



## **Safer Recruitment Policy**

### **1. Introduction**

The safe recruitment of staff to Sailship Training and Learning for Life (Sailship) is the first step to safeguarding and promoting the welfare of the vulnerable adults/young people and children in our care. Sailship is committed to safeguarding and promoting the welfare of all the members of its community. As an employer, we expect all staff to share this commitment.

### **2. Purpose**

The purpose of this policy is to set out the minimum requirements of a recruitment process for employees of Sailship Training and Learning for Life that aims to:

- To attract the best possible applicants to vacancies; and ensure that they are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently and that no job applicant is treated unfairly on any grounds;
- to deter prospective applicants who are unsuitable for work with vulnerable adults/young people/children;
- to ensure compliance with all relevant legislation, recommendations and guidance including the code of practice published by the Disclosure and Barring Service (DBS);
- to identify and reject applicants who are unsuitable for work with vulnerable adults/young people/children.
- to ensure that Sailship meets its commitment to safeguarding and promoting the welfare of vulnerable adults/young people/children by carrying out all necessary pre-employment checks.

### **3. Recruitment**

Sailship will ensure that for each vacancy at least one recruiter will have completed accredited Safer Recruitment training.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision making process.

We also employ HR Elite, Colchester, who offer relevant HR services with regard to staff and recruitment.



#### **4. Inviting Applications**

Advertisements for posts will include a statement outlining that Sailship is committed to safeguarding the vulnerable adults/young people/children in its care. Advertising is generally through Indeed.com who assist us in advertising a position, receiving applications, setting up interviews via email and other communications between Sailship and applicants.

All documentation relating to applicants will be treated confidentially in accordance with GDPR and the Data Protection Act (DPA).

Prospective applicants will, as a minimum, be supplied with or given access to (via Sailship website) the following:

- job description and person specification;
- Sailship's Safeguarding Policy;
- Sailship's Safer Recruitment policy;
- the selection procedure for the post.

#### **Job Descriptions and Person Specifications**

A job description is a key document in the recruitment process and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with vulnerable adults/young people/children.

All applications must be in writing (either on paper or by e-mail).

Indeed.com uses its own application form, and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history). Incomplete application forms will not be shortlisted.

#### **5. Short-listing and References**

References for shortlisted applicants will be sent for immediately after short listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by Sailship. One of the references must be from the



applicant's current or most recent employer. If the current / most recent employment does/did not involve work with vulnerable adults/young people/children, then the second reference should be from the employer with whom the applicant most recently worked with vulnerable adults/young people/children.

The referee should not be a relative.

References will always be sought and obtained directly from the referee, and their purpose is to provide objective and factual information to support appointment decisions. 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 vulnerable adults/young people/children.

Referees will always be asked specific questions about:

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

## **6. Interviews**

Interviews will always be face-to-face and a minimum of two interviewers will see the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will also allow the candidate to declare any information that is likely to appear on a DBS check;

The interview will enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).

Any information regarding past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process if it has been disclosed on the application form.

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

## **7. Employment Checks**

All successful applicants are required:

- to provide proof of identity;
- to complete an Enhanced Disclosure and Barring Services application and receive satisfactory clearance;



- to provide actual certificates of qualifications;
- to provide proof of eligibility to live and work in the UK.
- confirmation that the applicant is not subject to a direction under section 79 of the Charities Act 2016 which prohibits, disqualifies or restricts them from providing working at a charity, taking part in the management of an independent charity.
- verification of the applicant's medical fitness for the role, where appropriate to the role.

Once these checks are completed satisfactorily, references have been received and confirm suitability for the post, then Sailship will work towards the agreement of a mutually acceptable start date and the signing of a temporary contract incorporating the standard terms and conditions of employment, becoming permanent on completion of a successful probation period.

## **8. Induction**

Following recruitment, we offer 1 month's induction followed by 6 months probationary period. We have a staff supervisor who works closely with new staff. We have appraisal at 3 months and then again at 6 months. If successfully passed, the employment contract will become permanent. We offer contract immediately following successful recruitment (and always within 8 weeks).

## **9. DBS (Disclosure and Barring Service) Check.**

Sailship applies for an enhanced disclosure from the DBS via Essex County Council. The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with vulnerable adults/young people/children.

It is Sailship's policy that until the DBS disclosure is obtained before the commencement of employment of any new employee. In certain, exceptional circumstances, a DBS Adult First Check may be obtained prior to obtaining the full DBS Certificate. Depending on the result, this allows the new employee to commence work, prior to full DBS Certification, but only under strict full-time supervision.

Members of staff at Sailship are aware of their obligation to inform the CEO Elizabeth Barritt of any cautions or convictions that arise between these checks taking place. DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.

Portability of DBS Certificates Checks



Staff may wish to join the DBS Update Service if they are likely to require another check in the future. Applicants may sign up to the Service if their check was issued after 17 June 2013, for a fee of £13 per annum, which is payable by the applicant.

#### DBS Certificate

The DBS no longer issue Disclosure Certificates to employers; therefore employees/applicants should bring their original Certificate to the CEO, within seven days of issue, or applicants before they commence work, or any project involving regulated activity.

### **10. Dealing with convictions**

Sailship operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence; how long ago the offence occurred;
- one-off or history of offences; changes in circumstances,
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the CEO and a representative from HR. A decision will be made following this meeting. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the CEO and HR will evaluate all of the risk factors above before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, Sailship may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

### **11. Proof of identity**

Right to Work in the UK & Verification of Qualifications and/or professional status.

All applicants invited to attend an interview will be required to bring their identification documentation such as passport, birth certificate, driving licence, etc. with them as proof of identity/eligibility to work in the UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines.

Sailship does not discriminate on the grounds of age. Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.



## **12. Overseas checks**

Applicants who have lived/travelled abroad for more than three months within the previous year will need to obtain a criminal record check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory.

## **13. Register of Members of Staff and Volunteers**

In addition to the various staff records kept in individual personnel files, a record of recruitment and vetting checks is kept. This is kept up-to-date and retained by the CEO

## **14. Record Retention / Data Protection**

Sailship undertakes the above pre-employment checks. Therefore, if an applicant is successful in their application, Sailship will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical information and qualifications. (Medical information may be used to help Sailship to discharge its obligations as an employer e.g. so that we may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.) This documentation will be retained by Sailship for the duration of the successful applicant's employment with us. All information retained on employees is securely stored at the Office in Great Henny, Sudbury, Suffolk, where it is kept in a locked filing cabinet, within a locked office. Sailship will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (i.e., shredded). All recorded information is kept in accordance with the General Data Protection Regulations 2016 and the Data Protection Act 2018.

## **15. Leaving Employment at Sailship**

Despite the best efforts to recruit safely, there will be occasions when allegations of serious misconduct or abuse against vulnerable adults/young people/children are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. While these are pre-employment checks Sailship also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at Sailship despite being barred from working with vulnerable adults/young people/children;
- or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a vulnerable adult/young person/child.