



# Safer Recruitment Policy

<i>Review Completed: 3<sup>rd</sup> September 2025</i>	<i>Next Review date: 2<sup>nd</sup> September 2026</i>
<i>Policy Version No: 5</i>	<i>Completed by: Siobhan Donoghue</i>

Explore Connect Belong Thrive

## Content

<b>Section 1: Policy and Principles</b>	<b>Pg 3</b>
<ul style="list-style-type: none"><li>▪ Policy Introduction</li><li>▪ Policy Aims</li><li>▪ Recruitment Procedures and Appointment Checks</li><li>▪ Planning and Advertising</li><li>▪ Shortlisting and Interview</li><li>▪ Conditional offer of Employment and Pre-employment checks</li><li>▪ Induction and Probation</li><li>▪ Keeping of Records</li><li>▪ Disclosure and Barring Service</li><li>▪ Policy and Recruitment of Ex-Offenders</li><li>▪ Contractors Procedures</li><li>▪ Protocol for casual staff</li><li>▪ Roles and Responsibility</li></ul>	Page 3 Page 3 Page 3 Page 5 Page 5 Page 6 Page 6 Page 6 Page 6 Page 7 Page 10 Page 10 Page 11
<b>Appendix A:</b>	
<ul style="list-style-type: none"><li>▪ Risk Assessment for Conviction on DBS forms</li><li>▪ Contractor Form</li><li>▪ Recruitment and DBS Process</li><li>▪ Pending DBS – Risk Assessment Checklist</li><li>▪ Invitation to interview email – template</li><li>▪ Offer letter – template</li><li>▪ Reference request – template</li></ul>	Page 13 Page 14 Page 15 Page 17 Page 19 Page 20 Page 22

## Section 1: Policy and Principles

### Policy Introduction

EVOLVE is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.

It is vital that EVOLVE applies recruitment and selection procedures that identify people who are unsuitable to work with young people. EVOLVE is committed to meeting the statutory regulation requirements for the safe recruitment of staff, volunteers, external contractors, teaching staff and otherwise.

### Aims

- To help deter, reject or identify people who might pose a risk to children or are otherwise unsuited to working with them, by having appropriate procedures for appointing staff and volunteers.
- To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants.
- To seek and secure an ongoing safe and secure environment for children by ensuring that all staff are suitably trained in recognising and responding to signs of abuse

### Review

The Safer Recruitment Policy and Process will be reviewed at least annually in order to consider the effects of change including legislative change. This policy is subject to annual review.

### Recruitment Procedures and Appointment Checks

This process is for the recruitment and appointment of all staff, including teaching and operational staff, contract staff, volunteers and governors (where appropriate). There are slightly different procedures for different employees, and these have been noted accordingly.

In order to ensure safer recruitment EVOLVE will:

1. Have a satisfactory recruitment process recorded in writing.
2. Ensure that when a post is advertised, the advertisement makes clear the organisation's commitment to safeguarding and promoting the welfare of children and (if the role is regulated activity relevant to children) that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.
3. Ensure that the job description makes reference to the responsibility for safeguarding and promoting the welfare of children and young people and specific reference to suitability to work with children.
4. Request a full application form, and provide a statement to the applicant that any previous employer may be approached for a reference.
5. Shortlist applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. At least two people

