

Safer Recruitment Policy and Procedure

Approval/Ratified by:	Karen Holden Jo Booth Owner Directors
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Audience:	All employees and specifically recruiting managers.

Introduction

This Safer Recruitment Policy outlines the necessary steps for Lighthouse Collaborative Care to take when recruiting and appointing staff, bank workers, and volunteers to identify and deter individuals who pose a potential risk to children, young people, and adults at risk of harm.

Safer Recruitment is more than just a policy; it encompasses a comprehensive recruitment process and the undertaking of a Disclosure and Barring Service (DBS) check. It is about promoting and fostering a safer culture and creating a safer organisation, with oversight of those who work with children and vulnerable adults.

The need for organisations like ours, which provide services to children and young people, to have robust and safer recruitment processes was illustrated by the Soham case and the findings and recommendations contained in Sir Michael Richard's report into that case in 2004.

"For those agencies whose job it is to protect children and vulnerable people, the harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed"
Richard Report (2004) (p. 12, para 79)

Lighthouse Collaborative Care must continuously work to prevent such people from succeeding by making it as difficult as possible for abusers to obtain access to children and young people.

This policy has therefore been drawn up based on key legislation and informed by national enquiries that seek to continuously improve the safer recruitment of adults who work with children and young people.

Policy Statement

As an organisation committed to safeguarding children and young people, we will work to create a safe and positive environment that keeps children safe from harm, while continuously building a safer culture and organisation.

We are committed to.

- An open culture, with no secrets.
- A belief that abuse could happen here.
- Clear procedures to report concerns about the behaviour of staff, with the freedom to speak up.
- Support for children and adults who raise concerns, and commitment to act on them.

- A code of conduct clearly outlining acceptable and unacceptable behaviour.
- Policies, procedures and codes of conduct are used, and people are made accountable for their use.
- Safer recruitment through- preparing to recruit, selecting the right people, choosing wisely, checking thoroughly and remaining vigilant.
- Good induction and use of probationary periods; and
- A commitment from all who work in our organisation to safeguard and protect children and to maintain an ongoing culture of vigilance.

All staff are expected to share this commitment.

Our most valuable resource is our workforce, and we recognise we can only be as good as the individuals we recruit and work with when it comes to meeting the needs of the children and young people in our care. To ensure that the individuals with the ideal blend of skills, knowledge, and character are appointed, practical and meticulous recruiting and selection are essential.

Lighthouse Collaborative Care aims to ensure that no applicant is treated unfairly throughout their application process, ensuring that the recruitment and selection process is efficient, effective, and equal. We aim to uphold our legal obligations to ensure that no job applicant is treated unfairly due to a protected characteristic, as defined in the Equality Act 2010.

Our recruitment and selection procedures are in place to help deter, reject or identify people who might abuse children or young people or who are otherwise unsuited to work with them. Appointments are only made after mandatory safer recruitment procedures have been followed.

Lighthouse Collaborative Care Directors, Responsible Individuals and Registered Managers must ensure that their recruitment responsibilities are effectively discharged to safeguard and promote the welfare of children and young people.

Scope of Policy

This policy applies to all individuals working on behalf of Lighthouse Collaborative Care, including Owner Directors, Responsible Individuals, Registered Managers, paid staff, volunteers, sessional workers, agency staff, and students.

Compliance with the expectations outlined in this policy is required of all staff.

Measures detailed in this policy must be applied thoroughly whenever someone is recruited to work with children and young people in our organisation.

It is recommended that this policy be used in conjunction with the advice and support of our HR provider.

Purpose and Objectives of the Policy

The purpose of this Safer Recruitment Policy is:

- To demonstrate our commitment to safer recruitment and creating a safer culture and organisation.
- To achieve safe procedures for the recruitment of staff/ workers, temporary workers and volunteers.
- To ensure compliance with all statutory requirements and relevant recommendations and guidance, including the Code of Practice published by the Disclosure and Barring Service (DBS).
- To ensure that we meet our commitment to safeguarding and promoting the welfare of children and young people, by carrying out all necessary pre-employment checks.

- To ensure that the best possible staff are recruited based on their merits, abilities and suitability for the position.
- To ensure that all job applicants are considered equitably and consistently, in line with our Equality, Diversity & Inclusion Policy.
- To ensure relevant staff receive training in safer recruitment processes.
- To ensure all appointment panels contain at least one member who has been trained in safer recruitment.

