

YSS SAFER RECRUITMENT POLICY

Dates

Date of Policy: April 2022
Date of Last Review: January 2026
Date of Next Review: January 2029

Related Policies

This Safer Recruitment Policy is supported by and should be read in conjunction with the following policies:

- **Safeguarding Policy Statement:** Outlines procedures to ensure the safety and well-being of children and adults
- **Equality, Diversity, and Inclusion Policy:** Ensures non-discriminatory practices in recruitment and employment.
- **Whistleblowing Policy:** Encourages employees to report any concerns about malpractice or safeguarding issues without fear of retribution.
- **Data Protection Policy:** Ensures personal data is handled securely and in compliance with legal obligations.
- **Conflict of Interest Policy:** Outlines YSS's practices on how potential conflicts of interest are identified and managed to protect the integrity and interests of the organisation.

1. Purpose

This Safer Recruitment Policy outlines YSS's commitment to safeguarding children, vulnerable adults, and all individuals by ensuring that recruitment procedures deter, reject, or identify individuals who may pose a risk. This policy aligns with legal standards and best practices in safeguarding to create a safe environment for all.

2. Scope

This policy applies to all employees, volunteers, consultants, and any other individual involved in the hiring process at YSS. It applies to all positions, whether permanent, temporary, full-time, part-time, or freelance, involving contact with children or vulnerable adults.

3. Legal Framework

This policy complies with the following legislation and guidelines:

- Children Act 1989 & 2004
- Safeguarding Vulnerable Groups Act 2006
- Rehabilitation of Offenders Act 1974
- Data Protection Act 2018 (UK GDPR)
- Working Together to Safeguard Children 2023

4. Key Principles

- **Safeguarding Priority:** Ensuring safeguarding is central to all recruitment and selection activities.
- **Transparency:** The recruitment process will be clear and open.
- **Vigilance:** We will take all necessary steps to identify unsuitable candidates.
- **Inclusivity:** Equal opportunities in recruitment, without discrimination.

5. Recruitment Procedures

5.1. Job Advertising

- All job advertisements will include a statement on safeguarding commitment.
- Clear indication that rigorous vetting checks will be required, including a Disclosure and Barring Service (DBS) check (or equivalent).

5.2. Application Process

- Standardised application forms must be used. CVs alone will not be accepted.
- All applicants must complete a declaration regarding any criminal records.

5.4. Interview Process

- At least one member of the interview panel must have completed safer recruitment training.
- Interview questions will assess the applicant's suitability for the role, including their ability to safeguard children and vulnerable adults.
- Gaps in employment history must be explored and clarified.

5.5. Post-Offer and Pre-Appointment Checks

To ensure the safety and integrity of our workforce, YSS carries out the following checks before confirming any appointment (paid or voluntary). The type and level of checks will depend on the role and its responsibilities.

- **Identity Verification:** Confirmation of the individual's identity using appropriate original documents (e.g., valid passport, photo driving license, birth certificate).
- **Right to Work in the UK:** Verification of the applicant's legal right to work, including immigration status and visa requirements.
- **Qualification & Professional Registration Checks:** Verification of essential educational or professional qualifications. Confirmation that the applicant is currently registered and in good standing with any required regulatory body (e.g. Social Work England, NMC, HCPC, Teaching Regulation Agency).
- **Employment History and References:** Minimum of two written references, including the most recent employer. References must be verified verbally to confirm authenticity and content. Where applicable, clarification of any gaps in employment history.
- **Criminal Record Checks:**
 - Enhanced Disclosure & Barring Service (DBS) check for roles involving contact with children or vulnerable adults.
 - Checks against relevant barred lists (Children's/ Adult's Barred List).
 - International criminal record checks where the candidate has lived or worked abroad for extended periods (normally 3 months and above).

- **Non-Police Personnel Vetting (NPPV):** where applicable, at the level appropriate to the position. This may include identify checks, criminal record checks, financial history, and other suitability assessments.
- **Additional Background Checks (*role dependent*):**
 - Social media and publicly available online presence review for evidence of inappropriate or concerning behaviour.
 - Credit check for roles with significant financial responsibility.
 - Driving license check and motoring offense history where driving is part of the role.
 - Sanction list checks (e.g. Charity Commission Disqualification Register, Insolvency Register, relevant professional body sanctions).
 - Security clearance for roles with access to sensitive or classified information.
- **Health Declaration:** Confirmation that the candidate is medically fit to perform the role, with reasonable adjustments made where required.

6. Safer Working Practices

- All new hires will undergo safeguarding training as part of their induction.
- Ongoing training and refresher courses on safeguarding will be mandatory.
- Regular reviews and audits of recruitment processes to ensure adherence to safer recruitment practices.

7. Responding to Concerns

If concerns arise about an individual's suitability during the recruitment process, YSS reserves the right to:

- Withdraw any offer of employment or volunteer opportunity.
- Conduct internal investigations or report concerns to the relevant authorities, including the police and regulatory bodies.

8. Record Keeping

- All documentation relating to the recruitment and selection process will be securely stored in compliance with data protection laws.
- Copies of DBS checks and any other relevant safeguarding information will be stored confidentially.

9. Review

This policy will be reviewed annually or sooner if there are changes in legislation, regulatory requirements, or significant events that warrant an immediate review.