- (from the interview panel) will carry out the shortlisting exercise, ensure an explanation of any gaps, discrepancies or anomalies in the application form, and hold a written record that the explanation is satisfactory.
6. Check an applicant's previous employment history and experience.
  7. As part of the shortlisting process, carry out an online search as part of the due diligence on shortlisted candidates. The purpose of the search may help identify any incidents or issues that have happened, and are publicly available online, which we may wish to explore with the applicant at interview.
  8. Check whether the candidate is registered with the DBS Update Service. A barred list check will still be required.
  9. Gain at least two written references (for both internal and external candidates) from a senior person with appropriate authority, including the most recent employer, with a reference request that specifically asks all referees to state any known reason why the person should not be employed to work with children and that there should be no material mis-statement or omission relevant to the suitability of the applicant. Reference requests should be made in advance of the interview in order to confirm character, employment and personal history as stated on the application form and qualifications for the job and to allow any concerns raised to be explored further with the referee and taken up with the candidate at interview. References will be verified, which may include contact by EVOLVE with referees directly, including where electronic references are received, to ensure that they originate from a legitimate source.
  10. Hold an interview with a written record of the outcome using a designated interview sheet. At least two people will be on an interview panel, at least one of whom will be safer recruitment trained, in order that one can keep a proper record of the interview whilst the other interviews. Both would have authority to appoint and a meeting prior to interview would have established agreed issues, competency-based questions, assessment criteria and standards including safer recruitment questions.
  11. Gain proof of qualifications and check qualifications are from the relevant body where qualifications are taken into account when making the appointment.
  12. Verify the successful candidate's identity and right to work in the UK. Check identity against an official document such as a passport or full birth certificate.
  13. Carry out an Enhanced (including Barred List) DBS check for all staff.
  14. Carry out an Enhanced (including Barred List) DBS check and have a completed signed agreement for any adults living on site.
  15. Carry out overseas checks where an applicant has lived/resided overseas within the last ten years, with checks to be undertaken for a minimum of the most recent five years.
  16. Individuals who have worked outside of the UK are asked to provide a letter from the professional regulating authority in the country (or countries) in which the applicant has worked, confirming if they have imposed any sanctions or restrictions or if they are aware of any reason why the individual may be unsuitable to teach.  
Where this information is not available, EVOLVE will seek alternative methods of checking suitability, for example additional references, and or undertake a

risk assessment that supports informed decision making on whether to proceed with the appointment.

17. Verify the member of staff is medically fit to carry out the duties of the post applied for.
18. Make offers of appointment subject to a satisfactory Enhanced (including Barred List) DBS check, references, Right to Work in the UK check, medical fitness, qualification proof, and overseas police checks (where required).
19. Where the Enhanced (including Barred List) DBS check is delayed, EVOLVE will only permit a member of staff to commence work when a separate barred list check has been undertaken, all other necessary checks have been confirmed as satisfactory, both references have been received, the DBS form has been submitted and a full risk assessment has been carried out. Staff working under a risk assessment must be supervised at all times and must not have unsupervised access to students.

### **Planning and Advertising**

Advertising will be in the most appropriate medium for the role and will always be advertised internally and/or externally. The advertisement will include a note that a DBS disclosure and all other relevant checks are required. When applicants respond to an advertisement they will be sent/directed to an information pack.

### **Shortlisting and Interview**

The Head of Centre will be responsible for shortlisting applicants on the basis of suitability against the job description/person specification using blind recruitment practices.

Selected applicants will be invited for interview and will be informed in advance of the requirements for the day including any presentation, testing and those who will be on the interview panel. At least two people will be on the interview panel, at least one of whom will be safer recruitment trained. Notes will be taken at interview of the answers candidates give. Any gaps in employment history will be explored, along with relevant safer recruitment questioning. Where it is appropriate, references will be taken up prior to interview.

### **Conditional Offer of Employment and Pre-employment Checks**

This will be made once the recruitment panel has seen all candidates and is conditional on receipt of two satisfactory references, satisfactory Enhanced (including Barred List) DBS check, proof of identity and Right to Work in the UK, sight of required professional qualifications, satisfactory medical clearance, and any overseas checks. Any documentation in relation to unsuccessful candidates will be put in storage (for a maximum of 12 months) and to inform candidates.

The candidate will receive a provisional offer letter, details in regard to DBS completion, medical questionnaire, new employee form and any other job related documents. A contract of employment will be drawn up and issued with the conditional offer letter for signature. A personal file for the candidate will be created, along with relevant new starter documentation. In addition, an induction or welcome

pack will be made available when the candidate commences employment (or prior to where necessary).

