



KIDS Safer Recruitment and Selection Policy and Procedures

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Policy Lead: Safeguarding Board and Human Resources Director

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KIDS Safer Recruitment and Selection Policy and Procedures

1. Purpose and Context

KIDS has the following procedure in place for the Safer Recruitment and selection for all KIDS staff members.

KIDS aim to ensure a fair and consistent recruitment process, and ensure we recruit the most suitable candidate for every role.

Safer Recruitment procedures help to deter and screen out unsuitable individuals who may try to use KIDS services to gain access to children and vulnerable young people for inappropriate motives. This policy outlines the key steps for Safer Recruitment.

2. Scope

This policy relates to all staff when they are taking part in work for KIDS.

3. Definitions

Agency worker/ Independent contractors: Individuals who are recruited via third party such as an agency or otherwise self-employed, who are undertaking direct work with children or young people on behalf of the charity.

Staff: The term includes employees, sessional workers, volunteers, students and Trustees of KIDS.

Warner Interview Questions probe candidates about their personal life, attitudes and motivations, in order to establish a fuller picture of the character of the applicant and especially their suitability to work with children and adults at risk of harm.

4. General Policy

4.1 Aim of the Policy

To recruit the most suitable individual for posts within KIDS through fair, safe and transparent means, and not to discriminate against any candidate for any discriminatory reason or any prohibited grounds.

Safer Recruitment processes are an important part of our Diversity, Equal Opportunities and Human Rights Policy as well as KIDS Safeguarding Policies.

The selection criteria for posts within KIDS must only include the knowledge, skills, qualifications, and experience that are essential for the post and the selection process must be carried out in a

consistent manner, which is fair and non-discriminatory. All applicants who apply for jobs with KIDS will receive fair treatment and will be considered solely on their ability to do the job.

KIDS strives to be inclusive and diverse, a place where we can ALL be ourselves. KIDS recognises and celebrates not only the differences between identities but within identities and how lived experiences can influence and support the work we do. We value the different perspectives that people bring to the workplace, including their race, belief, socio-economic status, gender, age, sexuality or culture. We particularly welcome applications from disabled people or people with lived experience of disability and KIDS demonstrate a willingness to make reasonable adjustments to enable disabled candidates/staff to access and participate in the recruitment process, join or continue to remain with the organisation.

KIDS Safer Recruitment procedures aim to minimise the risk of appointing someone unsuitable to a post where they will be in contact with children or vulnerable young people and could cause them harm.

KIDS is committed to safeguarding and promoting the welfare of children and young people and demands that all staff share this commitment.

4.2 Objectives of the policy

- To maintain KIDS' reputation with existing staff and potential recruits by dealing fairly, honestly and courteously with all applicants
- To ensure equal opportunity for all by adhering to the law and good practice
- To ensure the recruitment process is inclusive and accessible
- To provide an interview which does not disadvantage a candidate on any prohibited grounds
- To encourage applications from disabled people by offering any disabled person who meets the person specification an interview
- To ensure that disabled children and young people in receipt of KIDS services are safeguarded by the recruitment procedures adopted by KIDS

This process takes place within the legal framework of the Equality Act 2010, the Safeguarding Vulnerable Groups Act 2006 and all related legislation.

4.3 Specific duties with regards to Safeguarding

KIDS recognises that the core services it delivers are to disabled children and young people whom are a uniquely vulnerable group. Therefore, it is KIDS' responsibility to ensure that all people acting on behalf of KIDS do so with an understanding of KIDS Safeguarding Policies and Procedures and are recruited following Safer Recruitment processes.

5. Roles and Responsibilities

The Chief Executive is responsible for ensuring that this policy is adhered to for Trustees.

Service Managers and Service co-ordinators within a service or region are responsible for ensuring that this policy is adhered to for **any volunteers** recruited.

Line managers are responsible for ensuring that this policy is adhered to for any members of staff that they recruit.

Regional Managers are responsible for ensuring that the DBS checks are renewed, where required, according to this policy.

All recruiting managers should ensure they have read and understood KIDS Safer Recruitment Policy and Procedures when they first join (within first 4 months) and after each policy review cycle (every two years). This should be discussed within supervisions and / or management meetings to confirm understanding.

All staff are responsible for informing their Regional Manager of any significant changes to their circumstances immediately.

All staff are responsible for completing a [Staff Suitability Declaration](#) annually.

If this policy is relevant to your role, you will be made aware during induction and/or updated through line manager briefings. It is your responsibility to engage with the Policy communications mechanisms within KIDS and to understand which policies apply to you. Failure to comply with this policy may lead to disciplinary action which could include summary dismissal or as ground to terminate your staff contract with KIDS.

6. Procedures

6.1 The Safer Recruitment Process

It is essential that, KIDS adopts a consistent and rigorous approach to recruitment and selection processes with the aim of ensuring that those recruited are suitable for the role.

The purpose of Safer Recruitment is ultimately to:

- **Deter.** From the beginning of the recruitment process, it is important to send the message that KIDS has a rigorous Safer Recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.
- **Identify and Reject.** It will not always be possible to deter those unsuitable to work with children and adults at risk. The interview and selection stage should ask the right questions,

and obtain the right information to assist in finding out who is suitable for the role and who is not.

