



Bespoke Professional Development and Training Limited

## Safer Recruitment Policy

Updated: June 2021

Next renew due: June 2022

Version Number	Last Amended	Reason for Revision	Amended By-
v1	July 2019	Standard Review	Tracey Carter
v2	July 2020	Standard Review	Tracey Carter
v3	June 2021	Standard Review	Tracey Carter

## Introduction

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies.
- deter prospective applicants who are unsuitable for work with children or young people.
- identify and reject applicants who are unsuitable for work with children and young people.
- ensure compliance with all relevant recommendations and statutory guidance including the recommendations of the Department for Education (DfE) in "Safeguarding Children: Safer Recruitment and Selection in Education Settings", the code of practice published by the Disclosure and Barring Service and the 2018 Statutory Guidance for Keeping Children Safe in Education
- ensure that BePro Development meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
- employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy and the Statutory Guidance on safer recruiting.

All staff responsible for recruitment will be given accredited training in safe recruitment procedures.

### 1. Inviting Applications

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“Bepro Development has a clear safeguarding policy and will make appropriate DBS checks and take up references prior to any offer of employment.”

Prospective applicants will be supplied, as a minimum, with copies of the following documents:

- Job description and person specification
- Safer Recruitment Policy
- Safeguarding Process and Policy

### 2. Recruitment and Selection Procedure

Applicants will receive a pack containing documentation as detailed in section 1 above for the role applied for.

All applicants for employment will be required to make an application in writing giving information about their academic and employment history and their suitability for the role.

A curriculum vitae will also be required as part of the application process

The applicant may then be invited to attend a formal interview at which his/her relevant skills and experience as applicable to the job being applied for will be discussed in more detail. If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date

- the receipt of two references (one of which must be from the applicant's most recent employer) which BePro Development considers satisfactory
- receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service

If the above conditions are satisfied and the offer is accepted, then the applicant will be issued with duplicate contracts of employment as confirmation of the offer of employment. One copy is to be signed and returned to BePro Development on the commencement of employment.

All appointments are subject to a six month probationary period during which the notice period to terminate the employment for whatever reason, by either the employee or BePro Development, is two weeks. BePro Development also reserves the right to extend this probationary period should it deem this necessary.

### **3. Pre-employment checks**

In accordance with the recommendations of the DfE in "Safeguarding Children: Safer Recruitment and Selection in Education Settings" and the 2018 Statutory Guidance "Keeping Children Safe in Education" BePro Development carries out a number of pre-employment checks in respect of all prospective employees.

#### **3.1 Verification of identity and address**

All applicants who are invited to an interview will be required to bring the following evidence of identity, address and qualifications:

- current driving licence or passport or full birth certificate (Originals)
- two utility bills or statements (from different sources and less than 3 months old) showing their name and home address;
- documentation confirming their National Insurance Number (P45, P60 or National Insurance Card);
- documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

#### **3.2 References**

All offers of employment will be subject to the receipt of two satisfactory references, one of which must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. The company will follow up on the 2 references required for any person prior to appointing them into a position of employment

**Neither referee should be a relative or someone known to the applicant solely as a friend.**

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title/duties, reason for leaving.
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which an investigation was commenced but not completed or the disciplinary sanction has expired)
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people
- the candidate's suitability for working with children and young people
- the candidate's suitability for this post

BePro Development will only accept references obtained directly from the referee/s contacted. It will not rely on references or testimonials provided by the applicant or on open references or testimonials.

BePro Development will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be discussed with the applicant before any appointment is confirmed.

#### **4. The Selection Process**

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will, wherever possible be face-to-face. However, in the current Covid climate all interviews will be conducted remotely via Microsoft Teams or Zoom platforms. Telephone interviews may be used at the short-listing stage but will not replace a remote/face-to-face interview. For all candidates interviewed, there must be 2 interviewers present. Depending on the role the interviewers will normally be 2 people from the Senior Leadership and/or Management Team. On occasion one may be replaced with someone less senior from the relevant department for that particular role.