The objectives of the policy and this procedure are to:

- Establish and assign clear accountability for safer recruitment in the organisation.
- Ensure that all colleagues are aware of their responsibilities for safer recruitment.
- Comply with current employment, safeguarding and social care regulations and legislation.
- Manage the safeguarding risk if safer recruitment and compliance are not followed.

Safer Recruitment Procedure

[Schedule 2](#) of the Children's Homes (England) Regulations 2015 requires the following checks for people who wish to manage or work in a Children's Home:

- Proof of identity, including a recent photograph.
- An enhanced Disclosure and Barring Service check (depending on the nature of the role).
- Two written references, including a reference from the person's most recent employer, if any.
- If a person has previously worked in a position involving work with children or vulnerable adults, verification, so far as reasonably practicable, of the reason why the employment or position ended.
- Documentary evidence of any qualifications which the person considers relevant for the position; and
- A complete employment history, together with a satisfactory explanation of any gaps in employment, in writing

Our Safer Recruitment Procedure is based on five underpinning principles, as identified by the NSPCC. Each stage focuses on the protection and safeguarding of children and young people.

1. Preparing to Recruit
2. Selecting the right people
3. Choosing wisely
4. Checking thoroughly
5. Remaining vigilant

See Appendix 1 for the Safer Recruitment & Employment Checklist to be completed by the Recruiting Manager.

1. Preparing to recruit

This is a fundamental stage of the recruitment process, providing a solid foundation for the subsequent stages. At this stage, it is essential for recruiting directors and managers to refer to the safe recruitment policy.

Advertisement

Should contain

- Details about the role
- Timetable for recruitment
- Our commitment to safeguarding
- A DBS check will be required.



Should

- Be free from any discriminatory content, either direct or inferred and should aim to reflect concisely the requirements of the job description and person specification.
- Support branding, improve exposure on social media and meet equal opportunity legislation.

Job Description and Person Specification

The Directors must approve all job descriptions.

Every job description and person specification will refer to the postholder's responsibility for safeguarding and promoting the welfare of children.

The person's specification will include specific references to suitability for working with children.

Application form

Applicants must complete the Lighthouse Collaborative Care application form in full before proceeding to the shortlisting or interview stage. This ensures that any areas requiring further scrutiny—such as gaps in employment history—can be appropriately addressed

CVs are not a replacement for a completed application.

Application pack

As a minimum, application packs will include the following:

- The standard application form
- Information about Lighthouse Collaborative Care, including the Safer Recruitment process
- Job Description
- Person Specification

Self-Disclosure

Seeking a self-declaration from applicants should complement effective recruitment practices, as it allows candidates to share relevant information early on, which can then be discussed during the interview and/or considered before the DBS certificate is received. It does not replace the need to conduct the range of pre-appointment checks required by law or available to employers.

This form will be shared with applicants during the initial application stage; however, it is essential to note that it is discriminatory to use any self-disclosed information for shortlisting purposes. In light of the information contained in the Self-Disclosure form, further questions will be asked during the interview to clarify any necessary details.

2. Selecting the right people

Equal Opportunity Statement: Recruitment decisions will be made solely on merit, without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origin, religion, belief, age, pregnancy, maternity leave, or trade union membership.

Candidates with disabilities will not be excluded unless they are unable to perform an intrinsic duty of the role, taking into account reasonable adjustments. Reasonable accommodations will be made throughout the recruitment process to ensure that no applicant is disadvantaged due to a disability.

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In the selection stage, the following procedures will be adhered to:

- Only full application forms with detailed and complete previous work history will be accepted for employed roles.
- A pre-screening process ensures applicants meet the basic criteria for the role and comply with national minimum standards for residential services.
- Application forms are thoroughly reviewed and scrutinised, with any discrepancies or anomalies resolved before an offer of employment is made.
- The selection process varies by role but is designed to assess suitability. This includes an interview and may involve additional assessment methods such as observations, presentations, or desktop exercises.
- Interview questions will be tailored to the role to evaluate candidates' experience, values and attitudes.

Shortlisting process

A minimum of two panel members must be involved in shortlisting and scrutinising applications.

The panel is responsible for:

- Ensuring that application forms are fully completed.
- Checking for consistency and accuracy in the information provided.
- Identifying any discrepancies or gaps in employment history.
- Following up with applicants to clarify any inconsistencies, omissions, or gaps before finalising the shortlist, where possible. If clarification is not feasible before the interview, any concerns should be noted for discussion during the interview.
- Applying the same criteria outlined in the person specification consistently across all applicants to ensure fairness in the selection process.