- Prevent and Reject. There are no guarantees that even the most robust Safer Recruitment process will prevent an inappropriate appointment. However by ensuring that comprehensive induction processes are in place, together with appropriate policies and procedures and raising awareness through staff training and KIDS aims to maintain a safe culture, identify potential abusers and prevent abuse.

The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to children and young people within the organisation. The policy and the practical implementation of recruitment and selection procedures (see Appendix 1) also aims to meet all legislative requirements as highlighted above, as well as any statutory or other guidance that may from time to time be issued in order to keep children safe.

Safer Recruitment Processes will:

- ensure that at least one member of the interviewing panel has responsibility for Safer Recruitment practices is trained in Safer Recruitment (see Appendix 3) and evidence is available to demonstrate this;
- ensure at least two Warner questions are asked at all KIDS interviews;
- examine any gaps in employment history and receive and record satisfactory explanation for those gaps;
- ensure at least two references are sought directly from referee for successful candidates. One reference must be from a current employer. Any discrepancies in information must be followed up by telephone;
- ensure that if a current employer is not a position involving working with children, but there is a previous more relevant position, a reference should be taken from that employer too;
- examine transferrable DBS checks of successful applicants to ensure there are no issues around dates or with the organisation that requested the DBS;
- ensure new members of staff undergo a probation period of at least 6 months and a thorough induction in Safeguarding procedures, as well as all other relevant KIDS policies and procedures;
- ensure all new members of staff in direct service provision receive Safeguarding training as applicable to the role, through KIDS eLearning, face to face training or attendance of the relevant local safeguarding partners (see Appendix 3).

Appendix 6 should be used in all recruitment to ensure Safer Recruitment processes have been completed.

6.2 Safer Recruitment Training

All staff that are required to lead or support the recruitment of new staff (referred to as recruiting managers) are required to complete the Virtual College e-learning course 'Safer Recruitment'. All new recruiting managers must complete the e-learning course within the first four months of starting with KIDS, as per direction from their line manager. Safer Recruitment Training should be refreshed every three years by repeating the same Virtual College course (or sooner if there have been significant changes in national guidance or legislation).

6.3 Regulated Activity and the Disclosure and Barring Service

Organisations providing 'Regulated Activity' in relation to children and young people have specific responsibilities when recruiting paid employees and workers. This includes carrying out appropriate pre-employment checks and Enhanced Disclosure and Barring Service (DBS) with Barred List check.

KIDS will act in accordance with the statutory requirements for 'Regulated Activity' relating to children which can be defined as follows:

- (i) Unsupervised activities in any setting – including teaching, training, instructing, caring for (see iii below), supervising, providing advice/guidance on well-being, driving a vehicle only for children
- (ii) Work for a limited range of establishments (specified places) with the opportunity for contact, e.g. schools, colleges, children's homes, children's centres, childcare premises (but not work by supervised volunteers)
- (iii) Relevant personal care or health care by or supervised by a professional, even if done only once. ('Personal care' means helping a child, young person or adult, due to age, illness or disability, with eating, drinking, toileting, washing, bathing or dressing; 'Health care' means care for children provided by, or under the direction or supervision of, a regulated health care professional)

Work/activities in (i) and (ii) above must be carried out 'regularly' to be included within regulated activity. 'Regular' means carried out by the same person frequently (once a week or more often) or intensively (on 4 or more days in a 30-day period) or overnight (if carried out even once, at any time between 2am and 6am and with an opportunity for face-to-face contact with children).

Day to day management or supervision on a regular basis of a person providing the above regulated activity for children is also within the definition of regulated activity for children.

KIDS will ensure that an Enhanced DBS with Barred List check is carried out for all categories of staff and workers who are directly involved in the above regulated activities. In addition all staff whom require a DBS will be required to complete an annual declaration of suitability questionnaire.

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These annual questionnaires are reviewed by line managers to ensure there are no change in circumstances that may affect the staff member's suitability to continue working in a regulated activity.

6.4 Non regulated roles

A basic DBS check may be sought for some roles in the charity that do not meet the criteria of regulated activity but instead require confidence that the candidate does not have an unspent criminal conviction and that they are suitable to work in an environment with children and young people. In this instance consideration will be given to the type of role being done and the implications of a positive disclosure. As at 07/22 all fundraising posts and KIDS directors require a basic DBS check completing before the person can commence their role.

6.5 Documents needed for a DBS check

Please refer to current government guidance to ensure correct documents are requested: [LINK](#)

KIDS Human Resources have produced a reference guide here: [LINK](#)

6.6 KIDS Trustees

As Trustees are taking up a governance position with an Ofsted-registered organisation that provides childcare, they need to be registered by Ofsted and, as part of this process, complete a DBS check. Ofsted requires an enhanced DBS check with barred lists. This check is required even though the role as Trustee involves limited direct contact with children.

For more information visit: [LINK](#)

The Charity Commission also strongly recommends that an enhanced DBS check should be obtained for trustees of charities which work with children or vulnerable adults. Where it is satisfied that the role is eligible, this will include a check against the relevant barred list.

The Care Quality Commission also expect regulated providers to undertake a DBS check on Trustees where the position and role meet the eligibility criteria for a DBS check. As trustees are not likely to be involved in the direct management of CQC regulated activity at KIDS, this will either be a basic or standard DBS check.

6.7 Agency staff and contractors

KIDS will require all agency workers to have a relevant up-to-date DBS check in place prior to carrying out any regulated activities on behalf of KIDS. This will be the responsibility of the agency worker provider and / or the agency worker.

