

PAN DORSET INTER-AGENCY SAFEGUARDING PROCEDURES

CHAPTER 4

SAFER RECRUITMENT 4.1

*Any comments or suggestions regarding these procedures should be forwarded to your agency representative on the Pan Dorset Policy and Procedures Group.*

## PAN-DORSET SAFER RECRUITMENT GOOD PRACTICE GUIDANCE

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## **1 Introduction**

- 1.1 Experience shows the importance of organisations that provide services to children, operating recruitment and selection procedures and other Human Resources (HR) management processes that help deter, reject or identify people who might abuse children, or who are otherwise unsuited to work with them. Making safeguarding and promoting the welfare of children an integral factor in HR management is an essential part of creating safe environments for children and young people.

This guidance sets out best recruitment practice and is compliant with the safe recruitment recommendations of the Bichard Inquiry.

## **2 Scope**

- 2.1 All organisations which employ staff or volunteers to work with children should adopt a consistent and thorough process of safer recruitment in order that those recruited are suitable.
- 2.2 The measures described in this guidance should therefore be applied to:
- everyone who works (as an employee, volunteer or is a contractor) with children.
  - those who regularly work in a setting where children are present (e.g. School, Leisure Centre, family homes) who may not have direct contact with children as a result of their job, but nevertheless will be seen as safe and trustworthy because of their regular presence. This includes staff not on the payroll, e.g. Contractors and volunteers.

## **3 Contractors**

- 3.1 The principles of safe recruitment should be included in the terms of any contract (or Service Level Agreement) drawn up between the organisation and contractors or agencies that provide services for, or adults to work with, children for whom the organisation is responsible. The organisation should also monitor compliance with the contract which should include a requirement that the provider will not sub-contract to any personnel who have not been part of a safe recruitment process.

## **4 Volunteers**

4.1 Volunteers are also seen by children as safe and trustworthy adults and thus any organisation which is considering recruiting volunteers should normally adopt the same rigour in recruitment measures as it would for paid staff. However, the procedure may be streamlined where, for example, a parent who is well known, is approached to take on a particular role, i.e.:

- seek references (usually from a person who knows the volunteer in a professional capacity)
- checking whether others in the organisations community know of concerns, and can make a positive recommendation
- Conduct an informal interview
- Undertake relevant checks e.g. CRB, List 99, and PoCA etc.
- Ensuring the volunteer is aware of and committed to safe practice in other circumstance e.g. Where a volunteer's role will be one-off, such as accompanying children and paid staff on a day outing or helping at an event, measures will normally be unnecessary provided that the person is not left alone with or unsupervised in charge of children.

4.2 Where volunteers recruited by another organisation work with or in a setting where children are present, the organisation responsible for those children should obtain assurance from the other organisation that the person has been properly vetted (including details of the vetting procedures undertaken).

## **5 Training for staff involved in the recruitment and selection process**

5.1 All organisations involved in the selection of adults to work with children should ensure that designated staff are appropriately trained in safer recruitment and are familiar with and apply the procedure contained in this guidance.

## **6 Process - Elements of Safer Practice**

6.1 Safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the process.

6.2 It starts with the process of planning the recruitment exercise and, where the post is advertised, ensuring that the advertisement makes clear the

organisations commitment to safeguarding and promoting the welfare of children.

6.3 It also requires a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants.

6.4 Main elements of the process include:

- ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of children;
- ensuring that the person specification includes specific reference to suitability to work with children;
- obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies;
- obtaining independent professional, personal and character references that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns;
- a face to face interview that explores the candidate's suitability to work with children as well as his/her suitability for the post;
- verifying the successful applicant's identity;
- verifying that the successful applicant has any academic or vocational qualifications claimed;
- checking his/her previous employment history and experience;
- verifying that s/he has the health and physical capacity for the job;
- appropriate mandatory checks of List 99, Protection of Children Act, (PoCA) & Protection of Vulnerable Adults, (PoVA) List; Independent Safeguarding Authority Vetting and Barring Scheme (from Autumn 2008)
- enhanced criminal record check via the CRB for all relevant posts.

