



Safer Recruitment and Selection Advice for Small Voluntary Organisations (for all staff, trustees, and volunteers)

Guiding Principles

- **The welfare of the child is paramount.**
- **It is the responsibility of all adults to safeguard and promote the welfare of children.**
- **This guidance applies to those working with children under 18 years old.**

In line with legislation, anyone undertaking a role that involves contact with or responsibility for children (or other vulnerable groups) should be recruited through a safer recruitment process. Whether the role is paid or voluntary, it's important that the individual has the right skills, knowledge and attitude for the role.

Some individuals may not be suitable to work with children due to gaps in their skills or knowledge, incorrect attitudes or due to previous concerns about their conduct.

It is therefore essential that all organisations have effective recruitment and selection procedures for both paid staff and volunteers, as these will help to screen out and discourage those who are not suitable.

It is important that the need to safeguard children is considered throughout the recruitment process.

The following statement (or something similar) should be included in all Job advertisements, Candidate information packs, Person specifications, Job descriptions and all induction materials.

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.

Steps to Safer Recruitment:

1. **Plan the recruitment process**- planning, advertising, interviewing, selection, vetting, references, and training; the time scales involved and who will be involved at each stage.
2. **Safeguarding Children Policy**- *ensure you have one in place, See Appendix at the end of this document*
3. **Job description**- write a clear role description that includes the main duties and responsibilities of the post; whether the role is working in "regulated activity" and therefore subject to an Enhanced DBS disclosure; the individual's responsibility for promoting and safeguarding the welfare of children and young people they are responsible for.
4. **Person specification**- this supplements the Job description and describes the essential and desirable elements of the role. For example- qualifications required, skills, attitudes, which are used to determine the suitability of all candidates.
5. **Application Form**- this should include the description of the work of the organisation, personal details, Job description, Person specification, questions regarding specific requirements of the post, statement regarding the organisation's commitment to equal opportunities within the recruitment process; the requirement for an Enhanced DBS disclosure for any post in 'Regulated Activity' *See Appendix at the end of this document*
Application forms should also include a signed statement that the person is not barred from working with children; a declaration of any convictions, bind overs or cautions (which can be explored during the interview and may not exclude the person from the role); two references who are able to comment on their suitability for the role and a signed statement declaring that all information contained in the application is correct.

6. **Interview process**- all candidates for paid or unpaid work should have an interview to assess their suitability; for volunteers it may be more suitable to have an informal interview. This should explore their motivation to join the organisation, their attitudes towards children/young people, their past experiences, and re-state the organisation's commitment to safeguarding.
7. **Written references** – it is helpful to ask for written references to cover a specific time frame (i.e., last five years) and to ask applicants to explain any gaps in employment and perhaps ask for additional character references to cover any gaps in time. For additional security it can be helpful to follow up on written references via telephone to verify the identity of the referee and to ask if they have anything else to add to the reference.
8. **Induction and Training**- this should include relevant policies and procedures, including Safeguarding, Disciplinary and Grievance, Responsible Reporting (Whistle Blowing), Use of Social Media; the expected conduct of the role, for example, dress code, receiving and giving gifts, no contact outside the organisation including social media; safe practice, for example, regarding physical contact, one to one situations and transporting children and attending awareness raising safeguarding children training relevant to the role.
9. **Keeping records**- keep the application form, references, record of induction and training in a secure place. Consider asking the new member of staff to sign the Code of Conduct that relates to the role and any policies to say they have read and understood them.
10. **Starting the role** - the paid or unpaid role should not start until the DBS check is completed, satisfactory references received, and training/induction completed.
11. **Ongoing supervision and training** - It is important that the organisation has processes in place for all volunteers and paid workers that provide supervision and training, in order to monitor on-going suitability and to support and challenge practice.

Appendix

Safeguarding Policy Link-

<https://www.nspcc.org.uk/preventing-abuse/safeguarding/writing-a-safeguarding-policy/>

Link for DBS information about what constitutes a Regulated Activity –

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

DBS checks on the Island - contact John Prickett at Community Action on 01983 524058.

Email - db@actioniw.org.uk