

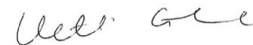
Safer Recruitment and Selection Policy and Procedures

Purpose and Scope

KIDS has a clear commitment to safeguarding all service users in line with national legislation and guidance and local safeguarding partnership procedures. This includes ensuring we have fair, consistent and non-discriminatory Safer Recruitment processes. KIDS' commitment to Safer Recruitment is outlined in our Safeguarding Statement below:

'KIDS is committed to safeguarding and promoting the wellbeing of all those who encounter our services. Our colleagues are trained to recognise and respond to safeguarding concerns. We work closely with families and other agencies to take all reasonable steps to minimise the risk of harm to children, young people and adults.

To fulfil our commitment to those we work with we observe safer recruitment and selection procedures and nurture a safeguarding culture which is open and transparent, where all concerns concerning our people can be identified and spoken about openly and are dealt with promptly and appropriately. By identifying concerning, problematic or inappropriate behaviour early we aim to minimise the risk of abuse'.



*Katie Ghose, Chief Executive
January 2024*

- This policy provides clear guidance to ensure that all colleagues at KIDS are clear about their individual and organisational roles and responsibilities concerning Safer Recruitment
- This policy aims to ensure we 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.
- This policy document applies to all colleagues.
- Colleagues should use the Kids Safeguarding Toolkit to support with safeguarding practice procedures outlined within this policy.
- This policy should be read in conjunction with the referenced legislation and national guidance.

Definitions

Agency worker/ Independent contractors: Individuals who are recruited via a 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.

Colleagues: Includes employees, sessional workers, volunteers, students and Trustees.

Colleague Suitability Declaration: Kids ensure that all colleagues whose roles require an Enhanced DBS complete Colleague Suitability Declarations at recruitment and within managerial one-to-one/work reviews.

Any positive disclosures are recorded using the Kids Positive Disclosure Risk Assessment (Appendix 2) and shared with the Director of Services and Innovation to make decision on action to take.

Disclosure and Barring Service (DBS): Disclosure and Barring Service (DBS) helps employers make Safer Recruitment decisions by processing and issuing DBS certificates. DBS maintains the Adults' and Children's Barred List and makes considered decisions as to whether an individual should be included on one or both lists and barred from engaging in regulated activity.

Kids standard is DBS certificates are renewed every 3 years. From January 2024 all new starters whose roles require a DBS will have their DBS Certificate number, certificate date and expiry date uploaded into People HR against their personal record. People HR will have national oversight of DBS renewal dates and the People Team will identify colleagues whose DBS is due to expire in 3 months. People Team will notify Regional Managers when their team member's DBS is due for renewal. Once the updated DBS is received the Regional Manager must ensure that a copy is sent to the HR inbox and People Team will update People HR with new details.

Kids recommend all colleagues register for the renewal service and claim the cost of this on expenses. Registering for the Update Service must be completed within two weeks of the initial DBS check.

Hiring Manager: A hiring Manager is a colleague who oversees the hiring process to fill available positions and selects the most suitable candidate. A hiring manager is often the future line manager of the candidate. The term Hiring Manager should only be used during the recruitment process. Hiring Managers must have Safer Recruitment training as per the Kids Safeguarding Training Matrix.

Regulated Activity: Regulated activity is work that a barred person must not do. Regulated Activity relating to children 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 and driving a vehicle only for children.
- (ii) Work for a limited range of establishments 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.

Work/activities in (i) and (ii) above must be carried out 'regularly' to be included within a 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 2 am and 6 am and with an opportunity for face-to-face contact with children).

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

Safer Recruitment: Safer Recruitment is the term used when recruiting to help discourage people with the potential to cause harm and to make sure that those recruited into an organisation are suitable and appropriate. Safer Recruitment practices are designed to help deter, reject or identify people who might abuse children/adults at risk or who are otherwise unsuited to work with them.

Warner Interview Questions: Warner questions assess the suitability of a person for a specific role concerning safeguarding competencies. Competencies include candidates' motivation to work with children and young people, emotional awareness, ability to work within professional boundaries and ability to safeguard and promote the welfare of children and young people.

Roles and Responsibilities

Chief Executive

The Chief Executive is responsible for ensuring this policy is adhered to for Trustees as per Appendix 1.