### **Induction and Probation**

On commencing their role, the new starter will receive an induction. This will be created by their line manager and will include matters such as ICT equipment/logins, security pass, health & safety details, child protection training, HR relevant procedures and role specific matters. If there are particular issues apparent during a staff member's probationary period, these are to be addressed via the Line Manager in conjunction with the Head of Centre. If necessary, termination of the probationary period can be an option if the staff member is unsuitable/unable to perform the role for which they were appointed. On successful completion of the probationary period, the new starter's line manager will inform Head of Centre who will write to the individual to congratulate them and send out any necessary information.

### **Keeping of Records and Storage of recruitment information**

We record centrally within the Lamplight system and our Single Central Register (SCR), whether, or not (if not required), checks have been made and, if so, the dates of those checks.

In order to ensure that only suitable candidates are recruited at EVOLVE, full records are kept on file for successful applicants. This includes reference details, application forms, medical questionnaire, copies of qualifications, interview notes, DBS disclosure details, Barred List check, identity check, disqualification under the Childcare Act 2006 (July 2018) declaration, letter of professional standing from overseas, prohibition from management checks and Right to Work in the UK.

Where a new DBS check is carried out for an existing member of staff, the date of the original certificate will also be stored on the SCR and the later date added to show the date of the DBS seen at the time of appointment.

As with any HR related information, storage of recruitment related documentation is handled with care in line with the Data Protection Act 2018. Applications are held securely and for a specified length of time prior to confidential shredding. DBS checks in their entirety are only kept for the time taken to make an informed decision on the recruitment process, after which the reference disclosure number and date seen is kept on file to demonstrate compliance. All files are kept in a secure environment.

### **Disclosure and Barring Service**

EVOLVE will refer to the Department for Education ("DfE") document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

EVOLVE complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request, or accessed here:

<https://www.gov.uk/government/publications/dbs-code-of-practice>

It is our commitment to ensure that:

- An Enhanced DBS (including Barred List) check is carried out for all staff before starting employment with EVOLVE.
- Where sub-contractors attend site during core hours they will be under the overall supervision of the relevant team member who will have ensured that they meet the necessary requirements.
- Authorised forms are submitted to the DBS (via First Advantage) by the Head of Centre who has direct responsibility for the timely submission and monitoring of forms. Returned certificates have an identification/disclosure number which is noted on the Single Central Register.
- Returned Disclosure forms that identify disclosed offences will be reviewed by the Head of Centre.
- As part of the Risk Assessment, consideration will be given under the terms of the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020).
- Where regulated activity occurs, under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020), applicants are obliged to disclose spent convictions in addition to any unspent convictions.

### **Policy on the Recruitment of Ex-Offenders**

We will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. We make appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within EVOLVE. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for us to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for us to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences. It is also unlawful for us to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance "Disqualification under the Childcare Act 2006".

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within a setting which involves working with children. We will report the matter to the Police and/or the DBS if:

- we receive an application from a disqualified person;

- is provided with false information in, or in support of, an applicant's application; or
- if we have serious concerns about an applicant's suitability to work with children.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, we will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account);
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;

and the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

### **Disclosure and Barring Service Filtering Rules**

Filtering is the term used to describe the process that identifies which criminal records will be disclosed on a Standard or Enhanced DBS certificate. Certain old or minor offences may not be disclosed on DBS certificates. These are known as 'protected' offences.

There is a list of offences that will always be disclosed on a Standard or Enhanced DBS certificate (unless they relate to a youth caution). These are known as 'specified offences' and are usually of a serious nature or are relevant for safeguarding children and vulnerable adults.

Filtering rules were first introduced on 29 May 2013 that removed certain old and minor conviction information from the Exceptions Order of the Rehabilitation of Offenders Act. Following a Supreme Court ruling, the filtering rules were further updated on 28 November 2020.