**Note:**

Enhanced CRB checks, inclusive of List 99, PoCA and PoVA checks cannot be solely relied on to screen out unsuitable applicants. This is why it is critical to ensure that all other elements of the process as detailed above are undertaken. Criminal records and the 'list' checks will identify individuals:

- who have been convicted or cautioned
- who have been placed on Lists 99, PoCA, or PoVA; and
- about whom relevant police intelligence information is held (NB. who has responsibility to lead on enhanced disclosure information needs to be agreed with the Police and employing agency).

There will therefore be some individuals who may be unsuitable to work with children who will not be known to the police and who are not on any of the 'lists'.

A checklist for safer recruitment is included at appendix 1.

## **7 Planning and Advertising**

7.1 Planning is vital to successful recruitment and will minimise the risk of making an unsuitable appointment.

7.2 The elements which should be considered as part of good planning are:

- Identify who should be involved, assigning responsibilities and set aside sufficient time for the work needed at each stage of the recruitment process so that safeguards are not skimmed or overlooked.
- Be clear about what mix of qualities, qualifications and experience a successful candidate will need to demonstrate. Whether there are any particular matters that need to be mentioned in the advertisement for the post in order to prevent unwanted applications.
- Person specification will need careful thought and drafting, including essential criteria which can be measured/assessed;
- Ensure all other material, e.g. the application form, job description, information and guidance that will form part of the recruitment pack sent to prospective applicants is up-to-date. Ensure that the information clearly sets out the extent of the relationships and contact with children and the degree of responsibility for children that the person will have in the position applied for. (All people who work with children or in settings where children are present have a responsibility to safeguard children, although the way in which this responsibility is discharged will vary according to the nature of the post).
- References should normally be obtained on short-listed candidates prior to the interview and should ask both specific and open questions about the candidate in relation to safeguarding and child protection. See section 12, page 8, for further information about references.
- The advertisement for the post should include a statement about the employer's commitment to safeguarding and promoting the welfare of children and where appropriate that the successful applicant will be asked undertake an enhanced criminal record check via the CRB. E.g. This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Rigorous checks will be undertaken of the successful applicant's background credentials including an enhanced CRB check.

## **8 Application Form**

8.1 Employers should use an application form to obtain a common set of core data from all applicants. It is not good practice to accept curriculum vitae drawn up by applicants in place of an application form because these will only contain the information the applicant wishes to present and may omit relevant details.

8.2 The form should obtain:

- Full identifying details of the applicant including current and former names, current address, and National Insurance number.
- A statement of any academic and/or vocational qualifications the applicant has obtained that are relevant to the position for which s/he is applying with details of the awarding body and date of award.
- A full history in chronological order since leaving secondary education, including periods of any post-secondary education/training, part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training and reasons for leaving employment.
- A declaration of any family or close relationship to existing employees or employers (including councillors and governors).
- Details of referees. One referee should be the applicant's current or most recent employer and normally two referees should be sufficient. N.B. where an applicant who is not currently working with children has done so in the past, in a paid or voluntary capacity, it is important that a reference is also obtained from the employer by whom the person was most recently employed in this work. This situation may particularly apply where people have not worked for a number of years or those who are entering the job market for the first time. The form should make it clear that references will not be accepted from relatives or from people writing solely in the capacity of friends with the exception of recruitment for fostering and adoption applicants.
- A statement of the personal qualities and experience that the applicant believes are relevant to his/her suitability for the post advertised and how s/he meets the person specification.
- An explanation that the post is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs including those regarded as 'spent', must be declared.
- It should require a signed statement that the person is not included on List 99 or PoVA or (from Autumn 2008) barred by the Independent Safeguarding Authority; or disqualified from work with children; subject to sanctions imposed by a regulatory body, e.g. the General Teaching Council (GTC) or General Social Care Council (GSCC) and either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked confidential.