KIDS will apply for DBS checks for self-employed workers (e.g. mediators) where this is specified in contracts. Self-employed workers will be required to apply for their own DBS check if not included in a KIDS contracts. Self-employed workers will be encouraged to join the up-date service.

Any contractors employed to carry out regular or long periods of work on KIDS premises (e.g. plumbers, maintenance, building) and where regulated activities are delivered will also be required to apply for a DBS check prior to any works starting.

Contractors must not be left alone with children or adults at risk.

6.8 Overseas checks

As part of KIDS commitment to recruit suitable candidates for job roles we ensure that overseas criminal records checks are completed in the following circumstances:

1. An applicant has lived overseas for 3 months or more in the last 5 years
2. Prior to 5 years ago an adult spent the majority of their adult life living overseas

For more information, visit [LINK](#)

6.9 Exclusions to the above

In the event that a staff member waiting for a new DBS check the National Operations Director/Regional Manager can take an exclusion decision only when the below criteria are met. A DBS Exclusion Risk Assessment (Appendix 5) must be completed and a record of the Risk Assessment must kept on file until the DBS check is completed satisfactorily.

Criteria:

- New/KIDS staff member has completed Staff Suitability Declaration within past 30 days and there are no causes for concern
- New/KIDS staff member has applied for DBS/renewal and this is evidenced by using the DBS Tracking System [LINK](#)
- New staff member has DBS disclosure from a previous employer less than 12 months old
- New/KIDS staff member has satisfactory verbal reference checks
- New/KIDS staff member will be supervised by KIDS employees with up to date DBS.
- New/KIDS staff member will not be provide any personal and/or intimate care or be left in sole charge of a child or adult
- New/KIDS staff member will not be or given access to any sensitive information.

6.10 Ex – Offenders

KIDS is committed to equality of opportunity for all job applicants and aims to select people for employment and volunteering on the basis of their individual skills, abilities, experience,

knowledge and where appropriate qualifications and training. KIDS will therefore consider ex-offenders for employment on their individual merits. The exception to this is that if the job role is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

During the interview KIDS will ask job applicants for regulated activity roles to disclose any unspent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974. Any additional information about these convictions, cautions, or final warnings should be put in writing in a sealed envelope to the attention of the HR Director.

If an applicant has a conviction that is not spent and unprotected, and the nature of the offence is relevant to the job role applied for, the Regional Manager in conjunction with the HR and National Safeguarding Lead National Operations Director will gather all the relevant information, carry out KIDS Positive Disclosure Risk Assessment (Appendix 4) and ensure that, where any risks are identified, assess whether any appropriate safeguards can be put in place to minimise these risks. The assessment should be a documented decision-making process that is signed by those who have undertaken the assessment. If the applicant is successful in post, the risk assessment should be securely stored on their personnel file and reviewed as appropriate.

KIDS will comply with the requirements of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003.

6.11 Managing concerns and/or a Positive Disclosure

If references, vetting, disclosure and barring checks reveal concerns about a person's history, KIDS will assess whether or not they are suitable to work with children and vulnerable adults using KIDS Positive Disclosure Risk Assessment (Appendix 4)

6.12 Renewing DBS Checks

Following recruitment KIDS will continue to ensure our staff are suitable through supervision, updates of DBS checks and an annual Staff Suitability Declaration. Managers will be responsible for checking Staff Suitability Declaration and DBS checks and taking appropriate action where potential risks or concerns are identified (see 6.5).

All staff working within a regulated activity for KIDS will be required to have a new DBS check every three years and will be encouraged to join the update service. This decision will be reviewed regularly in light of contract compliance and the external environment.

Information about the update service can be found here: [LINK](#)

6.13 Storage and handling of disclosure information

KIDS will comply fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information – for staff and Trustees. KIDS will also comply fully with its obligations under GDPR and the Data Protection Act 2018.

Certificate information should be kept securely, in lockable, non-portable, storage containers or in digital files with access strictly controlled and limited to those who are entitled to see it as part of their duties. This applies whether information is held centrally or in local offices.

Certificate information is only passed to those who are authorised to receive it in the course of their duties. Copies of certificates should not be kept. Details of the date the check was completed, the level and type of check, the reference number of the certificate and the decision about whether the person was employed should be recorded.

The CEO office will be responsible for checking, handling and any storage of Trustee DBS information.

Documents provided for DBS verification via email for online checks should be uploaded to Eploy and then deleted from all email accounts and not saved elsewhere, for example on shared drives or in local files. No paper/electronic copies should be kept or stored elsewhere. Please refer to the Data Retention and Destruction Policy for further guidance.

We do not keep certificate information any longer than is necessary. This retention allows for the consideration and resolution of any disputes or complaints, and for completing safeguarding audits.

KIDS are inspected by the Care Quality Commission (CQC) and Ofsted and therefore are legally entitled to retain the certificate information for the purposes of inspections which may be subject to safeguarding responsibilities.

Further information on the handling and storage of data can be found within the Information Security Policy and Procedure, and the Confidentiality and Data Protection Policy and Procedures.

