



FIRST LIGHT

Safer Recruitment Policy

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1. Policy Statement

This document is written in conjunction with the First Light Recruitment Policy and Safeguarding Children and Vulnerable Adults Policies.

2. Purpose

The aim of this policy is to outline First Light recruitment procedures for all staff, both paid and voluntary, in line with recommended best practice to safeguard all adults/children and young people who use First Light's services. The policy is included as part of First Light's application pack for any position, and as such, is given to applicants along with a detailed job description and person specification.

This forms an essential part of the charity's efforts to safeguard children, young people and vulnerable adults. Recruitment and the checks that are undertaken as part of this process are the organisation's first chance to make robust efforts to prevent unsuitable individuals from working with children, young people and vulnerable adults.

3. Process

The recruitment process consists of several stages:

- Defining the role
- Advertising
- Application
- Selection criteria
- References
- Interviews
- Reviews

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

4. Defining the Role

- A written job description and person specification is in place for each post.
- Both documents include statements about skills/behaviours/experience and attitude to young people necessary for the post
- The job description outlines clear boundaries of role

- The job description describes what responsibility and opportunity for contact with children and young people there is in the role
- The job description includes statements about safeguarding responsibilities of the post

5. Advertising

- The adverts state the charity's commitment to safeguarding and the need for DBS disclosures (using the Disclosure and Barring Service 2012 – formerly CRB)
- All candidates will be sent information about the organisation's safe recruitment policy and practices.

6. Application

- All applicants must submit a CV
- A personal statement which outlines how the applicant meets the person specification should be included.
- Applicants must sign the declaration included in the application pack. If the application form is returned by email, the applicant must sign the application at interview if they are shortlisted for interviewing.
- Any qualifications shown on the application form must be supported by certificates.
- Two references will be taken up, ideally on those candidates shortlisted for interview, before the interview takes place. Where this is not feasible or where the candidate asks specifically that this is not done at this stage, any offers of employment will be conditional until satisfactory references are received.

7. 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 criminal record bureau check that the charity should be aware of (Self disclosures).
- 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.

8. References

First Light 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.

9. Interviews

- All interviews are conducted with at least 2 colleagues who are aware of the safer recruitment policy.
- Depending upon the position, there may be a range of selection tools such as interaction with others i.e. role play or group discussion, written exercise used as well as an interview
- The questions in the interview are structured 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, child protection, safeguarding vulnerable adults and, where appropriate motives for working with children and vulnerable adults
- Where appropriate frequent changes in employment will also be probed

10. 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 but are not limited to;

- a) No understanding of children/vulnerable adult needs or expectations
- b) Inappropriate language when talking about children
- c) Unclear boundaries
- d) Vagueness about experiences and unable to give any examples to support what the candidates answers.
- e) Maverick, non rule following and unwilling to work with others

DISCLOSURE AND BARRING SERVICE (DBS) formerly Criminal Record Bureau Checks (DBS) and Independent Safeguarding Authority (ISA) Registration:

First Light has a legal responsibility to undertake checks to identify individuals that are barred from working with children, young people and vulnerable adults, and who could pose a potential threat.

First Light as standard procedure will undertake an enhanced DBS check on all employees, volunteers, agency staff, work experience students and regular contractors. This is undertaken at the earliest opportunity after interview and no person will be appointed or gain access to First Light service-users until the DBS has been completed and management are satisfied that the individual poses no risk to vulnerable children and adults.