



For families who have children  
with additional needs

## Allsorts Gloucestershire

### Safer Recruitment Policy

#### 1. Definitions and abbreviations

The following definitions, abbreviations and acronyms are used in this policy:

- **Child or children** refers to someone aged under 18
- **Staff and staff members** means all Allsorts employees, support workers and volunteers (including trustees), as well as students, work placements and contractors.
- **Vulnerable adult** refers to someone who is, or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of unable to protect him or herself against significant harm or exploitation. This definition of an Adult covers all people over 18 years of age.
- **Regulated position** is a position covered by the Disclosure and Barring Service's definition of regulated post.
- **Positive disclosure** refers to a disclosure containing information relating to convictions, cautions, reprimands, plus soft information relating to non-convictions, but which police forces deem relevant within a DBS disclosure.

Acronym	Expanded title
Trustees	Allsorts trustees
CEO	Chief Executive Officer
Service user	An individual receiving a service from Allsorts
DBS	Disclosure & Barring Service
DSL	Designated Safeguarding Lead
SMT	Allsorts Senior Management Team
GSCB	Gloucestershire Safeguarding Children Board
GSAB	Gloucestershire Safeguarding Adults Board



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## **2. Introduction**

### **2.1 Access to information**

If you require this information in any other accessible format please contact:

Allsorts  
Third Floor  
Brunel Mall  
London Road  
Stroud  
GL5 3RZ

[info@allsortsglos.org.uk](mailto:info@allsortsglos.org.uk)

01453 750474

### **2.2 The purpose of this policy**

The purpose of this policy is to ensure that Allsorts minimises the risk of recruiting people who are unsuitable for working with children and vulnerable adults. This includes those who may not be recruited to work directly with children and vulnerable adults but who have access to data relating to children and vulnerable adults, as well as those whose presence and familiarity in certain settings, will still be seen as safe and trustworthy.

The principles of this policy will also be used when engaging agencies and contractors to work with Allsorts.

### **2.3 Associated policies and legislation**

2.3.1 This policy should be read in conjunction with the relevant policies, procedures and guidelines of the GSCB, the GSAB, and the Local Authority.

2.3.2 The principal pieces of legislation governing this policy are:

- Rehabilitation of Offenders Act 1974
- Working Together to Safeguard Children 2010
- The Children Act 1989
- The Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Care Standards Act 2000
- The Care Act 2014
- The Mental Capacity Act 2005
- Public Interest Disclosure Act 1998
- The Police Act 1997
- Mental Health Act 1983
- NHS and Community Care Act 1990

2.3.3 This policy should be read in conjunction with the following Allsorts policies:

- Safeguarding Policy
- Code of Conduct
- Complaints Policy
- Confidentiality Policy
- Health & Safety Policy

- Lone Working Policy
- Mobile phone and social networking policy
- Uncollected & Lost Children Policy
- Whistleblowing Policy
- Young Person & Child Personal Care Policy

### **3. Standards and processes**

#### **3.1 Staff training**

All staff taking part in recruitment and selection within Allsorts will be familiar with this policy and how it is applied to recruiting to the organisation.

#### **3.2 Safe recruitment**

These standards will apply to all roles, voluntary and paid, within Allsorts.

##### **3.2.1 Advertisement of posts**

- All posts advertised will contain a safeguarding statement which highlights to candidates the importance placed on a rigorous selection process.
- All advertisements for posts will set out the qualifications and experience needed for the role.
- All advertisements for posts will set out the competencies and qualities that the applicant should be able to demonstrate.

##### **3.2.2 Applications for posts**

- All applicants must complete the Allsorts application form. Applicants who do not complete the form will not be considered for interview.
- Applications from candidates for paid posts who submit curriculum vitae instead of Allsorts application forms will not be considered. However, volunteers must submit a curriculum vitae.
- Applicants must submit full personal information, including any former names that they have been known in the past.
- Applicants must submit a full history of employment, both paid and voluntary, since leaving school, including any periods of further education or training. This should include start and end dates, along with reasons for leaving, and reasons for any gaps in employment.
- A declaration that the person has no convictions, cautions, or bind-overs, including those regarded as spent must form part of the application. This should also include referral to or inclusion on the DBS Children's or Adult's Barred List or regulatory body restricting or preventing the applicant from working with children or vulnerable adults.

##### **3.2.3 References**

- All appointments require a minimum of two references, with one being required from the applicant's current or most recent employer or tutor. If the candidate has worked with children or vulnerable groups, a reference must be obtained from the most recent position within that work.



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- References must be received directly by Allsorts and not sent to the candidate's home address first.
- References should contain objective, verifiable information and in order to achieve this, a reference pro-forma with questions relating to the candidate's suitability to work with children, young people and vulnerable adults will be provided.
- Reference requests should include the length of time the person has known the applicant for and in what capacity; the post held with dates, salary and reasons for leaving; ability and suitability to work with disabled children and vulnerable adults; skills, strengths and weaknesses and how these have been demonstrated; any current disciplinary investigation and/or sanction; any allegations and/or disciplinary investigations relating to the safety or welfare of children or vulnerable adults and the outcome of these, including where any sanction has expired; details of any criminal convictions, cautions or bind-overs; whether the referee would re-employ the applicant and, if not, why not; verification of the identity of the referee.
- Open references or testimonials that have not been given in direct relation to the role applied for will not be accepted.

#### 3.2.4 Other Checks Prior to Appointment

If the applicant claims to have specific qualifications or experience relevant to working with children or vulnerable adults which may not be verified by a reference, the facts should be verified by making contact with the relevant body or previous employer with a telephone call prior to appointment.

