



Empowering Young People

Safer Recruitment Policy

November 2020

1.0 Policy Aim

HYP recognises that anyone may have the potential to abuse children and vulnerable adults in some way. HYP is committed to ensuring that all reasonable steps are taken to ensure unsuitable people are prevented from working with children and vulnerable adults and that a safer working culture starts with robust recruitment measures.

HYP is committed to equal opportunities throughout all stages of the recruitment process. We aim to have a workforce that represents a variety of backgrounds and cultures and can provide the relevant knowledge, abilities and skills for our organisation.

This policy should be read in conjunction with HYP's Equal Opportunities Policy.

1.2 The purpose of the policy:

- to recruit and select the best people available to join our workforce
- to take all reasonable steps to prevent unsuitable people from joining our organisation
- to recruit, select and manage our staff in a way that complies with legislation designed to combat inequality and discrimination
- to do all we can to achieve and maintain a diverse workforce
- to ensure that our recruitment and selection processes are consistent and transparent
- to ensure candidates are judged to be competent before we make them an offer of a job
- to ensure that new members of staff are given a proper induction. We recognise that:
- our workforce is our most important resource

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- unsuitable individuals sometimes seek out opportunities via employment or volunteering to have contact with children in order to harm them
- some groups face unfair discrimination in the workplace
- children, young people and families benefit from our efforts to recruit and select a skilled and committed workforce from a diverse range of backgrounds
- new staff and volunteers cannot perform their role effectively unless they are inducted properly and receive ongoing support and supervision.

1.3 Legal Framework:

- Safeguarding Vulnerable Groups Act 2006,
- Protection of Freedoms Act 2012,
- Rehabilitation of Offenders Act 2013,
- Part V of Police Act 1997
- Equality Act 2010.
- Working Together to Safeguard Children 2015

1.4 Pre Interview

All roles require a well-defined job description and person specification using a standardised template that identifies key responsibilities, tasks and expected behaviours. All job descriptions and person specifications contain a safeguarding clause

- All roles will be advertised in a range of places, including social media. The template full length advert will contain the following statement 'HYP is committed to safeguarding children and the successful applicant will be required to provide an enhanced DBS disclosure'
- The following dates should be clear on all adverts:

- o Application deadline

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o Interview date (candidate to be provided at least 1 weeks' notice if they are to be invited to interview)

o Start date

- All applicants must complete the standard HYP application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- HYP will not accept a CV without an application form
- The shortlisting process will involve 3 people, 2 of which need to be managers. Shortlisting applications will happen independently and recorded on appropriate documentation. Candidates will be scored against specific criteria identified through the job description and person specification. Any discrepancies, gaps in the application or inconsistencies will be scrutinised.
- Trustees are not required to complete a formal application.

1.5 Interview

All staff will be required to undergo an application and interview process, carried out to acceptable protocol and recommendations:

- A HYP Designated Safeguarding Officer should be present in the interview process either at the shortlisting or interview stage
- A check will be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Specific mention will be made on the interview paper regarding the candidate's suitability to work with young people and vulnerable adults and if they have previous convictions, investigations and or allegations made against them
- 2 managers will be present at the formal interview.
- Each interviewer should have prepared for them a candidate pack for each candidate containing the following:

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- Job description

- o Interview questions and score sheet
- o Candidate application (and CV if available)

- Where a candidate is known to an interviewer this must be declared by the interviewer and an assessment will be made to ensure the suitability of that person to conduct the interview. An additional interviewer may be included on the panel to ensure equality.

- All interviews for positions that involve direct face to face work with service users will include a question on safeguarding children and young people and a question or exercise that draws out their motivation for applying for the role
- Interviews will be commensurate with the position applied for; practical tasks will be assessed for those jobs that require practical skills. Candidates that are applying for a role that requires communication skills will be asked to prepare a presentation.
- All candidates will undertake the same selection process.
- The assessment must be completed, and decisions recorded, by the panel separately for fairness and consistency.
- Only those that meet essential criteria will progress to conditional offer.

1.6 Appointment processes

Successful candidates will be informed by letter or email. This can follow a verbal confirmation if necessary. This letter must make it clear that all pre-employment checks should be completed including:

- References , DBS checks and Qualifications have been verified.
- The candidate will be informed that they will not be able to start work with children and young people until all vetting processes are completed
- All unsuccessful candidates details will be kept for 6 months then destroyed

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- Overseas checks are required when a person has lived/worked abroad for a period of 3 months or more during the last 5 years. In circumstances where HYP is prevented, for reasons outside of their control, from obtaining the necessary overseas checks then HYP will contact the Council's HR Safeguarding Team for further guidance
- Two references will be requested, including one regarding previous work with child and vulnerable adults (if possible, i.e. apprentice may not have had work involving working with children).
- All references will be requested using the standardised "Reference Request" form. This form includes information pertaining to:
 - job performance history
 - conduct including performance management issues
 - disciplinary investigations and proven offences
 - concerns the referee may have for work with children and young people
 - skills and experience
 - behaviours and attributes in relation to the role
- References will be kept in the candidate's personal file and noted on the candidate checklist form.
- An enhanced DBS check will be completed, or portable DBS check completed, for more information on the DBS please see the section 'DBS checks'
- The successful candidate's identity will be checked using the same evidence as used in the DBS checks (Passport / driving license) this is to be noted on the candidate checklist form
- The successful candidate's qualifications should be substantiated.



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- Trustees are not required to complete a formal interview process but are required to provide two references and to complete an enhanced DBS check. All Trustees have Job Descriptions related to specific or general roles on the Board.