Candidates will be required:

- to explain satisfactorily any gaps in employment
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters
- to declare any information that is likely to appear on a DBS certificate.
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

#### **5. Pre-Employment Checks**

All successful applicants are required:

- to provide proof of identity at time of interview and on commencement of employment
- to complete a DBS application form if applying for a regulated position and receive satisfactory clearance prior to commencing work
- to provide actual certificates of qualifications
- to provide proof of eligibility to live and work in the UK.

## **6. Criminal Records Check**

Due to the nature of the work, BePro Development applies for enhanced criminal record certificates from the Disclosure and Barring Service (DBS) in respect of all prospective staff members working in customer facing positions. All admin staff who are not customer facing will not need a criminal record check.

BePro Development will always request an Enhanced Disclosure as described below. An Enhanced Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.

If the individual is applying for a position working with children or young adults, it will also reveal whether he/she is barred from working with children or vulnerable adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the DfE and the Department of Health. Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a disclosure if one is available in the relevant jurisdiction(s).

Where BePro Development uses staff from supply agencies, contractors etc., then BePro expects those agencies to have registered these staff with the DBS following their own policy or their own comparable policy. Proof of registration will be required before BePro will commission services from any such organisation.

### **6.1 Retention and security of disclosure information**

BePro's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information as well as that contained in the 2018 Statutory Guidance.

In particular, BePro will:

- store disclosure information and other confidential documents issued by the DBS in a locked filing cabinet, access to which will be restricted to members of BePro's Senior Leadership/Management Team responsible for DBS checks and any associated follow up.
- not retain disclosure information or any associated correspondence for longer than is necessary. In most cases, BePro will not retain any hard copies for longer than 1 month.
- ensure that any disclosure information is destroyed by suitably secure means such as shredding
- prohibit the photocopying or scanning of any disclosure information.

## **7. Induction**

All staff who are new to BePro will receive induction training that will include BePro's safeguarding policies and guidance on safe working practices.

Regular formal and informal probationary meetings will be held during the first 6 months of employment between the new employee and the appropriate manager.

## **8. Retention of records other than DBS records**

If an applicant is appointed, BePro Development will retain any relevant information provided as part of their application (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed

after six months unless the applicant specifically requests BePro Development to dispose of these records or to hold their details on file pending further potential jobs becoming available.

## 9. Safer Recruitment Questions for Interview Panel

<b>Positive Indicators</b>	<b>Sample questions to test for safeguarding and understanding. (pick one or two)</b>	<b>Negative Indicators</b>
Proactive and has personally taken action to improve a safeguarding culture	Tell us what you have done in the last 12 months to actually improve learner protection in the workplace. How did this action arise?	No evidence of having taken steps in own right to make improvements
Has personal experience of having appropriately dealt with a challenging safeguarding issue	<ul style="list-style-type: none"> <li>Follow up with: Who did you talk to? What were the results?</li> </ul>	Passive approach to safeguarding issues
Personally committed towards making improvements. Sees it as part of their job	What is the safeguarding policy in your workplace?	Reluctance to challenge people / systems / processes to make things better
Prepared to challenge others in the workplace to make tangible improvements to safeguarding	<ul style="list-style-type: none"> <li>Follow up with: How is it monitored?</li> </ul>	No real experience of handling safeguarding issues. Naive approach.
Prepared to tackle difficult issues, confront individuals if necessary in order to	What steps have you taken to improve things?	Sees it as someone else's job and / or responsibility
Shows a good understanding of the issues. Up to date with events and legislation. Knows about test cases	Give me an example of when you have had safeguarding concerns about a learner.	Not well versed or clear in understanding of the issues / sensitivities
	<ul style="list-style-type: none"> <li>Follow up with: What did you do? Who did you involve? What was the outcome?</li> </ul>	Intolerant of the bureaucracy around safeguarding

	Tell us about a situation which you felt fell short of safeguarding standards.	Shows a tendency to take inappropriate chances / risks in area of safeguarding
	• Follow up with: How did it arise? Who did you speak to? What actions did you take?	
	Have you ever had to challenge the views of someone more senior than yourself in relation to safeguarding concerns?	
	• Follow up with: What were the circumstances? How did you go about it? What was the outcome?	

## Review

This policy will be reviewed at intervals of 1 year to ensure it remains up to date and compliant with the law.

The policy was last updated June 2021 and is due for review May 2022

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.

*GSelmi*

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