Director of Services and Innovation

The Director of Services and Innovation is responsible for decisions when Safer Recruitment Risk Assessments are required. This includes Positive Disclosure Risk Assessments, DBS Exclusion Risk Assessments and/or an Overseas Applicant Risk Assessment (Appendix 2, 3 4)

Career Team and People Team

The Careers Team and People Team are responsible for Safer Recruitment Processes as per Appendix 1

The Careers Team and People Team oversee the process on Eploy and are a point of reference for Hiring Managers and candidates.

The Careers Team and People Team are responsible for providing any guidance necessary to Hiring Managers and managing pre-employment screening including DBS and colleague suitability process for new starters.

National Safeguarding Lead

The National Safeguarding Lead is responsible for providing guidance and advice to all colleagues on Safer Recruitment principles.

The National Safeguarding Lead is responsible for ensuring that Kids are compliant with legal, statutory and regulatory safeguarding standards including Safer Recruitment.

The National Safeguarding Lead has oversight of Kids Safeguarding Reporting and Case Management systems and uses this data to analyse and develop the organisation's resilience around managing safeguarding.

Regional Managers

Regional Managers are responsible for Safer Recruitment processes as per Appendix 1

Regional Managers are responsible for ensuring that where required, DBS checks are renewed every 3 years.

Regional Managers are responsible for ensuring any person (including contractors) carrying out regular or long periods of work on our premises and where regulated activities are delivered have a DBS before any work starts.

Service Managers

Service Managers are responsible for Safer Recruitment processes as per Appendix 1.

Service Managers are responsible for ensuring that this policy is adhered to for the Safer Recruitment of any volunteers per Kids Volunteering policy.

Service Managers are responsible for conducting one-to-one/work reviews and completing Colleague Suitability Declarations for those colleagues whose roles require an Enhanced DBS.

Service Managers are responsible for uploading one-to-one/work review documentation to People HR to evidence the completion of Colleague Suitability Declarations.

Service Managers are responsible for completing Positive Disclosure Risk Assessments (Appendix 2) for any positive disclosures from recruitment onwards.

Hiring Manager

Hiring managers are responsible for the Safer Recruitment Process as per (Appendix 1)

Hiring Managers must complete Safer Recruitment Training as outlined in the Kids Safeguarding Training Matrix.

Hiring Managers must ensure that anyone assisting them with the recruitment process understands the Safer Recruitment policy and procedures.

Hiring Managers are responsible for completing Positive Disclosure Risk Assessments (Appendix 2) for any positive disclosures made during the recruitment process.

All colleagues

All colleagues involved in the Safer Recruitment process (Appendix 1) must ensure the process is inclusive and accessible.

All colleagues are expected to commit to the principles set out in the KIDS Safeguarding Statement and are responsible for ensuring they know and adhere to the safeguarding procedures as outlined in this policy.

All colleagues must inform line managers immediately if any changes to their personal circumstances could affect their suitability to work with children and young people. This may include police investigation, cautions, convictions, safeguarding concerns raised in other employment or own children becoming subject to Child Protection Plans.

All colleagues whose role requires an Enhanced DBS must complete a Colleague Suitability Declaration at one-to-one/work reviews.

All colleagues must operate a culture of vigilance and report any safeguarding concerns concerning colleagues as per the KIDS Managing Allegations and Low-Level Concerns policy.

Failure to comply with this policy may lead to disciplinary action that could include summary dismissal or as grounds to terminate your contract.

References: (Legislation, regulations and national guidance)

- Children and Families Act 2014
- Equality Act 2010
- Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
- Keeping Children Safe in Education 2023
- Protection of Freedoms Act 2012
- Rehabilitation of Offenders Act 1974
- Safeguarding Vulnerable Groups Act 2006
- The Children's Home (England) Regulations 2015 (32: Fitness of workers)
- Working Together to Safeguard Children 2023

Appendices:

- Appendix 1 – Safer Recruitment Process
- Appendix 2 – Positive Disclosure Risk Assessment
- Appendix 3 – DBS Exclusion Risk Assessment
- Appendix 4 – Overseas Applicant Risk Assessment
- Appendix 5– Pre-interview Telephone Discussion Guidance
- Appendix 6–Safer Recruitment Interview Questions and Guidance
- Appendix 7– Interview Question Assessment Grid
- Appendix 8 – Post Interview Checklist

Kids Safer Recruitment Process – Appendix 1

Safer recruitment is the term used when recruiting to help discourage people with the potential to cause harm and to make sure that those recruited into an organisation are suitable and appropriate. Safer Recruitment principles are designed to help deter, reject or identify people who might abuse children/adults at risk or who are otherwise unsuited to work with them.

