



Safer Recruitment Policy

Policy Headings	Safer Recruitment Policy
<i>Introduction</i>	<p>We will always try to prevent inappropriate people from seeking employment or volunteering to work with children and young people. We will always adhere to the Norfolk Safeguarding Children Partnership's guidance.</p> <p>We consider the following to be essential to Safer Recruitment:</p> <p>Job Description and Person Specification</p> <ul style="list-style-type: none"> ● Job Advert and Recruitment publicity ● Applicant Information pack ● Application form ● Short listing ● Criminal Records and Self-disclosure statement ● Identification ● Qualifications ● Interview ● References ● Disclosure and Barring Service (DBS) Checks ● Induction and Probation Period ● Making a Barring Referral to the Disclosure and Barring Service (DBS) <p>Following these steps will help to deter applicants who are unsuitable to work with children. It will also help to attract the best possible applicants.</p>
<i>Job description and person specification</i>	<p>We will consider the tasks and skills necessary for the job or voluntary position and what kind of person is most suited to the job.</p> <p>We will clearly define the role and agree this with relevant personnel in our organisation Hannah Gilson, Director. Keri Wooden, Manager. Danielle Crofts, Centre Lead.</p> <p>The job description will include the main responsibilities of the role and job purpose.</p> <p>The person specification will list the essential and desirable criteria for the post. It will also set out the qualities, behaviours and attitudes needed to carry out the role.</p> <p>We will ensure that safeguarding features in the Job Description and Person Specification.</p>
	<p>Things to consider including in the job advert</p> <p>We will include the following in our job adverts:</p> <ul style="list-style-type: none"> -Job title -Main responsibilities of the role -Some information about the organisation e.g. ethos -Salary -Minimum level of qualification -How to apply

<p><i>Job Advert and Recruitment Publicity</i></p>	<ul style="list-style-type: none"> -Closing date -Sentence about applicants being subject to pre-employment checks including a DBS checks -Organisation Safeguarding statement e.g. 'This organisation is committed to safeguarding and promoting the welfare of children and young people, and all staff and volunteers will be expected to share this commitment. -Include whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications. You can seek more guidance here: Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975- GOV.UK (www.gov.uk) We will circulate all vacancies widely. This will include: Social Media, Agencies, Our Website
<p><i>Applicant Information pack</i></p>	<p>We will compile a detailed information pack for the applicant or volunteer.</p> <p>Our Information Pack will contain the following:</p> <ul style="list-style-type: none"> -A letter setting out the following (hours, location, type of contract, closing date, Interview dates etc) -Our safeguarding policy -Staff Code of Conduct -Information about our organisation and our commitment to safeguarding -Application form -Job description and person specification -DBS Check Information -What to bring if called to interview (qualification certificates photo ID, documents needs for DBS check) -A name and contact number If the applicant has any questions
	<p>We will insist on a written application form for all roles, including voluntary ones. CV's will also be required.</p> <p>On our application form we will request the following information:</p> <ul style="list-style-type: none"> -Full name and past names -Full employment history covering both paid work and volunteering roles

<p><i>Written application form</i></p>	<p>-Full education history-Including dates, name of school/college and qualifications studied</p> <p>-Full address history for the past 5 years</p> <p>-The name, address, contact details of two references</p> <p>-It will ask if the applicant is related to or have any close relationships with anyone working or attending the organisation</p> <p>-A statement regarding criminal records saying:</p> <p><i>Short listed candidate/s will be asked about relevant criminal records as part of pre-recruitment checks. If a relevant criminal record is disclosed, we will ensure an open and fair discussion takes place before making a final offer. Failure to disclose information that is then later revealed on a DBS check (criminal record check) could lead to withdrawal of an offer of employment. After receiving the DBS check, we will discuss any matters revealed that have not been previously addressed, before reconsidering the conditional offer of employment.</i></p>
<p><i>Short Listing</i></p>	<p>Applicants will be short listed for interview. Interviews will be carried out by HG, KW and DC.</p> <p>Short listing will be done in accordance with the person specification where we will review the application form against the essential and desirable criteria.</p> <p>We will identify any gaps in employment history, which we will follow up in the interview.</p>
<p><i>Criminal Records and Self-disclosure statement</i></p>	<p>Shortlisted candidates should be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.</p> <p>For example:</p> <ul style="list-style-type: none"> • if they have a criminal history • if they are included on the children’s barred list • if they are prohibited from teaching • information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted • if they are known to the police and children’s local authority social care • if they have been disqualified from providing childcare • any relevant overseas information <p>Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found here: <u>Guidance on the Rehabilitation of</u></p>