8.3 It should record that:

- Where appropriate the successful applicant will be required to provide a Disclosure from the CRB at the appropriate level for the post (posts involving work with children are exempt from the Rehabilitation of Offenders Act 1974);
- The prospective employer will normally seek references on short-listed candidates, and may approach previous employers for information to verify particular experience or qualifications, before interview;
- If the applicant has or is currently working with children, on either a paid or voluntary basis, his/her current or previous employer will be asked about disciplinary offences relating to children, including any in which the penalty is “time expired” (where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns or allegations and if so, the outcome of any enquiry or disciplinary procedure.
- providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and a possible referral to the police.
- applicants holding any relevant professional registration will be asked to provide their reference number

Explanatory notes and/or instructions for completing the form should be included in the candidate’s information pack.

## **9 Job Description**

9.1 This should clearly state:

- the main duties and responsibilities of the post
- the individual’s responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

## **10 Person Specification**

10.1 This should include:

- qualifications, experience and any other requirements needed to perform the role in relation to working with children, young people;

- the competences and qualities that the successful candidate should be able to demonstrate; and,
- explain how these requirements will be tested and assessed during the selection process.

10.2 For example:

*“In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children and young people including:*

- *motivation to work with children and young people;*
- *ability to form and maintain appropriate relationships and personal boundaries with children and young people;*
- *emotional resilience in working with challenging behaviours and attitudes to the use of authority and maintaining discipline”;* and
- *explain that if the applicant is short listed any relevant issues arising from his/her references will be taken up at interview.”*

## **11 Information Pack for Candidates**

11.1 The pack should include a copy of:

- the application form and explanatory notes about completing the form;
- the job description and person specification;
- any relevant information about the organisation and the recruitment process and relevant policies such as the organisation’s policy about equal opportunities, the recruitment of ex-offenders, management of allegations against staff, etc.
- the organisation’s Child Protection/Safeguarding Policy Statement;
- the organisation’s code of practice;
- a statement of the terms and conditions relating to the post.

## **12 Scrutinising and Short listing**

12.1 All applications forms should be scrutinised to ensure that they are fully and properly completed. The organisation should:

- check the information provided is consistent and does not contain any discrepancies
- refuse incomplete applications
- note any anomalies, discrepancies or gaps in employment identified so that they can be taken up as part of the consideration of whether to short list the applicant. As well as reasons for obvious gaps in

employment, the reasons for a history of repeated changes of employment without any clear career or salary progression, or a mid career move from a permanent post to supply or temporary work, also need to be explored and verified.

- assess all candidates equally against the criteria contained in the person specification without exception or variation.

## **13 References**

- 13.1 The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They should always be sought and obtained directly from the referee. Employers should not rely on references or testimonials provided by the candidate, or on open references and testimonials, i.e. "To Whom It May Concern". There have been instances of candidates forging references, also open references/testimonials might be the result of a "compromise agreement" and are unlikely to include any adverse comments.
- 13.2 References should be sought on all short listed candidates, including internal ones, and should normally be obtained before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview. In exceptional circumstances it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate strongly objects to their current employer being approached at that stage, but that should be the aim in all cases.
- 13.3 It is up to the person conducting the recruitment to decide whether to accede to a candidate's request to approach his/her current employer only if s/he is the preferred candidate after the interview, but it is not recommended as good practice.
- 13.4 It is acknowledged that many employers do not take up references prior to interview. However, in any case where a reference has not been obtained on the preferred candidate before interview, the prospective employer must ensure that it is received and scrutinised and any concerns are resolved satisfactorily, before the person's appointment is confirmed.
- 13.5 All requests for references should seek objective verifiable information and not subjective opinion, the use of reference pro-formas can help achieve that. A copy of the job description and person specification for the post for which the person is applying should be included with all requests.

Some suggested questions for inclusion in a reference request are included at appendix 2.

