



Safer Recruitment Policy

Policy Introduction and Scope

Safer Recruitment is the first step to safeguarding and promoting the welfare of children within our provision. Shine will always try to prevent inappropriate people from seeking employment or volunteering to work with children and young people.

We will always adhere to the Norfolk Safeguarding Children's Partnership's procedures, including specifically the Safer Workforce Policies and Procedures.

The aims of the Safer Recruitment policy is to help deter, reject or identify people who might be seeking employment or volunteering to work with children or young people who are unsuitable for the position by having appropriate procedures in place. Shine has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited for the position based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

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

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

This policy's objectives are to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies within Shine.

Roles and Responsibilities

It is the responsibility of the Board of Trustees and the Senior Manager to:

- ensure there are effective policies and procedures in place for recruitment of all staff and volunteers in accordance with legal requirements
- ensure that Shine operates Safer Recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at Shine
- promote welfare of children and young people at every stage of the procedure

Recruitment and selection procedure

Advertising

- To ensure equality of opportunity, Shine will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement

'Shine is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'



- Any advertisement will make clear the organisation's commitment to safeguarding and promoting the welfare of children
- All documentation relating to applicants will be treated confidentially in accordance with GDPR 2018

Information pack

We will compile a suitable information pack for any proposed candidate and ensure it contains all necessary information about the organisation, role, recruitment timetable, job description, safeguarding policy and application form.

Application Forms

- Shine uses its own application form and all applicants for employment will be required to complete this 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).
- The application form will include the applicant's declaration regarding convictions and working with children and will make it clear that the post is exempt from the Provisions of the Rehabilitation of Offenders Act 1974.
- All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies

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 children

Interviews

- There will be a face-to-face interview, as and when possible the same panel will see all 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 enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with the Norfolk's Safer Recruitment Training)
- Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process
- At least one member of any interviewing panel will have undertaken Safer Recruitment training or refresher training as applicable

'Shine is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'



- All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted and photocopies will be taken. Unsuccessful applicant's documents will be destroyed at the end of the recruitment programme

References

- References for the successful applicant will be taken up immediately following interview and prior to any formal offer of employment being made. Two professional references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up. Direct contact by phone or face-to-face will be undertaken with at least one referee to verify the reference
- At least one referee must be from the current or most recent previous employer
- Where possible, one reference should be obtained from the last time the applicant worked with children (if not currently working with children)
- Shine does not accept open references, testimonials or references from relatives

Offer of appointment and new employee process

- The appointment of all new employees is subject to the receipt of a satisfactory enhanced DBS Certificate, references, copies of qualifications and proof of identity.
- A personal file checklist will be used to track and audit paperwork obtained in accordance with the Norfolk Safer Recruitment Training.

The Rehabilitation of Offenders Act 1974

- The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with or having access to Shine's clients. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at Shine
- All staff require an enhanced DBS Certificate and therefore a DBS Certificate must be obtained before the commencement of employment of any new employee
- It is Shine's policy to re-check an employee's DBS Certificate every three years
- Shine staff must inform the Senior Manager of any cautions or convictions that arise between these checks taking place

Portability of DBS Certificates Checks

- The DBS Code of Practice and OFSTED does not facilitate portability of DBS Certificate checks unless the applicant has registered to the DBS Update Service. For clarity, portability refers to the re-use of a DBS Certificate obtained for a position in one organisation and later used for another position in another organisation. Shine is committed to adhering to these Code of Practice and does not accept DBS Certificates carried out by another organisation unless they are registered with the DBS Update Service

'Shine is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'



Dealing with convictions

Shine 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 Senior Manager. A decision will be made following this meeting

Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status

- All applicants invited to attend an interview at Shine 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 UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations
- In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form

Induction and probationary period

- All new employees will be given an induction programme which will clearly identify Shine's policies and procedures, including Safeguarding Policy, and make clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities
- All new staff will have a probation period check at 6 months

Employments Contracts

- As soon as the applicant accepts the job offer they have a contract with Shine, an employment contract does not have to be written down, however Shine does have a full written contract outlining terms and conditions of employment
- Shine requires the contract of employment to be signed and returned within a month of issue

Record Retention / Data Protection

- Shine will retain all interview notes on all applicants for a period of 6 months, after which time the notes will be shredded. The 6 month retention period is in accordance with GDPR 2018 and will also allow Shine to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal

'Shine is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'



- All information retained on employees is kept in a locked and secure cabinet on Shine premises

Ongoing Employment

- Shine recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff and volunteers. Shine will therefore provide ongoing training and support for all staff

Leaving Employment

- Despite the best efforts to recruit safely there is always a possibility that allegations of abuse against children and young people are raised. In cases relating to the behaviour of an employee (these behaviours are within the context of four categories of abuse (i.e. physical, sexual and emotional and neglect) Norfolk LADO's will be alerted as well as Shine's disciplinary procedure followed

Policy Review:

This policy and the way it operates will be reviewed annually to ensure its effectiveness and updated in line with local and national legislation and recommendations.

Policy reviewed by: Rhiannon Jones

Last Review: April 2025

Reviewed: 20th April 2026

Next Reviewed: April 2027

'Shine is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'