	<p><u>Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk)</u></p> <p>You can download template self-disclosure forms from the links below:</p> <p><u>Example self-disclosure forms NSPCC Learning</u></p> <p><u>Can I ask job applicants about their criminal records? Nacro</u></p>
<i>Identification</i>	<p>We will ask for original photographic documentation to confirm identity, such as passport or driving licence. As well as a utility bill dated within last 3 months that confirms their address.</p>
<i>Qualifications</i>	<p>We will ask to see the original certificates of any qualifications and photocopies will be made of these.</p>
<i>Interview</i>	<p>We will interview face to face, with at least two representatives from our organisation.</p> <p>We will explore the applicant's motivation and suitability to work with children. To help us achieve this we will use a range of different interview questions to explore the applicant's personality as well as their work experience.</p> <p>We will discuss our safeguarding policy to ensure that the applicant has the ability and commitment to meet the standards required.</p> <p>A safeguarding scenario will be used to see how the applicant responds.</p> <p>We will explore any gaps in employment.</p> <p>Applicants are asked to confirm whether they have ever had a safeguarding allegation made against them.</p> <p>Records will be completed to show how the applicant has responded and scored on the questions.</p>
<i>References</i>	<p>Two written references must be obtained, where possible to include current or most recent employer.</p> <p>At least one written reference will be confirmed verbally.</p> <p>Referees will be asked specific questions in relation to:</p> <ul style="list-style-type: none"> -The applicant's suitability to work with children and or young people -Whether the referee has any concerns about the applicant taking on this job role -Whether they have any knowledge of the applicant being investigated over safeguarding issues -The reason for leaving this employment
	<p>We will always gain the correct level of DBS disclosure appropriate to the role. If we are</p>

<p><i>Disclosure and Barring Service (DBS) Checks</i></p>	<p>unsure as to what level of DBS check is required for the role, we will consult the DBS Webpages or contact The DBS Regional Outreach service and speak to the Adviser for the East of England. They can be contacted here.</p> <p>When the results of the DBS check and all recruitment checks have been completed and we are satisfied the applicant is suitable for the role will we allow the staff member or volunteer to have contact with children.</p> <p>Unless an individual is on the update service any information revealed on a DBS certificate will be accurate at the time the certificate was issued. There is no official expiry date for a DBS certificate. However our organisation will request a new DBS check every years as part of our ongoing safer <i>working</i> practices.</p> <p><i>DBS Update Service</i></p> <p>If our organisation is using the DBS Update Service we will consult the following guidance for advice on the process:</p> <p>Update Service, Employer Guide - DBS Update Service: employer guide - GOV.UK (www.gov.uk)</p>
<p><i>Induction and Probationary Period</i></p>	<p>We will ensure all staff and volunteers receive a comprehensive induction, in line with our Induction Policy.</p> <p>We expect a normal probationary period to be 6 months, during which time the volunteer or worker will regularly work under the supervision of a more experienced volunteer or worker, such as management (again tailor this to what happens in your organisation)</p> <p>Training on Child Protection and Safeguarding Children should be given within 3 months.</p> <p>If there are concerns during the probationary period, the volunteer or staff member will not be offered a permanent position. Any concerns related to suitability to work with children will be passed onto the Local Authority Designated Officers (LADO) as per our Managing Allegations/Whistleblowing procedure. If certain conditions are met our organisation will have a legal duty to make a barring referral to the Disclosure and Barring Service.</p> <p>Even if the legal duty to refer is not met we understand that our organisation can still make a barring referral to DBS in the interests of safeguarding.</p>
	<p>If an allegation has been made about a staff member or volunteer, then our organisation has a legal duty to make a barring referral if the following conditions are met:</p> <p>Condition 1</p> <ul style="list-style-type: none"> ● you withdraw permission for a person to engage in regulated activity with children and/or vulnerable adults. Examples: dismissed, re-deployed, retired, been made redundant or retired. <p>Condition 2</p> <p>You think the person has carried out 1 of the following:</p>

Making a Barring Referral to the Disclosure and Barring Service (DBS)

- engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or vulnerable adult or put them at risk or harm or;
- satisfied the harm test
- received a caution for, or a conviction for, or been convicted for a relevant offence

More information on Barring Referrals can be found [online](#)

If we need guidance on making a Barring Referral, we will contact the [East of England DBS Outreach Advisor](#) for support.

A Barring Referral can be completed online via the DBS [website](#)

You need to include who in the organisation will have the responsibility for making a barring referral. You also need to specify who will make this barring referral if the allegation is against the named person.

There could be times when we might consider that we should still make a referral in the interests of safeguarding children even if the legal duty to refer has not been met. This could include acting on advice of the police or a safeguarding professional, or in situations where there may not be enough evidence to dismiss or remove a person from working with vulnerable groups. DBS are required by law to consider any and all information sent to them from any source. This includes information sent to them where the legal referral conditions are not met. If we do make a referral to DBS where the referral conditions are not met, we will do so in consideration of relevant employment and data protection laws.

We understand that it is our responsibility to help keep children safe by following this policy.

Name: Keri Wooden

Signed: KW

Organisation: The Elite Studio (EA) Ltd

Date: 27/02/2026

Date for review: 26/02/2026