7. References

7.1 Legislation, regulations and national guidance

- Children and Families Act 2014
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Equality Act 2010

- Rehabilitation of Offenders Act 1974
- The Children’s Home (England) Regulations 2015 (32: Fitness of workers)
- Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 (5: Fit and proper persons: directors; 19: Fit and proper persons employed)
- Working Together to Safeguard Children 2018

7.2 Associated documents and guidance

- KIDS Safeguarding Adults Policy and Procedures
- KIDS Safeguarding Children Policy and Procedures
- KIDS Diversity, Equal Opportunities & Human Rights Policy and Procedures
- KIDS Equal Opportunities – Gender Reassignment Policy and Procedures
- KIDS Second Jobs Policy and Procedures
- KIDS Confidentiality and Data Protection Policy and Procedures

8. Document Control Information

8.1 Impact assessment

In the design or review of this policy, consideration has been given to any negative impact upon practice relating to General Data Protection Regulations (GDPR), Equal Opportunities and Safeguarding. This policy has not been found to cause a negative impact in these areas. A copy of the impact assessment is retained for this review cycle.

8.2 Review cycle

This policy will be reviewed every two years in accordance with relevant legislation, regulations, national guidance, good practice and stakeholder feedback. Material changes in legislation, regulations or national guidance will lead to an earlier review and update.

8.3 Document history

Version	Date	Amendments	Page
4	June 2022	Review. Uploaded 25.10.22 Title amended from 'Recruitment and Selection Policy' Document owner amended to include Safeguarding Board References to Staff Suitability Declaration replace alternative 'Staff Suitability Form' title References to KIDS replace 'the organisation' Safer Recruitment replaces recruitment S1. Second paragraph added re: fair process S1. Para 1 removal of definition of staff S2 Removal of reference to Definitions S3. Staff definition amended to remove 'agency workers'; additional definition added for agency workers and independent contractors S3. Warner Questions definition added	 3 3 3 3 3

	S4.1 Removal of content from para 3 relating to reasonable adjustments and disabled applicants to be replaced with content beginning 'We particularly...the organisation' (para 4). Include 'for posts within KIDS' at para 3; employee amended to staff	3
	S4.2 employee amended to staff	4
	S4.3 Move 'disabled children and young people' from brackets	4
	S5. Content from DBS Policy included (first five paragraphs)	5
	Safer recruitment processes moved from 6.2 to 6.1	
	S5 para 2 'recruited' replaces 'they recruit' for clarity	5
	S5 Addition of para 5 re: recruiting managers and policy familiarisation	5
	S5 Para 6 remove reference to household members	5
	S5 Standard policy familiarisation text introduced	5
	S6.1 Edited for concision and added sentence beginning 'any discrepancies...' and removal of reference to automatic phone follow up	5
	S6.1 Bullet 1 Remove 'right'	5
	S6.1 Bullet 2 Remove 'potential abuser and'; Therefore, careful planning'; 'in terms of asking'; 'setting appropriate tasks'	5
	S6.1 Bullet 3 Remove 'this does not mean it is too late to act'; generally developing and maintaining a safe culture within the organisation' Add 'KIDS aims...prevent abuse.'	5
	S6.2 new section added re: training	7
	S6.3 Final sentence re: review of questionnaire added	7
	S6.4 Added section on non-regulated roles	8
	S6.7 Para 1 add 'relevant' and reword sentence 2 for clarity; Para 2 remove 'if it is included in KIDS contracts' and replace with 'if not included in a KIDS contract'; Para 3 remove 'building' from bracket; add 'regular or long periods' Add final sentence re: contractors not being alone with cyp	8
	S6.8-6.11 Added from DBS Policy EXCL new section 6.9 'When a disclosure is made'	9-10
	S6.9 Redrafted re: Exclusions to reflect RA document. Bullet 2 – link to DBS tracker added.	9
	S6.10 Title amended from 'When a disclosure is made'. New content replaces previous direction to Safeguarding policies	9
	S6.11 Removal of reference to national system for Staff Suitability forms	10
	S6.11 Staff Suitability form added to para 1; link to DBS Update system added	10
	S6.11 Remove repetition of final two paragraphs re: line management responsibility to monitor Staff Suitability	10
	S6.12 Para 5 Removal of reference to destruction of documents and addition of new content reflecting current process including use of Eploy and removal of all saved documents elsewhere	10
	Removal of 'Post Recruitment' section	
	Appendices	
	Remove previous Appendix 1 'List of KIDS Recruitment Documents' (added to Yammer Eploy)	
	Remove previous Appendix 3 'Safer Recruitment Training'	
	Remove previous Appendix 5 'Overseas Hiring Process Flow'	
	Current Appendix 1 under 'Advertising' reword para 2 to reflect KIDS values and approach to recruitment	16
	Current Appendix 1: add bullet 8 under 'job description' re: DBS; add bullet 4 under 'person spec' re DBS; under 'prior to advertising' add reference to service user and panel membership; include reference to panel member and Safer Recruitment Training; under 'advertising' remove all content now relevant to Eploy procedures (advert, info pack, CVS) and replace with para 'when you...advert/info pack.'; under 'after the interview' add	16

		reference to upload of information to Eploy and destruction of paper records plus GDPR requirement; remove reference to English language as content relates to Diversity, Equal Opportunities and Human Rights Policy Current Appendix 2 JD and Person Spec updated; under 'recruitment schedule' addition to agree in advance where possible; reference to Top Tips under 'prior to advertising'; under 'long and shortlisting' additions of: short, strongly recommended, video, star scoring system, Warner and removal of: venue. Under 'appointment' bullets 2 and 3 updated. Final bullet added to 'after the interview' Current Appendix 2 Overseas RA Tool Comments/mitigation section added Addition of appendices 4-5 (Positive Disclosure RA and DBS Exclusion RA)	21 21 27-31
3.1	March 2022	Review month moved to June and front cover amended accordingly Auto index included	
3	April 2020	Policy moved to new standardised template Included names of Safeguarding policies in related documents Updated references to include 2015 Regulations and remove reference to minimum standards, update to 2018 version of Working Together Included two new appendices referring to overseas	Throughout 6 7 Appendices 4 and 5