Below is guidance on each stage of an applicant's journey and includes details of Safer Recruitment Principles to adhere to. Details of the colleagues responsible for parts of the process are included.

Safer Recruitment Process	Colleagues Responsible
<p>Advert</p> <p>When defining the role (through the job or role description and person specification) the following must be included:</p> <ul style="list-style-type: none"> the skills, abilities, experience, attitude, and behaviours required for the post the safeguarding requirements, i.e. to what extent will the role involve contact with children and will they be engaging in regulated activity, detail of safeguarding checks that will be undertaken i.e. Enhanced DBS, Childcare Disqualification Declaration Kids safeguarding statement emphasising Kids commitment to safeguarding and promoting the welfare of children/adults at risk Kids statement to inform applicants that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity. 	<p>Hiring Manager with support from the Careers team</p> <p>Careers Team</p>
<p>Application Form</p> <p>Applicants should be requested to provide the following details:</p> <ul style="list-style-type: none"> personal details current and former names current address national insurance number details of their present (or last) employment and reason for leaving full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment qualifications, the awarding body and date of award details of referees/references a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification. 	<p>Hiring Managers must use the application form on Eploy.</p> <p>Curriculum vitae (CV) should only be accepted alongside an application form. A CV on its own will not provide adequate information.</p>

Application forms in an alternative format, i.e. large print can be requested from Careers.	Careers
Shortlisting Ensure the selection process is consistent, fair and non-discriminatory	Hiring Manager via Eploy with support from the Careers team.
Interview Pre-Interview <ul style="list-style-type: none"> A short telephone discussion is advised to confirm candidate is aware of the mandatory requirements of the role for example working pattern, salary and location/travel requirements. Please use Pre-interview Telephone Guidance as per Appendix 5 Candidates must be informed of the interview venue, date and time of the interview as well as any other component of the selection process, for example, a group discussion or presentation Consider any reasonable adjustments to ensure accessibility for all applicants Candidates are to be advised to bring 3 forms of ID to prove their Right To Work Interview questions must be planned using Safer Recruitment Interview Question and Guidance (Appendix 6) The Hiring Manager must ensure questions are appropriate to the post and are not of a discriminatory nature An interview question assessment grid should be prepared (Appendix 7) The interview panel should agree on which questions they will each ask Interview questions must be consistent from one interview to another. During Interview <ul style="list-style-type: none"> Interviews are to be conducted by a panel of at least two and preferably three named people At least one member of the interviewing panel (Hiring Manager) has responsibility for Safer Recruitment principles and must have Safer Recruitment training as per Kids Safeguarding Training Matrix. Hiring Managers are responsible for conducting an interview which does not disadvantage a candidate on any prohibited grounds 	Hiring Manager with guidance from Careers Eploy will generate candidate invitation to interview Hiring Manager Hiring Manager Hiring Manager

<ul style="list-style-type: none"> Hiring Managers must ensure that applicants whose roles require an Enhanced DBS are asked to <p>Post Interview</p> <ul style="list-style-type: none"> Complete the Post Interview Checklist (Appendix 8) to ensure all Safer Recruitment principles are met Upload Post Interview Question Checklist to Eploy Upload the completed Interview Question Assessment Grid (Appendix 7) for all candidates to Eploy <p>If the candidate is successful, the Hiring Manager completes the offer details on Eploy which is sent to careers to progress. Once the offer has been formatted it is then sent as a provisional offer along with the contract for the candidate to sign.</p> <p>The successful candidate will be informed that the offer is subject to satisfactory references and enhanced DBS checks (if applicable), clarify the salary offered, the probationary period and the length of the contract (if appropriate). The hiring Manager is responsible for updating Eploy to inform unsuccessful candidates.</p>	<p>Hiring Manager with support from Careers Team</p> <p>Careers</p> <p>Hiring Manager</p>
<p>Pre-appointment vetting checks</p> <p>This section provides the legal requirements that need to be applied when appointing individuals to work with children and young people. It covers the importance of ensuring the correct pre-appointment checks are carried out. These checks will help identify whether a person may be unsuitable to work with children and adults at risk.</p> <p>Kids must:</p> <ul style="list-style-type: none"> verify a candidate's identity, best practice is checking the name on their birth certificate, where this is available. Further identification checking guidelines can be found ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021 - GOV.UK (www.gov.uk) Obtain DBS check as required for role (see DBS detail below). The applicant must show the original paper DBS certificate to Kids before they take up post, or as soon as practicable afterwards. Kids must check DBS details. DBS guidance on how to check a DBS certificate can be found DBS checks: guidance for employers - GOV.UK (www.gov.uk) If using the DBS update service for DBS obtain the original physical certificate 	<p>Careers and People Team</p>