- 13.6 On receipt references should be checked to ensure that all specific questions have been answered satisfactorily and if all questions have not been answered or the reference is vague or unspecific, the referee should be telephoned and asked to provide written answers or amplification as appropriate.
- 13.7 Written references for candidates applying for positions within fostering and adoption services must also be followed up by telephone enquiries. This is a specific recommendation for these regulated services and evidence of these telephone enquiries must be attached to the personnel record.
- 13.8 The information given in the reference should also be compared with the application form to ensure that the information provided about the candidate and his/her previous employment by the referee is consistent with the information provided by the applicant on the form. Any discrepancy in the information should be taken up with the applicant and/or the referee.
- 13.9 Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case.
- 13.10 Cases in which an issue was satisfactorily resolved some time ago or an allegation was determined to be unfounded or did not require formal disciplinary sanctions and in which no further issues have been raised, are less likely to cause concern than more serious or recent concerns, or issues that were not resolved satisfactorily. A history of repeated concerns or allegations over time is also likely to give cause for concern.

#### **14 Other Checks before Interview**

- 14.1 If a short listed applicant claims to have some specific qualification or previous experience that is particularly relevant to the post for which s/he is applying that will not be verified by a reference, it is good practice to verify the facts before interview so that any discrepancy can be explored at interview. The qualification or experience can usually be verified quickly by telephoning the relevant qualification body or previous employer and asking for written confirmation of the facts.

#### **15 Involving Children and Young People and their families**

- 15.1 Involving children and young people in the recruitment and selection process in some way, or observing short listed candidates' interaction with

children and young people is common, and recognised as good practice. There are different ways of doing this.

- E.g. having a child(ren)/young person(s) as part of the interview panel; having a separate panel of children and young people; observation of the candidate's interaction with children/young people whilst being shown around the organisation's workplace by a senior member of staff.

Organisations should refer to their own agency policy/procedure for involving service users, including children and young people in their recruitment and selection.

In some instances it may be appropriate to involve parents in the selection process (eg. where they are the main recipients of the service).

## **16 Interviews**

- 16.1 The interview should assess the merits of each candidate against the job requirements, and explore their suitability to work with children. The selection process should always include a face-to-face interview even if there is only one candidate.

## **17 Invitation to Interview**

- 17.1 In addition to the arrangements for interviews - time and place, directions to the venue, membership of the interview panel - the invitation should also;
- remind candidates about how the interview will be conducted and the areas it will explore including suitability to work with children (enclosing a copy of the person specification can usefully draw attention to the relevant information).
  - stress that the identity of the successful candidate will need to be checked thoroughly to ensure the person is who he or she claims to be and that where a CRB check is appropriate the person will be required to complete an application for a CRB Disclosure straight away. Consequently all candidates should be instructed to bring with them documentary evidence of their identity that will satisfy CRB requirements.
  - Ask candidates to bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or a certified copy of a certificate, or diploma, or a letter of confirmation from the awarding body. N.B. If the successful

candidate cannot produce original documents or certified copies written confirmation of his/her relevant qualifications must be obtained from the awarding body. A copy of the documents used to verify the successful candidate's identity and qualifications must be kept for the personnel file.

## **18 Interview Panel**

18.1 Interviews should normally be conducted by a minimum of two interviewers (male and female), and in some cases, e.g. for senior or specialist posts, a larger panel might be appropriate.

A panel of at least two people allows one member to observe and assess the candidate and make notes; while the candidate is talking to the other. It also reduces the possibility of any dispute about what was said or asked during the interview.

18.2 The members of the panel should:

- have the necessary authority to make decisions about appointment;
- be appropriately trained in interview processes,
- meet before the interviews to: -
  - i. reach a consensus about the required standard for the job to which they are appointing;
  - ii. consider the issues to be explored with each candidate and who on the panel will ask about each of those;
  - iii. agree the assessment criteria in accordance with the person specification.

18.3 The panel cannot agree in advance a list of questions for each candidate that they will not deviate from but they can agree a set of questions they will ask all candidates relating to the requirements of the post and the issues they will explore with each candidate based on the information provided in the candidate's application and references (if available). A candidate's response to a question about an issue will determine whether and how that is followed up.

Where possible it is best to avoid hypothetical questions because they allow theoretical answers. It is better to ask competence based questions that ask a candidate to relate how s/he has responded to, or dealt with, an actual situation, or questions that test a candidate's attitudes and understanding of issues.