9. Appendices

9.1 Appendix 1 - The Recruitment Process

9.2 Appendix 2 – Risk Assessment Tool (for overseas applicants where no overseas 9.5 criminal record check is available)

9.3 Appendix 3 – Safer Recruitment Checklist

9.4 Appendix 4 - Positive Disclosure Risk Assessment

9.5 Appendix 5 - DBS Exclusion Risk Assessment

Note: Appendices are included to provide further information and/or show examples of forms to be used in connection with a given policy and procedure. KIDS Forms may be subject to change before the next planned policy review cycle. Staff will be notified of revisions to KIDS forms via Yammer or team briefings. Staff should download forms from Yammer and regularly check they are using the most current version by checking the footer to see if the version number has changed. Please note all KIDS forms should contain a footer with: the name of the form, version number of the form, policy form is connected to and page numbers.

Appendices made available in Word will be stored in the Yammer Forms for Service Delivery' community unless otherwise stated.

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KIDS is happy for other organisations to copy all or part of our policies, provided there is an acknowledgement on the other organisation's policy that this has been done, together with the KIDS web address so the reader can locate the original policy.

For further information on the issues raised in this document, email enquiries@kids.org.uk

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9.1 Appendix 1 The Recruitment Process

Job description

The job description will describe the key duties and responsibilities involved in the job:

- Job title
- Scale/grade/salary
- Location
- Key Relationships
- Overall purpose of the role
- Summary of key responsibilities and duties
- Other responsibilities and working context
- If DBS is required

Person specification

The person specification specifies the essential and desirable criteria necessary for someone to do the job:

- Proven ability
- Skills
- Education/qualification
- Satisfactory DBS (if required)

The recruitment schedule

This should be planned over a definite timescale, which is decided in advance. The timescale will be determined according to the presenting conditions, but sufficient time should be allowed between advertisement and closing date to allow all candidates to complete their online application forms, where possible each stage of the process should be agreed in advance i.e., date for shortlisting, interviews etc. For certain posts, e.g. sessional workers, a rolling programme of recruitment will be appropriate.

Prior to advertising: the recruitment panel

Shortlisting will be carried out by more than one person whenever possible and some roles may require a service user to be part of the panel wherever applicable.

Interviews are to be conducted by a panel of at least two and preferably three named people. The recruitment panel should be selected having regard to gender and ethnicity of the panel, at least one member of the panel should have responsibility for Safer

Recruitment procedures, including having completed the relevant Safer Recruitment training.

See the Recruitment Top Tips to support an effective recruitment process.

Advertising

KIDS use an Applicant Tracking System (ATS) called Eploy to carry out all recruitment practices. All vacancies will be promoted on the KIDS careers website, and all external advertising should direct applicants to the website for detailed information and applicant packs. There should be appropriate advertisements according to the nature of the job. Internal vacancies should also be posted via Eploy.

KIDS value the different perspectives that our staff bring to the workplace, including their race, belief, socio-economic status, gender, age, sexuality or culture and we particularly welcome applications from disabled people or people with lived experience of disability. KIDS benefits from different sources of expertise, including disabled staff, and staff and trustees with lived experience of disability as family members. Where targeted advertising supports KIDS Strategy we may consider using specific recruitment sites to encourage a wider range of diverse applicants, however KIDS adopt a non-discriminatory approach to the advertising of vacancies. We will make our adverts accessible, and where required/ requested, will make application forms available in alternative formats, i.e. large print.

All advertisements on KIDS careers website and the application form will include a statement to the effect that:

“KIDS is committed to safeguarding and promoting the welfare of children and young people. Therefore, we expect all workers and employees to share this commitment”.

When you are in a position to raise a vacancy you should follow the process on Eploy, but alongside all the points mentioned above you should also consider in advance who will be involved in the shortlisting and interview process, and whether any additional literature is required to accompany the advert/information pack.

If required, support should be provided to disabled applicants to complete an application form. Please speak to the Careers team in the first instance to understand what support we can provide.

Long and short-listing

If a large number of applications are received, the interview panel should reduce the number to around 12 for more detailed consideration according to the selection criteria described in the person specification. A short telephone interview is strongly recommended to pre-screen candidates before a video or face to face interview, to aid in the shortlisting process.

In short-listing, the entire interview panel should mark each candidate individually according to the selection criteria described in the person specification, using the star scoring system on Eploy. Then the candidates should be sorted by a group discussion so that the candidates who meet the essential criteria are invited for interview. The short-listing meeting is a useful time to discuss the question areas for the interview.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature. In a regulated role Warner questions should also be used to aid the Safer Recruitment process.