The updated filtering rules apply for any Standard or Enhanced DBS Disclosure processed after 28 November 2020. For further information, please visit: <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

A Risk Assessment must be completed as part of the decision made in relation to the applicant's employment with EVOLVE. Where the decision is to continue with the employment, taking into account the Risk Assessment, all relevant parties must be informed. If the decision is to inform these parties then permission must be sought from the employee before doing so. Where the interested parties do agree with the employment, the Head of Centre will notify the employee confirming the basis of their employment.

The Risk Assessment form completed for any Disclosure that has any convictions, cautions, court orders, reprimands or warnings (both spent and unspent). Where it is assessed by Head of Centre that the entry on the Disclosure does not affect the employee's role, the staff member will be required to read, understand and sign the Risk Assessment prior to work commencing or continuing.

Where the decision is to terminate the employment or withdraw an offer then this must be carried out in line with the disciplinary and recruitment procedures as necessary.

Where the decision is to continue with the employment or offer, then the procedure is as detailed above.

Current staff who have a change in their role and responsibilities, including leadership responsibilities, will be subject to a new Enhanced (including Barred List) DBS check. It is the responsibility of all employees and workers (including external coaches and contractors) to declare any convictions, cautions, court orders, reprimands or warnings (both spent and unspent) they receive during the course of their employment to the Head of Centre. If required, the matter will be investigated via the Disciplinary Procedure accordingly and risk assessments carried out as required along with a new Enhanced (including barred list) DBS check.

## **Contractor Procedures**

Following the guidelines by the Department for Education, we recognise that it is not necessary to obtain a DBS Disclosure for contractors who attend site only on an ad hoc or irregular basis and for short periods of time. However, it is a requirement that contractors sign in and out, and are escorted whilst on the premises by a member of staff. This includes contractors who come on site only to carry out emergency repairs or service equipment and who would not be expected to be left unsupervised on premises. This also applies to contractors or visitors who are on site outside operating hours when students are not present. Typical examples are lettings customers and external events who only use the facilities outside EVOLVE's term time.

All contractors must sign in and out and are required to wear the contractor identification provided.

## **Protocol for casual staff, volunteers, sports coaches, visiting speakers**

Casual staff, volunteers, sports coaches, trip support, visiting speakers and can only be invited to site or take part in business with prior permission and once the appropriate coaches, volunteer, contractor or visitor checks have been carried out.

Staff and external tutors approved through the external coaches and tutors procedure can tutor (i.e. provide additional subject tuition sessions) on the premises. No private arrangements can be made which bring outside tutors onto site without the relevant checks having been carried out.

All casual staff will be subject to an Enhanced (including Barred List) DBS check and other relevant checks even if they have no direct contact with children.

All staff (including casual staff), volunteers, approved coaches/tutors and contractors, will wear their identification/visitor badges on site.

Anyone who has not been issued with an official ID badge but is approved to be on the site must sign in and get an appropriate pass.

Any person volunteering on a trip must be accompanied at all times by a DBS cleared staff member. If the volunteer is used regularly (i.e. more than twice in a month) or is unsupervised they must have a Enhanced (including Barred List) DBS check and any other relevant checks. If a volunteer transfers from a voluntary to a paid role a new Enhanced (including Barred List) DBS check and any other relevant checks must be carried out.

Any staff member who takes on significantly more responsibilities must undergo a new Enhanced (including Barred List) DBS check. Anyone over the age of 16 must also undergo an Enhanced (including Barred List) DBS check.

Any coach who works for a company must have all the relevant checks completed and provide us with a completed External Coaches/Tutors Form. These must be seen by the relevant member of staff to be added to central filing. Any self-employed person who requires assistance gaining a relevant DBS check may use our services to do so but this will be at the cost to the self-employed person.

Work experience students are permitted on site so long as this has been pre authorised by the Head of Centre and they are continually supervised. They need to sign in and out at Reception every day and are accompanied at all times, including lunch and any free time. Work experience placements shall last no longer than two weeks. Where work experience placements last longer than two weeks, the placement shall be deemed as a 'volunteer' and the usual volunteer checks will apply.