<ul style="list-style-type: none"> • If there is any disclosure information on a DBS certificate a Positive Disclosure Risk Assessment must be completed (Appendix 2). • All Positive Disclosures should be recorded on Kids safeguarding recording system Confide and decisions to appoint or not to appoint somebody because of their disclosure(s) should be clearly documented. • verify the candidate's mental and physical fitness to carry out their work responsibilities • verify the person's right to work in the UK, including EU nationals • Complete overseas criminal reference checks for candidates who have lived overseas for 3 months or more in the last 5 years or prior to 5 years ago spent the majority of their adult life living overseas criminal records Criminal records checks for overseas applicants - GOV.UK (www.gov.uk) 	
<p>Employment history and references</p> <p>The purpose of seeking references is to obtain information to support appointment decisions.</p> <p>When seeking references Kids should:</p> <ul style="list-style-type: none"> • not accept open references • not rely on applicants to obtain their reference • ensure any references are from the candidate's current employer and have been completed by a person with appropriate authority • obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed • secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer • always verify any information with the person who provided the reference • ensure electronic references originate from a legitimate source • contact referees to clarify content where information is vague or insufficient information is provided 	<p>Careers and People Team</p>

[illegible]

For colleagues whose roles do not meet the criteria of regulated activity nor have regular contact with children and young people but require confidence that the candidate is suitable with our families or in an environment with children and young people a Basic DBS will be appropriate (e.g. mediators)

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 an enhanced DBS check with barred list. This check is required even though the role as Trustee involves limited direct contact with children.

Agency colleagues and contractors

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

Any contractors employed to carry out regular or long periods of work on our premises (e.g. plumbers, maintenance, building) and where regulated activities are delivered will be required to apply for a DBS check prior to any work starting. Contractors must not be left alone with children or adults at risk.

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 colleagues and Trustees. We will also comply fully with our obligations under GDPR and the Data Protection Act 2018. For details please see [Handling of DBS certificate information - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/handling-of-dbs-certificate-information)

All colleagues whose roles require a DBS will have their DBS Certificate number, date confirmed clear and expiry date uploaded into People HR against their personal record.

Kids recommend colleagues register for the renewal service and claim the cost of this on expenses. Registering for the Update Service must be completed within two weeks of the DBS check.

If an applicant/colleague is waiting for a DBS/renewal the Director of Services and Innovation can take an exclusion decision when criteria are met as per DBS Exclusion Risk

**Executive
Leadership Team**

**Regional
Managers**

**Careers and
People team**

<p>Assessment (Appendix 3). Risk Assessments must be kept on file until the DBS check is completed satisfactorily.</p>	
<p>Post Appointment</p> <ul style="list-style-type: none"> • Kids must ensure all new colleagues undergo a probation period of at least 6 months which includes a thorough induction in safeguarding procedures as well as all other relevant policies and procedures; • All colleagues must complete safeguarding training as outlined in Kids Safeguarding Training Matrix • All colleagues whose roles require an enhanced DBS will be required to complete a Colleague Suitability Declaration at one-to-one/work reviews. • Service Managers are responsible for uploading one-to-one/work reviews to People HR to evidence reviews and declarations. If there is any disclosure information with the Colleague's Suitability Declaration, a Positive Disclosure Risk Assessment must be completed (Appendix 2). • DBS checks must be renewed every 3 years. • Kids standard is DBS certificates are renewed every 3 years. From January 2024 all new starters whose roles require a DBS will have their DBS Certificate number, certificate date and expiry date uploaded into People HR against their personal record. People HR will have national oversight of DBS renewal dates and the People Team will identify colleagues whose DBS is due to expire in 3 months. People Team will notify Regional Managers when their team member's DBS is due for renewal. Once the updated DBS is received the Regional Manager must ensure that a copy is sent to HR inbox and People Team will update People HR with new details. • Kids recommend all colleagues register for the renewal service and claim the cost of this on expenses. Registering for the Update Service must be completed within two weeks of the initial DBS check 	<p>Service Managers</p> <p>All Colleagues</p> <p>All colleagues with enhanced DBS</p> <p>Service Managers</p> <p>People Team/Regional Managers</p>

