

**Children's Services Directorate**  
**Safer Recruitment – Brief Overview for Candidates** last updated October 2014

Children's Services Directorate is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

## **Introduction**

The purpose of this summary describes the minimum requirements of a recruitment process that aims to:

- attract the best 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

## **Statutory Requirements**

There are some statutory requirements for the appointment of some staff in Children's Services – notably qualified teachers and social workers. These requirements change from time-to-time and must be met.

## **Identification of Recruiters**

Children's Services will ensure that all interview panel members have received training in recruitment and selection and are aware of safer recruitment practice.

## **Inviting Applications**

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

“This post is subject to a suitable enhanced DBS.”

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

- Role Profile;
- the selection process for the post;
- Children's Services Safer Recruitment Overview (this document);
- link to the online application form

All applicants must complete the council's online application form in full. Shortlisted applicants will be required to sign a hard copy of their application form in person at interview.

## **Shortlisting and References**

Shortlisting of applicants will be against the selection criteria for the post.

References will be taken up as part of the final selection stage<sup>1</sup>, prior to any start date being agreed, so that any discrepancies can be addressed during the selection stage.

References will be sought directly from the referee. References or testimonials provided by the candidate will not be accepted. References will be sought in writing from the employing organisation. Referees will be contacted to verify references provided and where necessary, to clarify any anomalies or discrepancies. A detailed written note will be kept of these exchanges.

NOTE: references will be verified.

Should applicants only be able to provide personal /character referees consideration will be given to other relevant methods.

---

<sup>1</sup> For centrally funded teaching posts including those based in schools references are generally taken up immediately after shortlisting.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be provided with the Role Profile for the post, and asked specific questions about:

- the candidate's suitability for the post, including working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;

## **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 shortlisted candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates will always 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 check;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

## **Employment Checks**

All successful applicants will be required:

- to provide photographic proof of identity
- to complete an online DBS check, with satisfactory identity proofs, and receive satisfactory clearance
- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK

## **Induction**

All employees who are new to the council will receive induction training that will include appropriate safeguarding policies and guidance on safe working practices for their area, arranged through their line manager within the first 2 months.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

NOTE: All new recruits are subject to a probationary period during which performance and suitability to work with children are monitored.