3. Choosing wisely

Interview process

- Carry out a face-to-face interview that explores the candidate's suitability to work with children and young people, as well as his or her suitability for the post. The selection process for people who will work with children and young people must always include a face-to-face interview, even if there is only one candidate.
- Verify the candidate's identity from current ID information and proof of address.
- Verify the candidate's qualifications.

Candidates will always be required to.

- Explain any gaps in employment
- Explain any anomalies or discrepancies in the information available to the selection panel
- Declare any information that is likely to appear on a DBS disclosure
- Demonstrate their attitudes, motives and values for working with children and young people, and their capacity to safeguard and protect the welfare of children and young people
- Bring with them evidence of their identity (photographic), address and qualifications.
- Original documents only will be accepted, and photocopies will be taken. Documents (copies) of unsuccessful applicants will be destroyed.

The interview should follow a structured and consistent format, and care should be taken to avoid questions that may inadvertently indicate an intention to discriminate, even if such an intention is not intended. All candidates should be assessed against the requirements of the person specification and the job description only.

Interview Scoring and Decision-Making Guidance

A values- and competency-based approach to interviewing considers a candidate's experience, knowledge, and skills, helping to predict future performance in a safeguarding-focused environment.

All panel members should use a structured scoring matrix to assess candidates against the person specification. Scores should be recorded individually and discussed collectively after all interviews are completed.

If a candidate receives a low score in any critical area—particularly those related to safeguarding, teamwork, or resilience—this should be considered with caution, and the overall score should be evaluated with caution in accordance with the scoring guidance.

Panel members should:

- Discuss the reasons for the low score
- Consider whether the concern can be mitigated through training or support
- Evaluate whether the candidate meets the minimum threshold for safe and effective practice
- Final decisions should strike a balance between scoring outcomes and professional judgment, and any concerns must be clearly documented in the recruitment file.

If a significant discrepancy arises between the scores of panel members for the same candidate, this must be discussed openly and professionally.

Panel members should:

- Review the scoring criteria to ensure consistent interpretation.
- Discuss the rationale behind each score, focusing on specific responses or behaviours observed.
- Consider whether unconscious bias or differing expectations may have influenced scoring.
- Agree on a final consensus score or document the differing views with justification.

If concerns remain unresolved, the panel should proceed with caution and consider whether the candidate meets the minimum threshold for safe and effective practice. All discussions and decisions must be documented in the recruitment file.

Interview skills and training

The interview panel will typically consist of the registered manager and one other individual who is preferably familiar with the role and its responsibilities. If the registered manager is unavailable, a more senior manager must assume responsibility.

- Appointing panels must consist of at least two people to reduce the opportunity for bias.
- All recruiting managers involved in interviews will receive safer recruitment training. Staff with Designated Safeguarding Lead (DSL) responsibilities will remain safer recruitment trained at all times, renewing their training at least every three years.

- If a recruiting manager identifies a conflict of interest (e.g., prior acquaintance with the candidate), they must declare it, and an independent manager will lead the interview.
- References will be sought before making an offer if a disclosure has been made regarding past or ongoing investigations, disciplinary actions, safeguarding concerns, or DBS referrals. No offer will be finalised until the matter is satisfactorily resolved unless the appropriate Director grants authorisation.
- The interviewer should take account of their instincts when interviewing. If something doesn't feel right, it probably isn't. In addition, if professionals feel uncomfortable in a person's presence, then a child or young person is just as likely to experience such feelings.
- Each panel member should complete an Interview Selection Form for each candidate. Individual ratings and reasons for decisions made should be recorded on this form and should be signed as a record of the interview.
- Maintain a training log for all staff who have completed safer recruitment training, including renewal dates.

4. Checking thoroughly

Referencing

[Guidance: Children's Homes – Recruiting Staff \(Ofsted\)](#) provides further information about the regulatory requirement to obtain two written references, including one from the applicant's last employer. The Guidance provides that you do not have to contact the person who wrote the reference to check that they did so, although this is good practice. You should always check out a reference if you have any doubts about its quality or reliability.

You may not be able to obtain a reference from a previous employer, for example, because they are no longer operating or have died. If this happens, you should obtain evidence of this and request a reference from another previous employer.

You must, as far as possible, try to find out why a prospective staff member's previous employment ended, especially if their last job involved working with children or vulnerable adults. You should attempt to obtain this information from their most recent employer and any other relevant employers. For example, this could be a conversation with a previous employer, in which case you would record the details in the staff member's file as a verbal verification, noting that a written reference has not been received. Attempts should be made to verify all written references received verbally. If you have a concern, Ofsted expects you to obtain as much information as possible to ensure that the person is suitable for the role.