Arranging the Interview

- Candidates should be informed of the venue, date and time of their interview as well as any details regarding the day if there is to be any other component to the selection process, for example, a group discussion or presentation
- Make sure that you plan the timing of the interview day
- Ensure arrangements are made for the comfort of the interviewers and the interviewees on the day
- Consider any reasonable adjustments to ensure accessibility for disabled applicants

Preparation for the Interview

- The chair of the interview panel needs to be confirmed and their role understood by the panel
- At least one member of any interviewing panel will have responsibility for Safer Recruitment practices
- Interviewers should meet beforehand to clarify the characteristics they are looking for and how these will be assessed by their questions
- Consider any open disclosures received from the candidate. What impact does this have? What questions do you need to ask in light of them? You should also complete a Positive DBS Disclosure form
- The questions should be planned to ensure that the degree of difficulty is appropriate to the post and the selection criteria in the person specification should be used in formulating the questions. The interview process should explore the applicant's ability to carry out the job description and meet the person specification. It will also 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
- Ensure that questions are consistent from one interview to another and include at least two Warner Interview questions
- An assessment grid should be prepared in relation to the questions to be asked
- A named panel member should be assigned to take notes, or if each member of the panel is expected to take notes, these should have their name clearly printed on the notes which will subsequently be placed on file for future reference if the candidate is successful

During the Interview

- Greeting: put the candidate at ease by welcoming them and introducing the panel members. The chair should give a brief outline of the purpose of the interview and how the interview will progress
- Maintain rapport: the interviewers should show interest in what the candidate is saying, listen but keep notetaking to a reasonable level and concentrate on the candidate's answers
- All the candidates should be asked the same questions but probing their answers or prompting elaboration of their answer is permitted
- At the end of the planned questioning, ask the candidates whether there is anything they would like to add about what they have already talked about; whether there is anything in their experience which is relevant to the post that they have not had a chance to talk about and whether there are any questions they would like to ask

After the Interview

- There may be occasions where a second interview is appropriate
- Complete an interviewee assessment and use an agreed scoring method
- Make a final decision by basing judgements on all the objective evidence
- Record reasons for appointment or rejection
- Decide the successful candidate
- Inform all the candidates of the panel's decision promptly. Feedback to be offered to candidates on request
- All unsuccessful application forms and interview notes should be uploaded to Eploy and paper copies destroyed. These will be stored on Eploy in line with GDPR.
- If there is any query over an applicant's potential to be disqualified from working with children (or the possibility that they live with someone disqualified), you should discuss with your Regional Manager, HR and/or National Safeguarding Lead before contacting Ofsted confidentially on 0300 123 1231 for clarification. Ofsted may ask to provide more information in order to make a decision

Appointment

The successful candidate will be informed, and a provisional offer made subject to satisfactory references and enhanced DBS checks (if applicable) ensuring the candidate knows about the salary offered, the probationary period and the length of contract (if appropriate).

- Carry out pre-employment screening checks, obtaining the correct documents for the Right to Work in the UK and DBS checks

- Written references must be obtained in line with the Safer Recruitment Policy. A follow up telephone call to the referee may be required if there are any concerns or the hiring manager needs clarification on any detail .
- Once satisfactory references, medical clearance if relevant, an enhanced DBS check, and Right to Work in the UK checks have been cleared by all panel members, the appointment should be confirmed, and a start date arranged
- From the 1st April 2019, contracts of employment should be issued before the first day of work.

9.2 Appendix 2 Risk Assessment Tool (Overseas)

(for applicants where no overseas criminal record check is available)

This risk assessment should be completed when considering whether to offer an applicant a role within KIDS if a criminal record check cannot be acquired for the period of time, they have been overseas. This this could be either because the country in question does not carry out or issue such checks or the length of time it is taking to receive the check is unreasonable. Applicants must show evidence that KIDS currently require an overseas criminal record check in the following circumstance: –

1. Someone has lived overseas for 3 months or more in the last 5 years
2. Prior to 5 years ago an adult spend the majority of their adult life living overseas

Name of Applicant:

Role

Is this role in a Regulated Activity? Yes / No (delete as appropriate)

Interview Date:

Proposed Start Date:

Have all the following checks been satisfactorily completed?

- Identity check
- Verification of current address
- UK DBS check
- Right to Work in the UK
- Confirmation of qualifications
- Two references which have been verbally verified and one being last employer
- Safeguarding Recruitment Checklist
- Evidence from the applicant that they have applied for an overseas criminal record check

Decision

High Risk – If you cannot tick all of the above boxes then the person should not be offered a role in a regulated activity that requires a DBS check.

Consider if there is an alternative position to offer the applicant or if they should be advised to continue seeking the overseas criminal record check and to reapply for other posts when they have the check.

Low Risk – If all the above boxes have been ticked and you are satisfied that all other Safer Recruitment checks have been completed and the applicant has made every effort to seek an overseas check then in agreement with HR and Regional Manager the person can be offered the role.

Comments/mitigation:

.....

Signatures

Recruiting Manager Date.....

Regional Manager Date.....

HR Representative..... Date.....

EXAMPLE ONLY

9.3 Appendix 3 Safeguarding Standard Interview Questions & Safer Recruitment Checklist

There are three sets of questions that should be asked as part of the Safer Recruitment process for all people being employed by KIDS. They are Background Check Questions, Warner Questions and Safeguarding Scenario Questions.

Background check questions

The following questions are background check questions to be confirmed during interview. Once an applicant has been offered a post any discrepancies on the DBS, references, eligibility to work in the UK and evidence of qualification should be validated. If there are any anomalies with the applicant, then verbal verification with referees should be sought.