No person can start work (paid or unpaid) on site prior to receiving an Enhanced (including Barred List) DBS check and all other relevant checks apart from in exceptional circumstances. If this does need to occur then a DBS must already have been applied for, two employment references must be in place, a Barred List Check undertaken until the DBS is through and cleared.

Any visiting speakers must always be accompanied by a member of staff who will oversee the content of the talk and their visit.

### **Roles and Responsibilities**

The Head of Centre holds responsibility for the compliance of the Safer Recruitment Policy and Procedure at EVOLVE.

They will ensure that effective recruitment policies and procedures are in place for the management and control of the Safer Recruitment Policy and Procedure.

#### **The Head of Centre is responsible for:**

- Providing adequate resources for the management of the Safer Recruitment Policy and Procedure.
- Implementing the requirements of the Safer Recruitment Policy and Procedure and where necessary supplementing this to ensure compliance.
- Monitoring the effectiveness of the Safer Recruitment Policy and Procedure and instigating improvements if it is failing.
- Ensuring that all employees comply with the policy.
- Ensuring that safer recruitment responsibilities are clearly annotated in all job descriptions. Ensure that all relevant applicants complete the appointment and recruitment checks documentation as part of the recruitment process.
- Ensure that any interview panel includes (ideally) at least one person who has received approved Safer Recruitment Training.
- Not consider employing any person convicted of a child or vulnerable adult related offence or who have been entered on the Sex Offenders Register.
- Be responsible for the management and monitoring of employees/contractors/visitors on site to ensure that they comply with the Safer Recruitment Policy and Procedure and site visitor/contractor rules.

- Ensure that the contractor registration process is followed for any contractor invited to work on the site.
- Ensure that all new employees awaiting DBS confirmation follow the risk assessment process.
- Ensure that any visitors to the site are signed, are supervised at all times and that any visiting speakers follow the visiting speaker protocol.
- Be responsible for ensuring the satisfactory completion of relevant recruitment checks, as part of the recruitment process, for relevant employees.
- Be responsible for informing Head of Service of any concerns raised by information disclosed on the returned forms.
- Be responsible for ensuring timely resolution to any such issues, including the termination of applicants deemed unsuitable and dealing appropriately with current staff who receive a conviction whilst in employment via the appropriate procedures in line with the Child Protection and Safeguarding Policy and Keeping Children Safe in Education (DfE).
- Be responsible for the issue, monitoring and management of Risk Assessments in relation to entries on returned Disclosure forms.
- Ensure that the SCR is accurate and up to date and compliant with all relevant checks as required at the appropriate level for each person.

Appendix A - Risk Assessment Form if conviction on DBS forms

Name of Applicant: Position applied for:		Name of Applicant: Position applied for:	
Considerations			
Is Applicant debarred or disqualified from working with children?	If so, it is an offence for persons banned from working with children to apply to work with children. You should inform the Police, DBS and/or the DfES Children's Safeguarding Operations Unit (formerly the Teacher's Misconduct Team).		
Type of offence/sentence given:	Is the caution/conviction a "one off" or are there several? Are the cautions/convictions of a similar nature? Is the context behind the offence cause for concern (e.g. Was the conviction for an act of "self-defence" or a premeditated act)?		
Date of offence:	Was the Applicant a juvenile or adult at the time of the offence? How long ago was the caution/conviction?		
Relevance to position applied for:	Is the caution/conviction relevant to the role which will be undertaken? Does the position involve face to face contact or contact via ICT that may occur on more than one occasion?		
Level of accountability/responsibility	What level of supervision will the Applicant receive? Is the Applicant likely to be placed in circumstances similar to those in which he previously offended?		
Applicant's attitude to the offence	Does the Applicant show remorse? Does the Applicant take responsibility for the offence and recognise the harm that he/she caused?		
Mitigating circumstances:	Were there particular personal circumstances at that time which led to the offence (e.g. Financial hardship, dysfunctional family) which have now changed?		
Risk precautions/controls before High/medium/low (Please explain the reasons for your decision)	Minimise risk by (Describe precautions/controls):		Residual risk after controls are in place High/medium/low (Please explain the reasons for your decision)
Decision:			
The Applicant will not be appointed	The Applicant will be appointed		The Applicant will be appointed subject to the following conditions
Conditions of appointment:			
Assessed by: Print name Job title		Signature	Date assessed:
Assessed by:			Date assessed:

## External Coaches and Tutors Form and Contractor Registration

External Coaches and Tutors Registration Form / Contractor Registration Form  
(to contain details of specific individual employees, checks and dates)

Name of Company (please attach a compliments slip, company business card or a sheet of headed paper)	
Address	

PLEASE COMPLETE FOR PEOPLE YOU WILL BE SUPPLYING TO EVOLVE PRIOR TO WORK COMMENCING

Names of employees	
Right to work in the UK confirmed (tick the box)	
Date satisfactory DBS obtained	
DBS number	
Type of DBS: Enhanced with Barred List (EB)	
References gained (tick the box)	
Full employment history checked (tick the box)	
Qualifications checked (tick the box)	
<p>I confirm that:</p> <ul style="list-style-type: none"> <li>▪ The above information has been gained and the individuals suitability for working in an environment where they may be regular contact with children has been checked.</li> <li>▪ I will inform EVOLVE immediately if any individual listed on this form receives any</li> <li>▪ convictions, cautions, court orders, reprimands or warnings (both spent and unspent) during their</li> <li>▪ employment.</li> </ul>	
Signed	
Print name clearly	
Position in company	
Telephone	
Date	

## **Recruitment & DBS Process**

### **Ensure Job Description is accurate**

Should include job purpose, principal accountabilities, required skill set and person specification. Establish shortlisting criteria for shortlisting.

### **Advertise Role**

The advert will include a reference to the standard safeguarding statement of commitment to safeguarding and promoting welfare of children, and the need for the successful applicant to be Enhanced (including Barred List) DBS checked.

### **Role Information Pack & Online Application Process**

All applicants complete a formal application form in order to ensure consistency in information obtained from candidates and to identify any employment gaps. The 'Role Information Pack' includes job advert, job description, information about EVOLVE, application process and terms of appointment, including Recruitment of Ex-Offenders and Disclosure and Barring Service information.

### **On Receipt of Applications**

Scrutinise any discrepancies, anomalies, gaps in employment (via the recruitment system) and note to explore if the candidate is invited to interview. During the interviews at least one panel member will be Safer Recruitment trained.

### **Shortlist of Candidates**

Applications are shortlisted by at least two individuals using blind recruitment practices against the criteria within the job description. Obtain professional references prior to interview where required.

### **Invite to Interview**

Interview invitations will request proof of qualifications (where required), Right to Work in the UK documentation and completion of a DBS application form together with submission of three pieces of suitable ID. Should the applicant not be successful at their interview, all documentation submitted will be destroyed.

### **Develop Interview Schedule and Questions**

Include competency based interviewing questions based on the job description, appropriate safer recruitment questions & mandatory safer recruitment questions.

### **References**

Reference requests should be made in advance of the interview in order to confirm character, employment and personal history as stated on the application form and qualifications for the job. References will be verified as required.

### **Interview**

At least two interviewers should be present, with at least one being Safer Recruitment trained. Both interviewers ask questions and take notes. The Safer Recruitment trained interviewer to focus on covering all the safer recruitment questions.

### **After the Interview**

Qualifications to be checked by the awarding body where necessary. Any anomalies highlighted in the interview will be further investigated through speaking with relevant previous employers.