Checking identity

All staff must have proof of identity, including a recent photograph. Where possible, this will include a photo ID, such as a passport, driving licence, residence permit, or other government-issued identification.

Right to work

As part of the recruitment process, the employer/prospective employer must also check that the applicant has the right to work in the UK.

See: [GOV.UK: Checking a Job Applicant's Right to Work](#).

As an employer in the UK, we can face penalties or fines if we hire someone who does not have the legal right to work and fail to conduct the required checks properly. We must ensure we carry out right-to-work checks correctly and demonstrate compliance with these legal procedures.

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Criminal Records Check and Confidential Disclosures

In addition to DBS checks, self-disclosure plays a vital role in the selection process.

- A self-disclosure provides candidates with an opportunity to declare details of cautions or convictions that are not protected under the Rehabilitation of Offenders Act 1974 (England, Scotland, and Wales).
- All self-disclosures must be marked confidential and stored securely in a separate, sealed envelope.
- Disclosures should only be considered at the interviewing stage—those from candidates who do not progress beyond shortlisting must remain unopened and be securely disposed of once an appointment is made.

When evaluating disclosures, the panel should consider:

- **Relevance, nature, and seriousness**
 - What behaviour did the offence represent?
 - How serious was it?
 - Is the offence relevant to the post?
 - Generally, offences involving sex, drugs, or violence will raise concerns if the applicant is applying to work with children or vulnerable adults; however, mitigating factors should also be assessed.
 - The severity of the sentence (e.g., custodial sentence, community service, fine, or caution) can indicate how the Court viewed the offence.
- **Timescale**
 - How long ago did the offence occur?
 - What age was the applicant at the time?
- **Repetition**
 - Was this a single offence or part of a pattern of offences over a short period?
 - Does the applicant have a history of repeated or varied offences?
- **Mitigating circumstances**
 - Is there evidence of factors such as youth, immaturity, illness, or acting under external influence?
- **Changes and remorse**
 - Have the applicant's circumstances changed since the offence?
 - Is there evidence of rehabilitation and remorse?
- **Country of conviction**
 - Was the offence committed abroad? Some behaviours considered criminal in other countries may not be offences in the UK.
- **Decriminalisation**
 - Has the law changed, making the offence no longer criminal?

Consultation with the Disclosure and Barring Service (DBS)

- If a candidate discloses a recent or serious offence involving children or vulnerable adults and is not registered with the DBS, the panel should consult the DBS before proceeding with the interview to determine if the applicant should be barred from working in such settings.

If an applicant has a criminal record, employers must make a judgment about their suitability, taking into account only those offences which may be relevant to the post in question. In deciding the relevance, they should consider the nature of the appointment and the nature of the offence; the age at which they were when the offence took place; and the frequency of offences.

The Disclosure and Barring Service (DBS) operates an optional Update Service designed to reduce the number of DBS checks requested. Instead of requiring a new check whenever an individual applies for a new role



working with children, we need all our staff to subscribe to the online Update Service. This will allow them to keep their DBS 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 with their permission. A new DBS check will only be necessary if the status check indicates a change in the individual's status (because new information has been added). See [GOV.UK](https://www.gov.uk) for more details.

Following the use of the DBS update service to check the status of an individual's DBS certificate, the check should be saved to the Elcons HR System. Checks of the DBS are conducted at least every three months and recorded in the staff member's file.

As employers, we must ensure that all staff and volunteers are eligible to work with children and have not been disqualified from doing so. If someone is found to be disqualified, they must not continue working with children unless they obtain an official waiver from the relevant authorities.

Online and social media screening

Online and social media screening have become increasingly crucial in safer recruitment practices, particularly in sectors that involve children and vulnerable individuals. In the UK, the Keeping Children Safe in Education (KCSIE) 2022 guidance introduced recommendations for schools and colleges to consider conducting online searches on shortlisted candidates as part of their due diligence.

Employers can use online and social media screening to:

- Identify publicly available incidents or concerns that may affect a candidate's suitability.
- Assess potential safeguarding risks **or** reputational concerns.
- Verify employment history and qualifications through professional platforms like LinkedIn.