1. Are there any gaps in education and employment? What are the reasons for any gaps, can they be validated?
2. Is one of the references the interviewees last employer and is the email/postal address that of the business?
3. Is the applicant happy to have a DBS completed for the role and are they expecting any blemishes to come back on the check?

Warner Questions

The following questions are Warner Questions and at least 2 of these questions should be asked at all interviews. Warner questions aim to explore the candidate's motivation to work with children and young people or in an organisation that supports children and young people.

1. Tell us about yourself, what made you who you are today?	This is an effective opening question that allows the applicant to tell you about themselves and is also good ice breaking question
2. What experiences either in your childhood or adult life led you to want to work with children/young people and their families?	This will help applicants to reflect on why they have chosen to work with children negatively or positively
3. Can you tell us how your childhood has informed your approach to life and work with children/young people?	This will help applicants to reflect on why they have chosen to work with children negatively or positively
4. We all have influences in our lives, can you tell us who or what influenced your life and why?	This will help applicants to reflect on why they have chosen to work children negatively or positively
5. Can you tell us about a situation (either with your personal or work life) where you have responded in a way you are now not proud of?	This enables the applicant to reflect on and analyse their own actions

6. Can you tell us about a time when you or someone you know has been discriminated against (how did it make you feel)?	This allows the applicant to show their understanding of equal opportunities and anti-discriminatory issues
7. Can you identify a time when you were made to feel you were not in control of a situation by another person and how did you respond?	This explores the applicant's ability to manage feelings and attitudes to authority and take appropriate action
8. How do you deal with someone asking you to do something you totally disagree with (young person, manager, peer, friend)? Describe a situation where this has happened. (Supplementary questions – How did you deal with it and, on reflection, what did you learn from it?)	This encourages the applicant to demonstrate emotional resilience and capacity to challenge in appropriate ways
9. What do you do in your spare time?	Tells you more about the person and leads into the competency-based questions

When asking the Warner based questions it is important to consider whether you have heard or observed a positive or negative response:

Positive indicators	Negative indicators
<ul style="list-style-type: none"> • Remains consistent under pressure • Has control over emotions • Knows when to seek help 	<ul style="list-style-type: none"> • Inappropriate responses under pressure or when in charge of others • Handles conflict badly • Does not seek help when needed

Safeguarding Scenario Questions

You should also have at least 1 **safeguarding scenario question** appropriate to the setting and role you are interviewing for. Below are some example questions and the types of responses you should expect.

1. Question - A young person shows you a text message they received from another young person who attends the group but has missed the last 3 weeks. It says they don't want to come anymore as they have no friends and have self-harmed. Both the young people are 17, what would you do?
2. Question - A worker has advised you that one of the children seems withdrawn and has a number of bruises, some old and some new. The worker is concerned about what to do – how would you manage this situation?

3. Question - You take a child home after a short break and the parent appears to be under the influence of alcohol or drugs, what do you do?
4. Question - A child tells you last time they were at KIDS another worker smacked them on the bottom, what do you do?
5. Question - During a visit to a children's home a young person makes a disclosure to you about a member of support staff – what would you do?
6. Question - You take a call from a parent who raises a concern regarding inappropriate behaviour of a sessional worker – what would you do?

Interview Checklist

Please tick when you have considered and completed each bullet point. Any comments should be recorded	<input checked="" type="checkbox"/> To confirm
<ul style="list-style-type: none"> • Is there a full history in chronological order since leaving secondary education or for the last 10 years? This should include periods of post-secondary education/training, part-time and voluntary work as well as full time employment, with start dates, explanations for periods not in employment or education/training and reasons for leaving employment. • <i>Any gaps in the applicant's employment history should be explored with the applicant at interview, reasons recorded and verified if possible, through references.</i> 	
<ul style="list-style-type: none"> • Is there a history of repeated changes of employment without any clear career or salary progression or move from a permanent to temporary post? • <i>If there are any concerns or discrepancies arising from information provided by the applicant these should be explored at interview.</i> 	
<ul style="list-style-type: none"> • Are there any periods of time worked/lived abroad; does the applicant need an overseas criminal record check? 	
<ul style="list-style-type: none"> • Do the referees provided include the following: <ul style="list-style-type: none"> - The applicant's current or most recent employer - A reference from any previous employer where the applicant worked with children in the past if they do not currently work with children. - Are the email address/postal addresses for relevant organisations and not personal/private email addresses e.g. Hotmail/Yahoo/Gmail • <i>If not, these need to be requested at interview</i> <p>NB Referees should not be family member or friends.</p>	
<ul style="list-style-type: none"> • Does the applicant wish to declare anything in light of the requirements for a DBS disclosure 	
<ul style="list-style-type: none"> • Check and verify original documents have been seen and photocopies provided, for upload to Eploy, of the following; <ul style="list-style-type: none"> - Right to work documents - Certificates of qualifications ensuring the match details on the application - Registration to any professional bodies - ID documents to support DBS required - Documentation for overseas criminal record check 	
<ul style="list-style-type: none"> • Ask for any details of any disciplinary procedures the applicant has been subject to which relate to the safety and welfare of children or to the applicant's behaviour towards children, young people or Adults at Risk and the outcome. A history of repeated concerns or allegations over time should give cause for concern. 	