## **19 Scope of the Interview**

19.1 In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel should also explore:

- the candidate's attitude toward children and young people;
- his/her ability to support the organisation's agenda for safeguarding and promoting the welfare of children;
- gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate and/or a referee; and,
- whether the candidate wishes to declare anything in light of the requirement for a CRB check.

19.2 If, for whatever reason, references are not obtained before the interview, the candidate should also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. (And it is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.)

## **20 Offer of Appointment**

20.1 Pre Appointment Checks

A formal offer of appointment to the successful candidate should not be made until:

- at least two satisfactory references have been received (if those have not already been received);
- the candidate's identity has been verified (if that could not be verified straight after the interview)
- appropriate checks with List 99/PoCA/PoVA/CRB and from Autumn 2008 Independent Safeguarding Authority have been made and are satisfactory enhanced disclosure information will not be on the return CRB disclosure sent to the applicant, therefore conditional offers subject to CRB clearance can provide problems if there is no policy for disclosure with the Police;
- the candidate's medical fitness to undertake the role is verified;
- qualifications claimed have been verified (if not verified after the interview);
- professional status where required is verified e.g. GTC or GSCC registration, QTS status etc (unless properly exempted), NPQH;

20.2 All checks should be:

- confirmed in writing;
- documented and retained on the personnel file, (subject to certain restrictions on the retention of information imposed by CRB regulations); and,
- followed up where they are unsatisfactory or there are discrepancies in the information provided.

20.3 Where:

- the candidate is found to be on List 99 or the PoCA or PoVA List, or the CRB Disclosure shows s/he has been disqualified from working with children by a Court; or the candidate is barred (by the Independent Safeguarding Authority from Autumn 2008); or,
- an applicant has provided false information in, or in support of, his/her application; or,
- there are serious concerns about an applicant's suitability to work with children;

The facts should be reported to the police and/or the appropriate department within the Department for Children Schools and families.

20.4 In addition, the organisation should seek advice from its HR or Personnel services provider and follow relevant CRB guidance if a Disclosure reveals information that a candidate has not disclosed in course of the selection process.

**21 List 99/ PoCA or PoVA List and CRB Checks on Overseas staff**

21.1 Where appropriate, List 99/PoCA/PoVA List (and the Independent Safeguarding Authority from autumn 2008) and CRB checks should be completed on staff from overseas unless it is verified that the applicant has not previously lived in the UK.

21.2 In addition, criminal records information should be sought from Countries where individuals have worked or lived. The CRB provides an overseas information service and further information can be obtained from: [http://www.crb.gov.uk/services\\_overseas.asp](http://www.crb.gov.uk/services_overseas.asp), or by telephoning the CRB enquiry line on 08700 100 450.

21.3 In cases where a criminal record check is not possible, particular care should be taken with the other required checks, especially those of identity and qualifications, and to obtain satisfactory references.

## **22 Post Appointment Induction**

22.1 There should be an induction program for all staff and volunteers newly appointed in an organisation, regardless of previous experience.

22.2 The content and nature of the induction process will vary according to the role and previous experience of the new member of staff or volunteer and the organisation. However, in addition to the usual purposes of induction, the need to Safeguard and promote the welfare of children must be included and the induction programme should include information about and written statements of:

- policies and procedures in relation to safeguarding and promoting welfare e.g. child protection/safeguarding procedures, anti bullying, anti racism, physical intervention/restraint, intimate care, internet safety;
- safe practice and the standards of conduct and behaviour expected of staff, users and pupils in the service/establishment;
- how and with whom any concerns about those issues should be raised; and,
- other relevant personnel procedures e.g. disciplinary, capability and whistle-blowing.

The program should also include attendance at child protection training and any other training appropriate to the person's role.

## **23 Maintaining a Safer Culture**

23.1 It is important that all staff in any organisation have appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out. Also that volunteers, staff, users, parents and carers feel confident that they can raise issues/concerns about the safety or welfare of children and that they will be listened to and taken seriously. That can be achieved by maintaining an ethos of safeguarding and promoting the welfare of children and young people and protecting staff which is supported by:

- a clear written statement of the standards of behaviour
- the boundaries of appropriate behaviour expected of volunteers, staff and users and that is understood and endorsed by all;
- appropriate induction and training;
- regular briefing and discussion of relevant issues.