While these checks can provide valuable insights, they must be conducted fairly and by the law. Employers should:

- Inform candidates that online checks will be part of the recruitment process.
- Ensure searches focus **on** relevant professional conduct rather than personal opinions or lifestyle choices.
- Keep records of searches and discuss any concerns with candidates during interviews.

Overseas checks

If a candidate has been resident overseas for three months or more over the past five years, we must make 'appropriate' further checks on staff who have lived or worked outside the UK. We should check the candidate's criminal record in that country. The Home Office provides [guidance on applying for criminal records checks for overseas applicants](#) (Home Office, 2017).

Health

Health questionnaires in recruitment are used to assess whether a candidate is medically fit for a role while ensuring compliance with equality laws. However, under the Equality Act 2010, employers in the UK are prohibited from asking health-related questions before making a job offer, except in specific circumstances.

Employers can request health information after offering a job, but only to:



- Determine if reasonable adjustments are needed for a disabled candidate.
- Ensure the candidate can perform essential job functions safely.
- Assess risks related to occupational health (e.g., exposure to hazardous materials).

Our new employee form contains a health questionnaire section designed to assess job-related health needs and ensure workplace safety. Any information provided will be treated confidentially and in compliance with data protection laws.

Offer of Employment

Following a successful interview and satisfactory initial checks, the recruitment process progresses through the following stages:

a. Verbal Offer

A verbal offer of employment may be made to the preferred candidate, clearly stating that the offer is conditional upon the successful completion of all required pre-employment checks. This includes:

- Satisfactory references
- Enhanced DBS clearance
- Verification of identity and right to work
- Health declaration
- Any other role-specific checks (e.g., overseas checks, qualifications)

The verbal offer must be documented in the recruitment file, including the date, time, and name of the person who made the offer.

b. 2. Conditional Offer Letter

A formal conditional offer letter will be issued, outlining:

- The job title and location
- Proposed start date (subject to checks)
- Salary and benefits
- Conditions that must be met before employment can commence
- A clear statement that the offer may be withdrawn if conditions are not met

The candidate must sign and return the conditional offer letter to confirm acceptance.

c. Unconditional Offer Letter

Once all pre-employment checks have been completed and deemed satisfactory, an unconditional offer letter will be issued. This confirms:

- The final start date
- Confirmation of employment
- Any remaining onboarding steps (e.g., induction schedule)

Only after the unconditional offer is issued should the employment contract be signed and the individual added to the rota or payroll.

Candidate Withdrawal or Rejection

If a candidate withdraws after receiving a conditional offer or fails to meet the required pre-employment conditions, the following steps must be taken:

- **Candidate Withdrawal:**
If a candidate voluntarily withdraws after receiving a conditional offer, the withdrawal must be documented in the recruitment file, including the date and reason (if provided). The vacancy should be reviewed and, if necessary, re-advertised promptly.
- **Failure to Meet Conditions:**
If a candidate fails to meet one or more pre-employment conditions (e.g., unsatisfactory DBS, unverified references, or right to work issues), the conditional offer must be withdrawn. This decision must be documented, including the rationale and any supporting evidence.
- **Communication:**
All communication regarding withdrawal or rejection must be handled in a professional and sensitive manner. Candidates should be informed in writing, and a copy of the correspondence should be retained in the recruitment file.
- **Safeguarding Concerns:**
If the reason for withdrawal or rejection raises safeguarding concerns, the Designated Safeguarding Lead (DSL) must be informed immediately, and appropriate referrals made if necessary.

5. Remaining vigilant

The registered person must:

- Ensure that each employee completes an appropriate induction.
- Ensure that each permanent appointment of an employee is subject to the satisfactory completion of a period of probation; and
- Provide each employee with a job description outlining the employee's responsibilities.
- Undertake appropriate continuing professional development.
- Receive practice-related supervision by a person with appropriate experience; and
- Have their performance and fitness to perform their roles appraised at least once every year.

See also Staff Supervision and Appraisal Procedure and Staffing Policy.

Recruitment Records

[Guidance: Children's Homes – Recruiting Staff \(Ofsted\)](#) provides that if you do not keep complete recruitment records at the Home, inspectors will look at your list of staff or electronic documents that summarise the vetting and recruitment checks.

Interview notes, application form and identification for all successful candidates will be scanned following the assessment day and stored electronically on our HR system. All recruitment documentation will be stored securely and in compliance with GDPR.

Unsuccessful candidates will be advised that their assessment documents will be retained for a period of six months in accordance with Data Protection legislation. The six-month retention period will enable the company to address any data requests, recruitment complaints, or respond to complaints made to an Employment Tribunal.