### **Conditional Offer of Appointment & New Information Pack**

A conditional offer letter is raised subject to obtaining two references, medical clearance, qualifications (if applicable), proof of their Right to Work in the UK, an overseas Police check (if applicable) a Disqualification by Association Disclosure (where applicable), an overseas police check (where applicable), a prohibition from management check (where applicable) and a Disclosure and Barring Service check that is satisfactory. Only once these checks are received and satisfactory to us can the appointee commence employment. A conditional offer letter is posted to the successful applicant along with a job description and contract of employment to sign and return. A 'new information pack' is sent to the new appointee to complete, including the latest Keeping Children Safe in Education document to read and sign to say they have read and understood. Official safeguarding training is arranged once the employee has commenced employment.

### **Risk Assessments**

Only in an exceptional case pre-authorized by the Head of Centre should an employee commence employment without DBS in place). In this incidence the children's barred list will be checked, both satisfactory references received and a risk assessment completed. At no time should this person be allowed to be on their own with children and must be accompanied at all times by another member of staff.

### **Applicant Commences Employment**

The applicant commences employment. All pre-employment checks have been obtained. Their manager will work through the Induction Checklist with the new member of staff.

### **Induction Process**

The new employee will be invited to attend the Induction date. Induction lasts up to three hours and includes a HR Induction (policies & processes), Health & Safety training and a Child Protection session by a Designated Safeguarding Lead.

Pending Disclosure and Barring Service

**RISK ASSESSMENT CHECKLIST**

The Head of Centre is responsible for carrying out the risk assessment of an employee where we plan to start an employee before the DBS clearances are received. The Head of Centre must take into account the employer’s duties in law. In all cases the Head of Service must be aware of the risk assessment being carried out before the employee start date is agreed.

Name of Employee:

Department:

The Nature of the Job What contact will they have with children? Face to face; 1:1; Group; Telephone etc. Frequency of contact with students? Daily; weekly, etc.	
What experience do we have of and what is known of the Candidate	
Has the Candidates DBS Disclosure been submitted and their identity verified including photographic evidence and their address	
Has a Barred List check been completed	
Have both references been received and are they suitable?	
Has confirmation been received the candidate is suitable to work with children	
What relevant safeguarding training has the candidate received prior to the commencement of this post? i.e. NSPCC	
Will they be in a position where they could build relationships?	
Consider the environment from the perspective of the children?	
EVOLVE is a safe environment they will not associate it with risk)	
What are the risks? Students, EVOLVE reputation etc.	
What measures and safeguards have we put in place to eliminate the above risks	

<p>to students of the EVOLVE? e.g. Supervision in place</p> <p>(supervised by other staff member, consider what will happen or how to avoid what happens if this person is called away)</p> <p>The nature of the supervision and the role of the staff undertaking the supervision should be clearly specified here.</p>	
Possible reactions of employees, parents etc if any issue arose from starting an employee before clearances received.	
Date DBS Disclosure submitted	

<b>Risk Assessment carried out by:</b>	
Name	
Signed	
Date	

<p>Review</p> <p>A two weekly review will need to be carried out by the employee's line manager until the DBS certificate has been obtained</p>	<p>Manager's initials and dates of each two weekly review:</p>
---	--

Employee:	I understand the need to work alongside someone who is DBS checked and not be on my own with students until the DBS is obtained and satisfactory.
Signed:	
Date:	

Invite to Interview Email

SUBJECT:

Interview Invitation EVOLVE - Interview Invitation

EMAIL:

Dear <NAME>

Further to your recent application for the role of {Job Title}, I am pleased to confirm that you have been shortlisted to attend an interview. Please see proposed interview times below and reply with your preferred day/time.

When you arrive to the centre, please ask for <NAME>. Your interview will last approximately <TIME> minutes and the persons interviewing you are as follows:

<MANAGER NAME AND JOB TITLE>

<MANAGER NAME AND JOB TITLE>

Your interview process will consist of a formal interview with the above panel plus a tour.

Prior to your interview, please can you complete a Disclosure and Barring Service (DBS) application form which we will send you via email. If we offer you the role, we would need to go ahead with a DBS check straight away. Please note, if you are not offered the post or decide not to accept the role, we will delete your application.