Kids Positive Disclosure Risk Assessment (Appendix 2)

This form must be used to record any positive disclosures: criminal cautions/convictions/reprimands made during the recruitment process and thereafter. The form is also to be used to inform decision-making on any other disclosures that may affect a colleague's suitability to work with children and young people. This includes police investigations and safeguarding concerns raised in other employment or own children becoming subject to Child Protection Plans.

The assessment should be completed by the Hiring/Service Manager and shared with the Kids Director of Services and Innovation who will use this assessment to make an informed and balanced decision on any action to be taken.

Any disclosures that raise safeguarding concerns will be referred to the LADO (Local Authority Designated Officer) for review and oversight.

All completed risk assessments must be recorded on Kids internal safeguarding reporting and case management system (Confide).

Name of applicant/colleague:	DOB:	Address:
Role applied for/Job Role:	Hiring Manager/Service Manager:	

	Possible Responses	Answer	Comments (Please provide full details to assess risks thoroughly).
Would the DBS bar the candidate/colleague for the disclosure? If the answer is yes, then the appointment is automatically unlawful. Do not continue the assessment.	Yes* refer to Head of People Services/NSL NSL to refer to LADO / Police immediately. No		
Are you satisfied with the candidate/colleague's explanation of the circumstances of the disclosure? Note down the candidate/colleague's explanation of the circumstances.	Yes Unsure No		
How serious do you consider the disclosure to be?	Major Moderate Minor		

<p>Did the disclosure occur recently?</p> <p>For example, minor offences that occurred a long time ago may be less relevant than very recent ones.</p> <p>Note that a failure to disclose an offence at application without a satisfactory reason will be a breach of contract and render any employment/offer void.</p>	<p>Within the last;</p> <p>12 months</p> <p>1-3 years</p> <p>3-9 years</p> <p>10 years</p> <p>Older</p>		
<p>Does the disclosure show a pattern of behaviour, or was the concern/ offence a one-off?</p> <p>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.</p>	<p>One-off</p> <p>Repeat – Frequent</p> <p>Repeat – infrequent</p>		
<p>Have the circumstances that led the applicant to behave in such a manner changed for the better? Look at all the circumstances, including the employment pattern and the candidate/colleague's own explanation.</p>	<p>Yes</p> <p>To some extent</p>		
<p>Are there any concerns about the applicant/colleague's motivation for working with children/young people?</p>	<p>Yes</p> <p>No</p>		

Does the role allow the opportunity to re-offend? Consider the nature of the post in relation to the disclosed offence(s).			
What management supervision will the colleague receive? Will supervision reduce the risk? How much responsibility does the post carry?			
For applicants only: If there are any gaps in employment identified were these gaps any cause for concern?	Yes No		
For applicants only: Were both employer references satisfactory and was at least one reference verified by telephone?	Yes No		

Further comments/overall summary (Hiring Manager/Service Manager)

Decision: (Director of Services and Innovation)

Rationale: (Director of Services and Innovation)

Kids DBS Exclusion Risk Assessment Form – Appendix 3

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

If a new colleague is waiting for a DBS check or a colleague in post is waiting for a DBS renewal, the Director of Services and Innovation can take an exclusion decision only when all of the following conditions are met:

Criteria	Signed/Date:
Colleague Suitability Declaration has been made and there are no causes for concern	
DBS/renewal has been applied for and this is evidenced by using the DBS Tracking System – see link: Sign In - Online Criminal Records Check Online Disclosures	
Colleague has satisfactory written and verbal reference checks	
Colleague will be supervised by KIDS colleagues with up-to-date enhanced DBS.	
Colleague will not provide any personal and/or intimate care or be left in sole charge of a child or young person?	
Colleague will not be given access to any sensitive information	

Further comments and Final Decision:	
Colleague signature:	
Line Manager signature:	
Director of Services and Innovation signature:	

This assessment is only valid for 30 days.