#### 3.2.5 Shortlisting

- The information submitted on the application form will be used to draw up an initial shortlist to ensure that the best candidates are selected fairly. All applicants should be assessed equally against the criteria contained in the job description without exception or variation.
- All applications should be checked to ensure that they are fully and properly completed.
- All applications should be scrutinised for any anomalies or discrepancies in the information provided.
- All applications should be considered with regard to any history of gaps, or repeated changes in employment, without clear and verifiable reasons.

#### 3.2.6 Interviewing

- All candidates should be instructed to bring with them documentary evidence of their identity, either a full birth certificate, passport or photo card driving licence and additionally a document such as a utility bill or bank statement that verifies the candidate's name and address. Where appropriate, change of name documentation must also be brought to the interview.
- Candidates should also be asked to bring original or certified copies of documents confirming any necessary or relevant educational and professional qualifications. If the successful candidate cannot produce original documents, then written confirmation of their relevant qualifications must be obtained from the awarding body.



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- Where possible, a service user will be represented either on the panel or in the questions put to the candidate.
- Questions should be set which test the candidate's specific skills and abilities to carry out the job applied for.
- The candidate's attitude toward children and young people in general should be tested and also their commitment to safeguarding and promoting the welfare of disabled children in particular. At least one member of the interview panel should be trained in how best this can be done.
- Any gaps and changes in employment history should be fully explored during the interview, as should any discrepancies arising from information supplied by the candidate or by the referees.

### 3.2.7 Offers of Employment

- Any offer of appointment should be conditional upon pre-employment checks being satisfactorily completed.
- All checks should be confirmed in writing and retained on the candidate's personnel file, together with photocopies of documents used to verify their identity and qualifications and the interview notes from each panel member.

### 3.3 Appointment to regulated posts

The following standards will be applied when recruiting to regulated posts

- 3.3.1 Regulated posts will be identified as such through cross referencing with the DBS definition of a regulated post
- 3.3.2 All job descriptions will state whether a DBS check is required for that post
- 3.3.3 All regulated posts will be subject to a DBS check
- 3.3.4 A list of key posts will be maintained that require enhanced DBS checks. This status should be indicated on Allsorts' systems and databases.
- 3.3.5 A system of rolling checks on regulated posts will be used to ensure all regulated posts go through the DBS process every three years
- 3.3.6 Appointment to regulated posts can be made under certain circumstances prior to receipt of DBS clearance. However, a risk assessment should be conducted which specifies the roles that may be performed by the individual prior to DBS clearance. Risk assessments must be put in place for access to Allsorts' databases and systems as well as for work directly with children and/or vulnerable adults.

### 3.4 Rechecking of current staff

- 3.4.1 All existing employees who transfer from an unregulated post to a regulated post, will be subject to an enhanced DBS check relating to the specific requirements for the post.
- 3.4.2 Non-disclosure by current staff of any information that is likely to appear on a DBS check may constitute gross misconduct and result in disciplinary proceedings.





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### **3.5 Positive Disclosures**

3.5.1 If a positive disclosure is received for an employee already in post, who is either moving to a regulated position or who has had a DBS check as part of a rolling programme, the individual will be suspended immediately pending investigation.

3.5.2 Failure by new candidates to disclose anything at application stage which subsequently appears as part of a positive disclosure will result in their exclusion from any selection processes for roles for Allsorts. Non-disclosure of offences that require disclosure under the Rehabilitation of Offenders Act 1974 is a criminal offence. Seeking to gain employment working with children or vulnerable adults while on a police barred list is a criminal offence. Allsorts will report any applicants who do not disclose relevant offences at the point of application which subsequently appear within a positive disclosure, to the relevant authorities.

3.5.4 Any positive disclosures should be passed to the CEO who will ensure the disclosure is reviewed by a DBS panel comprising the DSL, lead trustee for safeguarding and/or Chair of Trustees. The panel must ensure that the information obtained relates to the individual concerned.

3.5.5 Any positive disclosures will be reviewed by the panel who will consider the following criteria:

- The seriousness and nature of the offence
- The nature of the role the individual has applied for, or is currently undertaking
- Length of time since the offence occurred
- Number and pattern of offences
- The applicant's age at the time
- Any explanation of the circumstances that may have already been given
- Concealment of offences at application stage

3.5.6 The panel will decide whether the candidate is suitable for employment.

3.5.7 The disclosure should be discussed with the prospective employee. This discussion should cover the seriousness and nature of the offence, the nature of the role applied for, the length of time since the offence occurred, the number and pattern of offences and the applicant's age at the time along with any particular circumstances or explanations for the offence. The panel will make the final decision on appointments where a positive disclosure has been made. Careful notes and record keeping of decision making should be made sure of as part of the panel's activities. Records should not contain details of the offences and may be communicated via e-mail. Any record of judgement will be stored on personnel file.

## **4 Record Keeping**

4.1 Allsorts must keep a single, central record collating when and by whom checks on the identity, qualifications and outcomes of DBS checks on staff were made.

4.2 Sensitive information disclosed as part of a DBS check must be treated as confidential. The disclosure must be kept in secure conditions and must be destroyed, by secure means, as soon as it is no longer needed. It should not normally be kept more than six months after the decision is taken.

4.3 Before the disclosure is destroyed, records need to be kept detailing the date the disclosure was obtained, who obtained it, the level of the disclosure and the unique reference number. A record should also be kept of the information that was used to assess suitability.