Bank Staff

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All bank staff are subject to the same safer recruitment procedures as permanent staff, including complete pre-employment checks, safeguarding assessments, and induction requirements, to ensure consistency and compliance with regulatory standards.

Agency Staff

It is a general policy of Lighthouse Collaborative Care not to use agency staff. This is to maintain consistency of approach and ethos, but importantly, it contributes towards trust and assurance.

Lighthouse Collaborative Care strives to keep a bank of employees who can be called upon to provide services as needed. When feasible, senior management will offer protection. This is a beneficial practice because it enables top managers to observe frontline operations, thereby enhancing their understanding of day-to-day operations within a service and contributing to its overall development.

In extreme circumstances, agency staff may be used, but only when all other options have been exhausted. Managers must note that all agency staff will require all necessary checks to be in place for the safe recruitment protocol to be effective. These checks must be evidenced and held 'on-site'. No individual is permitted to work with children or young people without an up-to-date, enhanced DBS check in place.

A Final Word

It is the duty of everyone who interacts with children and young people to ensure their safety. The protection of the welfare of every child and young person receiving services from Lighthouse Collaborative Care is our priority.

The organisation is explicit that meeting this expectation is every employee's top priority.

Publications and Resources

Chartered Institute of Personnel and Development (CIPD) www.cipd.co.uk

Department for Education (DfE) Disqualification under the Childcare Act 2006 (DfE 31st August 2018)
<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

Disqualification from caring for children's regulations 2002 <https://www.legislation.gov.uk/uksi/2002/635/made>

Keeping children safe in out-of-school settings (DfE 2020) <https://www.gov.uk/government/collections/keeping-children-safe-in-out-of-school-settings>

Working Together to Safeguard Children 2023
https://assets.publishing.service.gov.uk/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

Disclosure & Barring Service www.gov.uk/government/organisations/disclosure-and-barring-service

Detailed information, fact sheets and FAQs: <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

Home Office Right to work in UK Toolkit <https://www.gov.uk/legal-right-work-uk>

Guidance on the application process for overseas criminal record checks
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/607755/Criminal_Record_Checks_Apr_17.pdf

Guidance on examining identity documents <https://www.gov.uk/government/publications/recognising-fraudulent-identity-documents>

Local Government Employers www.lge.gov.uk

Ministry of Justice – guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975
<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Filtering guidance from 28/10/23 <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

National Association for the Care and Resettlement of Offenders (Nacro) Criminal record support service – advice for applicants and employers <https://www.nacro.org.uk/criminal-record-support-service/> 53

UK Border Agency Information on eligibility to work in the UK: www.ukba.homeoffice.gov.uk

Unlock, a UK-wide charity supporting people with criminal convictions and campaigning against discriminatory practice, has produced guidance to assist applicants and recruiters in understanding which offences may be filtered or protected and therefore should not be disclosed or taken into account <https://hub.unlock.org.uk/knowledgebase/filtering-cautions>

Safer Recruitment Consortium Guidance on Safer Working Practice for the Protection of Children and Staff in Education Settings (2022) Professional and Personnel Relationships (cimpress.io)

Volunteering England is A useful website with lots of information and resources on how to recruit volunteers:
www.volunteering.org.uk

Appendix 1: Safer Recruitment & Employment Checklist

Post:			
Applicants Name:			
STAGES OF RECRUITMENT	INITIALS	DATE	NOTES
PREPARING TO RECRUIT			
Advertising			
Job Description and Person Specification			
Application Pack			
SELECTING THE RIGHT PEOPLE			
Checking the application & Shortlisting			
Invite candidates to interview and include a self-disclosure form as part of the process.			
CHOOSING WISELY			
Interview Panel			
Interview Questions			
CHECKING THOROUGHLY			
Conditional Offer			
References Requested			
Reference 1 Received			
Reference 2 Received			
References and Employment History Verified			
Checking Identity- Original & Copy Photo ID			
Checking Identity- Original & Copy Proof of Address			
Proof of Qualifications			
Right to Work			
DBS certificate			
DBS Barred list – the person is not prohibited from taking up the post			
Disqualification from caring for children			
Overseas Check			
Online and Social Media Screen			
Unconditional Offer			
Employment Contract			
Automatic enrolment in the pension letter			
New Employee Details Form			
Health- The candidate is medically fit			
About Me Form			
Add to the payroll system.			
Recruitment Records			
REMAINING VIGILANT			
Induction			
Mandatory Training			
Probation Period			