1.6 Induction

All employees, Trustees and volunteers should receive formal induction that includes:

- Clarification of job requirements and responsibilities.
- Safeguarding Policy and Procedures. Policy Handbook and HYP Staff Handbook are issued (through hard copy or intranet) and training needs are identified.
- All staff, Trustees and volunteers are subject to a three month probation period.

1.7 Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to provide a safer environment to young people and vulnerable adults. HYP will provide the following mandatory safeguarding training as a minimum:

- Recognising signs of abuse - reading of safeguarding policy and review with line manager
- Appropriate response for suspected abuse or in the event of a disclosure - reading of safeguarding policy and review with line manager
- What action to take for suspected abuse or in the event of a disclosure – reading of the safeguarding policy and review with line manager
- Whistle blowing policy – reading of the whistle blowing policy and review with line manager
- All core delivery staff will receive yearly safeguarding update training as part of the staff training week. Core staff at Level 4 and above will ensure they achieve Level 3 Multi-Agency Safeguarding Training



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- All core delivery staff will receive regular supervision and annual/mid-term performance appraisals during which safeguarding issues and training needs are discussed and acted upon. Volunteers participate in supervision sessions in correlation to the hours that they work for the organization.

1.8 DBS Checks

Policy Statement An enhanced DBS will be undertaken for all new employed staff, trustees and volunteers. All roles at HYP provide post holders with direct access to children, young people and vulnerable adults.

HYP offers of employment or engagement of staff, Trustees and volunteers are subject to receipt of a clear DBS search or in the case where there is notification on a returned DBS, it will be the decision of the Centre Manager, CEO and a trustee. This decision will be measured based on the type of notification contained on the DBS and the type of work expected.

- We will consider past criminal records on an individual basis and adhere to the DBS Code of Practice and therefore take into account the following considerations:
 - a. Whether the conviction is relevant to the position
 - b. The seriousness of the offence
 - c. The length of time since the offence occurred
 - d. Whether the applicant has a pattern of offending behaviour
 - e. Whether the applicant's circumstances have changed
 - f. The circumstances surrounding the offence and explanation offered by the applicant
- HYP does not discriminate against any subject of disclosure on the basis of any convictions or other information disclosed.
- HYP reserve the right to terminate contracts or offers of placement if information is disclosed that poses a risk to services users (see below)



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- If a prospective job holder fails to disclose an unspent conviction prior to a DBS application being undertaken, HYP reserves the right to withdraw a job offer.
- HYP is unable to offer a position to any individual who has committed certain offences against children or vulnerable adults according to the Protection of Children Act 1999 and Court Services Act 2000 and Safeguarding Vulnerable Groups Act 2006.
- HYP will ensure that all disclosure information is securely stored under sole control and separate to individual staff files.
- HYP will accept an existing DBS search for new employees and volunteers (completed within the last 6 months) but only as a temporary measure whilst a new enhanced DBS search is undertaken and only in combination with two positive references. Pending receipt of a new DBS search, the new employee may be allowed to work alongside children and vulnerable adults but only alongside another Instructor.
- In accordance with the DBS Code of Practice, DBS searches will only be retained after commencement of employment or volunteering, for a period deemed necessary subject to a maximum of 6 months. A record of the DBS certificate number and date of issue will remain permanently on file.

1.9 Full Time Staff/Casual Part Time Staff/Volunteers

- On receipt of the DBS report, the original will be inspected by the centre manager and the outcome reported to the CEO.
- All completed DBS disclosures (clear and not clear) will be signed off as 'accepted' or 'not accepted' based on the content / risk. These signed documents will contain the following information:
 - a. Candidate name
 - b. Disclosure reference number
 - c. Date the disclosure was received
 - d. Whether the staff member in question is or is not suitable to work at HYP
 - e. Action plan, if appropriate

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- All clear checks will be signed by a manager and the CEO
 - Any disclosures containing anomalies or entry content will be reviewed by a minimum of 2 managers and a trustee, an assessment undertaken using the considerations above. Measures may also put in place to manage and reduce risk in certain situations.
 - Any DBS disclosures that indicate that the applicant is barred from working with children and adults will automatically be discounted from working at HYP. If service is broken for a period of more than 3 months then a fresh enhanced DBS check is to be undertaken
 - DBS results will be stored centrally in the DBS folder.
 - DBS checks will be renewed every 3 years until Independent Safeguarding Authority provides new procedures of Disclosure and Barring. This is an additional safeguard introduced by HYP although guidance from the Safeguarding Children Team at Cornwall Council, it is not necessary to undertake any subsequent DBS check.
- Volunteers Specifically**
- Volunteers are referred to HYP from a number of sources.
 - Volunteers who satisfy the requirements of the HYP and following receipt of two “safer recruitment” references will be offered a taster day. Following this, a DBS enhanced check must be carried out. Policies remaining in force
 - A person who is barred from working with children or vulnerable adults will be breaking the law if they work or volunteer, or try to work or volunteer with those groups.
 - An organisation which knowingly employs someone who is barred to work with those groups will also be breaking the law.
 - In the event of HYP dismissing or investigating a member of staff or a volunteer because they have, or are suspected to have harmed a child or vulnerable adult, or are suspected to pose a risk we will report the information to the Independent Safeguarding Authority.

Project Manager

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Statement of understanding

Upon signing this document, you are confirming that you have read, understood and agree to comply with the policy and procedures laid out in this document, along with any applicable laws, rules and regulations relating to its subject matter.

Name	Position	Date	Signature



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