New starter DBS check: The People Team continuously follow up with the DBS Tracking System

Renewal: At 30 days the Regional Manager must follow up with [DBS Tracking System](#)

If the DBS application is confirmed to be at Stage 4, this assessment risk can be renewed, if less than Stage 4 refer to People Services.

A record of this assessment must be kept on People HR, including when the DBS check is completed satisfactorily.

Overseas Risk Assessment Tool (for applicants where no overseas criminal record check is available) – Appendix 4

This risk assessment must be completed when considering hiring an applicant who has been overseas and a criminal record check cannot be obtained for that period. This could be 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.

KIDS currently require an overseas criminal record check in the following circumstances:

1. Someone 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

Name of applicant:

Role applied for:

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

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 the manager has verbally verified and one being the last employer

☐

Post Interview Checklist (Appendix 8). The checklist must evidence all Safer Recruitment principles are met

☐

Evidence from the applicant that they have applied for an overseas criminal record check

Decision

☐

High Risk – If you cannot tick all the above boxes, then the person should not be offered a role in a regulated activity. Consider if there is an alternative position to offer the applicant.

☐

Low Risk – If all the above boxes are complete, all Safer Recruitment principles are met and the applicant has made every effort to seek an overseas check, then in agreement with the Director of Services and Innovation the person can be offered the role.

Final Decision and Rationale:

Signatures

Hiring Manager:

Date:

Director of Service
and Innovation:

Date:

Pre-interview Telephone Question Guidance – Appendix 5

A short telephone discussion is advised to confirm candidate is aware of the mandatory requirements of the role. For example, working pattern, salary and location/travel requirements.

Hi (Candidate)

This is just a quick call to say thank you for your application for the position of (Role applied for)

Just wondering, where did you see the role? Have you heard of Kids before?

Let me give you some background about Kids and our values/the role....

Now I have shared more about us, do you feel like we are the kind of organisation you would like to be part of?

Additional Questions to Consider (If relevant to the role)

- Let me remind you of the hours, are you sure these are suitable?
- Would it be easy enough for you to travel to Birmingham or London?
- What is most important to you in a role or work environment?
- What are you hoping for in your next role?
- Are you happy with the salary?
- What Are the Traits of Your Ideal Manager or Boss?
- What does a good workday look like to you
- What does a bad day look like?
- Do You Have Any Other Questions for Us?

Thank you for your time. We will let you know in a couple of days if you have been selected for interview.

Kids Safer Recruitment Interview Questions (Appendix 6)

Before all interviews, the interview panel must meet and agree on questions to ask candidates. An assessment grid (Appendix 7) must be prepared and panel members agree on which questions they will present to each candidate. Interviews must be consistent for all candidates.

The ideal number of questions to ask is 8-10. It is best practice to open the interview with Standard Questions. The interview **must** include a minimum of 1 Value-Based question, 2 Warner Questions and 1 Safeguarding Scenario Question.

Mandatory Background Checks (below) must not be considered within the question count or graded.

The Hiring Manager must upload all completed assessment grids to Eploy.

Standard Questions: It is best practice to open the interview with Standard Questions:

<p>1. Please tell us about yourself:</p>	<p>Ask this question to gain more insight into the candidate's personality traits and how they would fit into the company culture. Answers to this question can also reveal how confident the candidate is.</p>
<p>2. Please share your previous employment history. What have you enjoyed about previous roles and what not so much?</p>	<p>We want to get a general sense of how the candidate views their career and qualifications and whether they are organised and prepared for the conversation. Please take note of any gaps in employment and document them. You must ask the candidate to validate those gaps within the final Background Checks</p> <p>The second part of the question is to assess personality and attitude. The answer should determine what aspects of work the candidate enjoys, what motivates them and what frustrates them at work.</p>
<p>3. Please tell us what has attracted you to this position.</p>	<p>We want to assess their suitability, whether they are interested in what we do and do they know our values and what Kids do.</p>
<p>4. What qualities will you bring to this role? What do you consider to be your biggest strengths and what areas do you feel you need to develop?</p>	<p>We want to assess their awareness of their professional abilities. We want an insight into their work ethic and style. The second part of the question is about self-awareness, knowledge and understanding of self and professional role. The candidate needs to show passion, realistic knowledge of their strengths and weaknesses and give good, detailed examples when asked with sound reasons.</p>

