



## SAFER RECRUITMENT

### INTRODUCTION

Safer recruitment is a set of practices that help to establish that employees and volunteers are suitable to work with children, young people and vulnerable adults.

The main principles of Safer Recruitment are:

- to take all steps necessary at every stage of the recruitment process to prevent people who might harm children, young people or vulnerable adults taking up positions where they could do so;
- to follow all of the latest guidelines to keep the recruitment process safe, fair, structured and consistent.

Whenever possible, the Service will use the process as described below.

For any role in which the incumbent may work with children, young people or vulnerable adults, the Service will ensure that the steps as outlined below are carried out in order to minimise the risk of appointing someone unsuitable to the role.

Recruitment to roles within the Service that should follow safe recruitment practice include, but are not limited to, those within the Community Fire Safety Department, such as the Home Safety Support Worker, the Arson Reduction Officer, the Phoenix Assistant and the Phoenix Administrator. The Service reserves the right to expand this list of roles with additional roles as applicable.

### SAFER RECRUITMENT PROCESS

#### Define the job

The job description and person specification should:

- clearly specify that the role involves working with children, young people or vulnerable adults;
- define any safeguarding responsibilities;
- include the necessary qualifications and experience, as well as the specific requirements of the role.

## Advertising

The advertisement should state:

- that the role involves working with children, young people and vulnerable adults;
- the Service's commitment to keeping people safe;
- that criminal records and background checks will be undertaken as part of the recruitment process.

## Application form

The application form for each role:

- should be completed in full with a common set of data required from each applicant;
- provides an opportunity for candidates to self-disclose any relevant unspent criminal convictions that they may have on their record. However, this does not replace the need for a criminal record check to be undertaken, but it will be checked and compared for the honesty and integrity of the applicant;
- should be scrutinised to ensure completeness, checking for consistency of information and identifying any gaps;
- will be assessed equally against the role criteria as outlined in the person specification.

## Interviewing

The interview will consist of a minimum of two interviewers and will involve:

- a documented interview process for all shortlisted applicants, seeking to assess the merits of the candidates against the job description, and exploring each individual's suitability for the role;
- candidates bringing documents with them to the interview to verify their identity, as well as any documents they may hold to confirm their educational and professional qualifications. These will be copied and retained on the individual's Personal Record File.

## References and checks

The Service will verify all references and checks:

- Disclosure and Barring Service (DBS) checks will be conducted for all employees at the level appropriate to the role prior to commencement in post;
- Enhanced DBS checks will be carried out for roles that fall under Safer Recruitment principles. These checks must be completed as satisfactory before the start date can be confirmed;
- a minimum of two written references will be obtained, one of which must be a formal reference from the candidate's current or most recent employer;
- the reference will be checked against the information included on the application form;
- the candidate's identity and right to work in the UK will be verified;
- the candidate's qualifications and professional registration or membership with the appropriate body (as applicable) will be checked so as to confirm validity, and copies will be held on the Personal Record File of the employee.

## Offer of employment

Candidates must be made aware that:

- the offer of employment is conditional upon the satisfactory completion of all vetting and pre-employment checks;
- the offer of employment may be withdrawn if any pre-employment checks cannot be satisfactorily completed;
- they will not commence in role without the appropriate pre-employment checks having been completed;
- they will be required to complete the appropriate DBS checks and vetting procedures at designated intervals during their employment.

## Agency workers

If individuals are appointed through an agency, the above process will still be undertaken for roles that fall under the Safer Recruitment principles.

Before the individual can start in the post, written confirmation must be provided by the agency that the appropriate checks have been undertaken and that satisfactory results have been received.

## Appointment of the successful candidate

Following the appointment of the successful candidate, all information obtained during the recruitment process to indicate that the candidate is suitable for the role must be retained on the individual's Personal Record File. If any information is found to be untrue or inaccurate at a later date, an investigation will take place and the continued employment of that person may be at risk.

## QUERIES

Any queries in relation to the Safer Recruitment process should be directed to the Human Resources Department. Any concerns in relation to the safeguarding of individuals should be passed on to the Service's Safeguarding Lead, or reference made to the [Safeguarding Policy - click here](#) in the first instance.

This document forms part of a suite of information covering this subject area; hyperlinks to all the documents are available by clicking back to the home page.

It is recommended that this document be reviewed on a triennial basis; however, it might require earlier revision in the light of any regulatory change which comes into effect in the interim.			
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