMT.

References for External Candidates

Two reference checks are undertaken, one from the candidates current employer and one from the candidates previous employer. Both references must then be verbally verified by the HR representative.

Induction

The HR representative will prepare an Induction pack for the new starter. The induction will be completed with the new starter by an appropriate member of staff. The Facilities and Safety Manager will also complete a Health and Safety Induction with the new starter. Supervisions are held every two weeks until the Induction is completed.

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