



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 role profile 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. Responsibility

It is the responsibility of all recruiting managers to ensure that this policy is followed and adhered to at all times. No staff should be fast tracked into positions until all the necessary safety checks have been put in place.

4. Process

The recruitment process consists of several stages:

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

This policy will go through each stage outlining key processes to ensure safer recruitment at First Light. All colleagues involved in recruitment will undertake Level 1 & 2 Adult and Children Safeguarding Training.

5. Defining the Role

- A written role profile and person specification is in place for each post.
- This document includes a statement regarding adult and child safeguarding responsibilities

- The role profile outlines clear boundaries of role
- The role profile describes what responsibility for children and young people there is in the specific role
- The role profile includes the main activities relating to safeguarding responsibilities of the post

6. 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.

7. Application

- All applicants must submit a fully completed application form – CVs will not be accepted.
- 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 either by hand or electronically.
- Any qualifications shown on the application form must be supported by certificates at interview.
- Two references will be taken up if successful at interview.

8. Selection Criteria

- DBS checks are not part of the short listing process and will be carried out after offers have been accepted.
- The short listing criteria will be based on the person specification
- It is consistent for all candidates
- Where possible two people will shortlist in order to identify gaps, inconsistencies or disclosures.

9. References

First Light requests that two referees are identified on the application form;

- At least one reference must be from a present or 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.

- Copies of references must always be forwarded to recruiting manager
- All starters should not commence employment until DBS results and completed references have been received and reviewed by the recruiting manager. However, there may be instances where employment will commence subject to them both but a risk assessment must be carried out.

10. 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, group discussion or written exercises 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 role profile.
- During the interview there are questions which probe attitudes towards children, safeguarding children and vulnerable adults and, where appropriate motives for working with children and vulnerable adults
- Where appropriate frequent changes in employment will also be probed
- A record of all responses throughout interview will be recorded on the interview questions grid. These will be retained for 6 months after the interview date.
- Check certificates against the application form to ensure dates and qualifications match.

11. Proof of identify, Right to Work in the UK & Verification of Qualifications and/or professional status

- All applicants invited to attend an interview will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identify/eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines. First Light does not discriminate on the grounds of age.
- Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

12. Offer of Employment

All successful applicants will be sent an offer letter post verbal acceptance

Successful applicants are requested to sign and return Acceptance of Offer and detail any criminal convictions, cautions, reprimands or final warnings they may have, including those spent.

Number of sickness days absence and number of sickness occasions in the last two years.

All offers are conditional upon the following being received:

- DBS clearance
- Satisfactory references including confirmation of previous employment
- Police vetting (if applicable)
- Successful 6 month probationary period

13. 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 candidate answers.
- e) Maverick, non rule following and unwilling to work with others

14. Disclosure and Barring Service (DBS)

Disclosure and Barring Service (DBS) formerly Criminal Record Bureau Checks (CRB) 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 DBS checks on all employees and volunteers. See DBS Matrix for levels of check for each role as advised by the Safeguarding Team at Cornwall Council. 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. There may be some

instances where a risk assessment will be carried out when awaiting a cleared DBS but only for those not having direct client contact.

Ongoing DBS checks

All paid staff and volunteers will be required to sign up to the Update service (apart from a Basic check) to ensure annual checks can be carried out by First Light. Records are maintained which detail date of checks for all staff. If a member of staff lapses their membership to the update service they will be required to repeat their complete DBS check 3 years after the last check being carried out.

There is a requirement for all contractors or temporary staff who have contact with First Light clients to provide a copy of a cleared DBS.

First Light will carry out checks with professional governing bodies of all staff who are members of such organisations.

Portability of DBS Certificate Checks

Staff may already have joined the DBS Update Service prior to commencing at First Light. First Light will carry out the DBS check use the existing Update Service details provided by the employee.

- Obtain consent from the applicants to carry out an update search
- Examine the original certificate to ensure that it is for the appropriate workforce and level of check, i.e. enhanced certificate/enhanced including barred list information.

The Update check would identify and advise whether there has been any change to the information recorded, since the initial Certificate was issued. Applicants will be able to see a full list of those organisations that have carried out a status check on their account.

Overseas checks

It is unlikely that foreign nationals will be sponsored to work within First Light. However, If the following can be met then a Certificate of Sponsorship (CoS) will be required.

- The job is in a 'designated shortage' occupation, or
- It passes the Resident Labour Market Test (RLMT)
- The job is at NQF6 level or above
- Minimum salary levels as stated by the UKVI are met

Any applicants who have lived/travelled abroad for more than 3 months will need to obtain a DBS check, or similar, from the relevant country wherever possible. Dependant on the role, First Light

will assess the length of time out of the country, the role within First Light and the need for a risk assessment to be carried if a DBS certificate cannot be retrieved.

15. Dealing with convictions

First Light operates a formal procedure if a DBS Certificate is returned with details of convictions.

Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- The nature, seriousness and relevance of the offence;
- How long ago the offence occurred (spent/unspent);
- One-off or history of offences;
- Changes in circumstances;
- Decriminalisation and remorse

A formal meeting will take place face-to-face to establish the facts with the applicant. A decision will be made following this meeting.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, First Light, may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

16. Trustees

There will be an informal meeting with the prospective trustee, the Chair of the Board and the CEO

All prospective trustees will complete an application form

Board members will review all application forms and confirm acceptance to the Chair

Prospective trustee is formally invited to the next board meeting

Board members will vote for the prospective trustee to become a member

All new board members will be required to complete the following:

- An enhanced DBS application
- Declaration of Eligibility
- Declaration of Interest
- Provision of two references

Trustees are not provided access to any client details during their Trusteeship