Value-Based Questions:	
5. Describe a time when you took an existing process and used your creativity to make it better.	Here we are testing the candidate's ability to think innovatively, improvise and problem-solve – Does this candidate have the Kids value to think creatively?
6. One of Kids values is to 'speak up'. We want to amplify the voices of our children and young people and achieve positive change. Can you tell me about a time when you made a positive change?	Here we are testing if the candidate can demonstrate the ability to initiate, facilitate and apply positive change. This may be about children/young people or other areas of work.
7. Tell me about a time you worked well as part of a team.	We are looking to see if the candidate has one of the most important Values at Kids – Can this candidate work together with a team?

Warner Questions (At least 2 of these questions must be asked).

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

8. Can you tell us about a time when you or someone you know has been discriminated against and how did it make you feel?	This allows the applicant to show their understanding of equal opportunities and anti-discriminatory issues
9. Can you tell us about a situation where you have responded in a way you are not proud of?	This enables the candidates to reflect on and analyse their actions.
10. What experiences either in your child or adult life led you to want to work with children/young people and their families?	This enables the applicant to reflect on and analyse their actions
11. The role may on occasion require our team to work overtime. Is this something you could do?	Assess whether the candidate has the right attitude, approach, and skills to work well in a group setting. We want to understand if the candidate enjoys teamwork or prefers to work alone. Is the candidate open to working extra if need be and do they understand the expectations of the role?

Safeguarding Scenario Questions (At least 1 safeguarding scenario question appropriate to the setting and role you are interviewing for):	
12. What does safeguarding mean to you?	What is the candidate's awareness of safeguarding? Consider whether they have previously worked with children. Are they showing sensitivity or a lack of it? Are they showing the importance of safeguarding or a dismissive approach? We want to assess body language here. Are there signs of anxiety, discomfort or hesitancy in answering the questions?
13. A colleague has advised you that one of the children seems withdrawn and has several marks on their body that appear to be bruises. The colleague is concerned about what to do –how would you manage this situation?	We want to see the applicant's reaction to dealing with these sensitive issues. We need to gain an understanding of how the candidate will deal with a difficult situation relating to a child's/ young adult's wellbeing and whether they have the right attitude to do so.
14. You take a child home after a short break and the parent appears to be under the influence of alcohol or drugs, what would you do?	Does the applicant demonstrate the ability to think under pressure and an understanding of safety/policy and procedures?
15. A child tells you last time they were at Kids another colleague touched them inappropriately, what would you do?	Does the applicant demonstrate an understanding of the importance of escalating safeguarding concerns about colleagues?

Mandatory Background Checks – Answers not to be graded	
(If relevant) The role requires working directly with children/young people/adults at risk and is therefore subject to a DBS check – Are you happy to have a DBS completed for this role? Do you anticipate any issues with the DBS application? Is there anything you would like to discuss with us now?	This allows the candidate an opportunity to disclose any discrepancies. If a candidate shares any detail that could impact on DBS, a Positive Disclosure Risk Assessment must be completed
Are there any gaps in education and employment? What are the reasons for any gaps, can they be validated?	
Is one of the references the interviewee's last employer and is the email/postal address that of the business?	

Kids Interview Assessment Grid (Appendix 7)

Note to all hiring managers and interviewers: Please use the Kids Safer Recruitment Interview Question Guidance (Appendix 6) when creating an assessment grid. Assessment grids are available in the 'Forms for Delivery' folder.

Name of interviewers:	
Name of candidate:	
Role applied for:	
Date:	

Score Scale: 1 Unsatisfactory 2 Below average 3 Average 4 Above average 5 Exceptional	1 A response that did not answer the question	2 A response that had some of the elements that are being looked for	3 A response that contains the elements that are being looked for	4 A full response giving lots of detail and examples	5 An exceptional response giving detail and examples demonstrating more than we are looking for
Question	Answer				Score (Out of 5)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Any other Comments – Please give examples to evidence.					Total Score