<ul style="list-style-type: none"> • Are there at least 2 Warner questions included in the interview questions? 	
<ul style="list-style-type: none"> • Is there at least 1 safeguarding scenario question included in the interview questions? 	
<ul style="list-style-type: none"> • If there are any anomalies in the application, references or interview then these should be discussed with the applicant and where appropriate a verbal verification with the referee should be sought. 	

EXAMPLE ONLY

9.4 Appendix 4 Positive Disclosure Risk Assessment

Positive DBS Disclosure Decision Form (Risk Assessment)

A Regional Manager / National Safeguarding Lead or HR Department must use this form to carry out a full risk assessment where a Positive Disclosure has been received. The assessment is designed to support the employer in making an informed and balanced decision about whether to employ an individual. Before any decision is reached the individual must be offered the opportunity to discuss the contents of the disclosure. Any disclosures which raise safeguarding concerns will be referred to the LADO (Local Authority Designated Officer) for review and oversight.

Name of individual:			Date of Birth:	Address:		
Post applied for:				Location/Region		
Completed by Recruiting Manager:				Signed	Date	
Agreed by Regional Manager / National Safeguarding Lead / HR Safeguarding/HR Department:				Signed	Date	
Decision (please tick as applicable and rationale)			Rationale			
Employ	<input type="checkbox"/>	Do not employ				<input type="checkbox"/>
Withdraw offer	<input type="checkbox"/>	Allocate to other work				<input type="checkbox"/>

Discussed with individual and who was present (insert date)	
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QUESTIONS TO CONSIDER	Possible Responses	Answer	Comments please complete as fully as possible to inform risk assessment
Do the DBS relevant offences bar the appointment? If the answer is yes then the appointment is automatically unlawful and the person must not be appointed to the post. Do not continue with this decision sheet.	Yes* refer to LADO / Police immediately No		
Are you satisfied with the candidate's explanation of the circumstances of the offence? All positive disclosures should be discussed with the candidate. Note down their explanation of the circumstances.	Yes Unsure No		
How serious do you consider the offence to be?	Major Moderate Minor		
Did the offence occur recently? For example, minor offences that occurred a long time ago may be less relevant than ones that are very recent.	Within last; 12 months 1-3 years 3-9 years 10 years Older		
At what age were the offences committed?	State age		

Was the offence committed as an adult, or as a child or adolescent? Offences that took place years ago may have less relevance now with the exception of serious violent or sexual offences.			
What age is the applicant now?	State age		
Does the disclosure show a pattern of behaviour, or was the offence a one-off? Repeated offences may indicate that the individual has not been able to change his/her offending behaviour, and may be more likely to re-offend.	One-off Repeat – frequent Repeat - infrequent		
Have the circumstances that led the applicant to commit the offence or behave in such a manner changed for the better? Look at all the circumstances, including the employment pattern and the individual's own explanation.	Yes To some extent No		
Did the applicant disclose the conviction(s)/ cautions, warnings or reprimands as part of the application process or at interview? Note that a failure to disclose an offence, without a satisfactory reason, will be a breach of contract and render any employment offer void.	Yes No – no valid reason No – but has valid reason		
Are there any concerns in regard to the applicant's motivations for working with children/vulnerable adults?	Yes No		
If there are any gaps in employment identified were these gaps any cause for concern?	Yes No		
Were both employer references satisfactory and at least one reference verified by telephone?	Yes No		
Does the role allow the opportunity to re-offend? Consider the nature of the post in relation to the disclosed offence(s).	Yes No		

What management supervision will the person receive? What opportunity would there be to re-offend? Will supervision reduce the risk? How much responsibility does the post carry?			
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Further comments/overall summary

Please ensure your final decision is recorded on the front page of this document and signed by the relevant parties.

This risk assessment should be retained confidentially.

9.5 Appendix 5 DBS Exclusion Risk Assessment

KIDS DBS Exclusion Risk Assessment Form

Name of staff member:		Assessment date:	
Job title:		Review date:	
Line manager:		Team/Region:	

In the event that a **new staff member** whom is waiting for a new DBS check the **National Operations Director** can take an exclusion decision only when all of the following conditions are met:

In the event that a **KIDS staff member** whom is waiting for an update DBS check the **Regional Manager** can take an exclusion decision only when all of the following conditions are met:

Criteria	Signed/Date:
New /KIDS staff member has completed Staff Suitability Declaration within last 30 days and there are no causes for concern	
New /KIDS staff member has applied for DBS/renewal and this is evidenced by using the DBS Tracking System – see link: Sign In - Online Criminal Records Check Online Disclosures	
New staff member has DBS disclosure from a previous employer less than 12 months old	New staff member Only
New/KIDS staff member has satisfactory verbal reference checks	
New/KIDS staff member will be supervised by KIDS employees with up to date DBS.	
New/KIDS staff member will not will not provide any personal and/or intimate care or be left in sole charge of a child or adult	
New/KIDS staff member will not be given access to any sensitive information	

Further comments and Final Decision:	
Staff member signature:	
National Operations Director/Regional Manager signature:	

This assessment is only valid for 30 days. At 30 days the Regional Manager must follow up with DBS Tracking System – link: [Sign In - Online Criminal Records Check | Online Disclosures](#) 03000200190.

If DBS application confirmed to be at Stage 4 this assessment risk can be renewed, if less than Stage 4 refer to HR

A record of this assessment must kept on file until the DBS check is completed satisfactorily.