## **24 Monitoring**

24.1 Monitoring of both the recruitment process and induction arrangements will allow for future recruitment practices to be better informed. It should cover:

- staff turnover and reasons for leaving;
- exit interviews; and, attendance of new recruits at child protection and safeguarding training.

**Checklist for Safer Recruitment Process**

|  |   |
|--|---|
| <b>Planning</b>  | ✓ |
| Timetable sufficient time for effective process  |   |
| Person specification – specific reference to suitability to work with children                                 |   |
| Job description – clear reference to the responsibility for safeguarding and promoting the welfare of children |   |
| Information pack includes Child Protection/Safeguarding Policy/code of conduct                                 |   |
| Application form seeks all relevant information and includes relevant statements about checks/references       |   |

|  |   |
|--|---|
| <b>Advertisement</b>   | ✓ |
| Include statement about the organisations commitment to safeguarding and promoting the welfare of children |   |
| Include need for satisfactory CRB clearance pre-appointment  |   |

|   |   |
|---|---|
| <b>Shortlisting</b>   | ✓ |
| Rigorously scrutinise application – check for gaps, inconsistencies, discrepancies and note to explore during interview |   |
| Refuse incomplete application forms   |   |

|  |   |
|--|---|
| <b>References</b>  | ✓ |
| Seek directly from referee and follow up if necessary  |   |
| Ask specific questions (see appendix 2)  |   |
| On receipt check against information on application and take up and discrepancy with applicant |   |

|  |   |
|--|---|
| <b>Interviews</b>  | ✓ |
| At least 2 panel members and plan interview  |   |
| Involve children and young people in process   |   |
| At interview, explore any gaps, discrepancies, inconsistencies                       |   |
| Verify applicants identify and qualifications (Scrutinise originals and keep copies) |   |
| Explore applicants suitability for work with children                                |   |

|  |   |
|--|---|
| <b>Offer of Appointment</b><br>Offer is conditional on satisfactory completion of checks which include:        | ✓ |
| References (if not previously obtained)  |   |
| Identity (if not previously obtained)  |   |
| Qualifications (if not previously obtained)  |   |
| Permission to work in the UK if required   |   |
| List 99/PoCA/PoVA/CRB as appropriate and from autumn 2008<br>Independent Safeguarding Authority                |   |
| Health   |   |
| Any professional status/registration as appropriate e.g. General Teaching Council, General Social Care Council |   |
| All above confirmed in writing and include on HR file  |   |

|   |   |
|---|---|
| <b>Induction</b>  | ✓ |
| Include need to safeguard and promote the welfare of children   |   |
| Provide written information about: <ul style="list-style-type: none"> <li>- Child Protection/Safeguarding Procedures</li> <li>- Safe Practice</li> <li>- Code of Conduct etc</li> </ul> |   |
| Plan and monitor attendance at child protection training appropriate to level of post   |   |

## **Suggested Questions for Inclusion in Reference Requests**

1. How long and in what capacity have you known the applicant?
  2. Given the job description and personal specification for the post, are you satisfied that the applicant has the ability and is suitable for the post?  
Please provide specific comments which support your views.
  3. Do you have any concerns at all about the candidate's suitability to work with children/in a setting where children are present?  
Yes/No – If yes please provide specific details of your concerns and the reasons why you believe the applicant may not be suitable.
  4. Please provide details of the applicant's post with your organisation including salary.
  5. What is the candidate's sickness absence record?
  6. Please give details of the candidate's performance history and conduct.
  7. Has the applicant ever been the subject of any disciplinary action whether the sanction is current or not?  
If so, please give details.
  8. Has the applicant ever been the subject of any allegation or concern that relates to the safety and welfare of children and young people or behaviour or attitude towards children and young people?  
If so, please give details including the outcome of concern.
- NB. Please be reminded that you have a responsibility to ensure that all information contained in this reference is accurate, and that it does not contain any material misstatement or omission. The factual content of this reference may be discussed with the applicant.**