If you have a medical condition and require any specific arrangements to assist you in your interview, please contact me to let me know.

If you have any questions, please contact me at [siobhan@evolve-hub.org.uk](mailto:siobhan@evolve-hub.org.uk).

Yours sincerely

<NAME>

<NAME>

<JOB TITLE>

## Offer Letter

PRIVATE AND CONFIDENTIAL

<Address Line 1>

<Address Line 2>

<Address Line 3>

<Address Line 4>

Email: [siobhan@evolve-hub.org.uk](mailto:siobhan@evolve-hub.org.uk)

Date: <DATE>

Dear <Name>

Appointment: <Post applied for>

Following your recent interview, I am pleased to offer you the conditional offer of employment for the position of <Post applied for> with EVOLVE. Your offer is subject to references, medical clearance, proof of your Right to Work in the UK, Disqualification by Association Disclosure (where applicable) and a Disclosure and Barring Service check with a Barred List check that is satisfactory to us. Once the terms have been met, and in agreement with your line manager, your employment with EVOLVE will commence and a contract of employment will be issued to you.

Your hours of work are <Number> hours per week with a <Time>, working all-year round/term-time only. Your working pattern will be <Days per week> from <Start time> to <Finish time>.

You may be asked to work additional hours from time to time. Payment for these hours will be made via a timesheet.

The position carries a salary of £<salary> per annum, which is paid to you monthly each month directly into your bank or building society account.

The holiday year is from 01 January to 31 December. You shall be entitled to <Number> days' holiday during each holiday year (calculated on a pro-rata basis by reference to a full-time year-round entitlement of <Number> days holiday), inclusive of the usual public holidays in England and Wales each year.

During the <Number> month probationary period, notice will be one week from either party, after which you will be entitled to one months' notice. Following the Probationary Period, you must give <Number> months' notice to us of your intention to leave employment.

A copy of the Staff Handbook is available from your line manager.

If you are in agreement with the terms contained in this letter, would you please sign

both copies of the enclosed contract of employment and job description, and return one copy of each to me as soon as possible. The other copy is for you to retain for your records.

If you have any questions relating to your offer of employment, please feel free to contact me.

Yours sincerely  
Siobhan Donoghue  
Head of Centre

## Reference Request

### Private & Confidential

Dear XXXXXXXX,

XXXXXXXXXX has been offered the position of XXXXXXXXXXXXXXXX on our EVOLVE alternative provision. Due to the nature of our business, employees & volunteers will come into contact with vulnerable people. Therefore, it is of the utmost importance that we thoroughly check all our volunteer's backgrounds.

The candidate has informed us that you would be able to provide a character reference and has provided you as a referee. Please be assured that any information provided to Perfectly Imperfect will be held in strictest confidence.

I would be grateful if you could provide the details requested below.

Yours sincerely,  
Siobhan Donoghue  
Founder  
T: 07563 303648  
E: [siobhan@evolve-hub.org.uk](mailto:siobhan@evolve-hub.org.uk)

Job title: (or nature of relationship)	
Dates of employment: (or length of time you have known candidate)	From: <input type="text"/> To: <input type="text"/>
Reason for leaving: (employment reference only)	
Has this person worked with children / vulnerable adults previously?	
Are you aware of any reason why this person may not work with children / vulnerable adults?	

Has this person ever been or currently subject to a safeguarding investigation?

For character reference; please tell us why you believe the candidate is suitable for this role?

Please tick the most relevant boxes:

Good

Average

Poor

Professional / technical competence

Interpersonal / teamwork skills

Customer care skills

Ability to work under pressure

Time keeping

Honesty / integrity

Overall work performance

Do you have any additional comments?

Absences (last 12 months) :

Total number of days:

0

Total number of occasions:

Would you re-employ this person?

Yes

No

If no, please give a reason:

Name:

Signature:

Position:

Date: