



CCS Policy 6c. CCS Safe and Fair Recruitment

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Policy Statement

It is this organisation's policy to recruit safely whilst treating all job applicants and employees fairly and equally. CCS aims take all reasonable steps to deter and prevent persons unsuitable to work with children from joining CCS Adoption, recognising that Safer Recruitment is central to the Safeguarding of Children.

Policy Aims

- Through this policy and procedure and the training and development of managers and staff, the organisation will do all it can to promote good practice in this area in order to eliminate discrimination and harassment as far as is reasonably possible. This policy should be used in conjunction with the CCS Equal Opportunities Policy <Add Link>
- Those involved with recruitment at CCS will follow this policy when recruiting for the organisation in order to maintain a consistent and transparent process and treat all applicants equally.
- To take all reasonable steps to prevent persons unsuitable to work with children from joining CCS Adoption, recognise that Safer Recruitment is central to the Safeguarding of Children. The policy is to be used in support and conjunction with CCS Safeguarding Policy [U:\POLICIES AND PROCEDURES\CCS Procedures\6. Safeguarding Procedures CCS \(Reviewed April 2022\).doc](U:\POLICIES AND PROCEDURES\CCS Procedures\6. Safeguarding Procedures CCS (Reviewed April 2022).doc)

The Safer Recruitment Process

Those involved with recruitment at CCS follow this policy when recruiting for the organisation.

Reviewed and Updated: January 2024

This document outlines our Safer Recruitment procedures which should be adhered to all times and through all stages of our recruitment and selection process for employees, associates and sessional workers, volunteers (including Trustees), consultants, independent social workers and panel members. To be used in conjunction with the equal ops policy to align to statutory requirements.

1. Planning and preparation

CCS will complete an annual review of its policies in relation to recruitment, staff training, procedures and standard documentation. This includes the readiness of interview panels in relation to Safer Recruitment training.

2. Job Analysis- Job Description and person specification

- Prior to recruitment the recruiting manager in conjunction with HR will determine if the role is classed as working in regulated activity and identify what level of DBS check is required. The job description will state whether a Disclosure Barring Service (DBS) check is required and at what level.
- The job description must summarise the key purpose of the role, set out the main responsibilities and activities carried out and identify the essential (and any desirable) knowledge, skills and experiences required within the person specification. To be determined by the Recruiting Manager.
- All job descriptions must include the responsibility to “Safeguard and protect vulnerable children, in accordance with CCS policies and procedures at all times”.
- A template job description and/or examples can be made available to hiring managers with HR support available for the creation of or adjustments to all Job Descriptions.
- When using an existing/standard Job Description and Person specification, this will be reviewed and updated against current situation, organisational requirements, and learnings.

3. Agree Selection Methods and Interview Process

- The recruiting manager will determine format of the interview, assessment tasks, interview panel and timeline in advance of advertising.
- Interview questions will be prepared in advance of the interview with Safeguarding questions high on the agenda.
- An application pack from each position will be put together. This will include the Job Advert, Job Description, Person Specification and Job application form.

4. Advertising

- CCS will aim to advertise in at least 2 different places to reach a wide range of people from different backgrounds.
- CCS will advertise each vacancy on the website. Any additional avenues for advertising will be explored and matched to each individual job.
- The Advert will include the Job Description, Person Specification and Job application form.
- Contact details for the HR and anyone else relevant to the application process, will be made available for any applicants to contact.
- Closing and interview dates will be made clear within each job ad. where possible.
- All job adverts must state “CCS is committed to safeguarding and promoting the welfare of children and young people therefore please note our recruitment procedure includes DBS checks”.

- All Job adverts will include access to CCS Equal Opportunities Policy, Recruitment Policy and Privacy Policy.

5. Application

- Applicants are expected to complete (unless stated otherwise) and submit a CCS application form, along with up-to-date CV.
- Candidates are asked to provide a full education and employment history.
- Different versions of the CCS Application form are available for Employee, Sessional Worker, Panel Member and Independent Social Workers.
- The Application form will request a minimum of 2 references, of which one must be current or last employer (where relevant). References will not be contacted until after a conditional offer of employment is made.
- For Panel members the application form will request that at least one reference relates to working/volunteering with children or young people.
- Applications are received, acknowledged and retained by HR, held securely in the HR drive.
- CCS is committed to promoting equality, diversity and inclusion and collects data on the profile of applicants.

6. Shortlisting

- HR will provide anonymised applications to recruiting managers for shortlisting.
- All shortlisting will remain anonymous and will be score against the Person Specification using the shortlisting grid.
- Shortlisting will be done against the applicant's application and CV, assessing previous experience and skills.
- In addition to assessing skills and experience, those shortlisting will check applications for any anomalies. These can be highlighted to HR for further exploration with the candidate.
 - Employment history making sense and in a chronological order.
 - Training and qualification requirements are met.
- Shortlisting will be done by some or all of those to be involved in the interview process.
- In cases where there are high numbers of applicants, shortlisting will be done by a selection process. CCS holds discretion on the appropriate number of applicants to shortlist.
- All applicants will receive correspondence, regardless of if they have been successful or not.
- HR will check application forms for education or employment gaps for shortlisted candidates prior to interview and request additional information from the candidate, where appropriate.
- Applicants who are unsuccessful in being shortlisted are welcome to contact us for Feedback.

7. Interview

- Successful candidates will be sent a letter inviting them to an interview. If possible, this will be sent via email. The letter will give details of the interview date, the time, any task that is involved and names of those on the interview panel.
- Job applicants can ask for reasonable adjustments for any part of the recruitment process.
- Interviews will be face to face, where possible, with a minimum of two people on the panel.
- At least one member of any recruitment selection panel will have undertaken Safer Recruitment training.

- Interview questions will be pre-arranged, and candidates will be scored on their answers, along with any task they have completed.
- Interview panel members will make notes of all answers, to help with the scoring and selection process afterwards.
- Shortlisted candidates who have made a disclosure will be asked further questions about this by the interview panel, as appropriate.
- If a selection is unable to be made after the first round of interviews, second interviews will take place. These will follow the same process as the first interviews.
- Candidates who are unsuccessful after the interview stage will be contacted to be informed of our decision and to be given feedback.

8. Conditional Offers

- Successful candidates will be contacted by phone. If the candidate accepts the Job Offer, a conditional offer letter will be sent. This outlines the terms of the job and the next stage of the process; permission to contact referees, documents to be requested, DBS declaration form and guidance notes.

9. References

- A minimum of two references will be sought, including one from the current employer. In some cases, we may decide to take up a third reference. References will only be contacted when permission to do so is given by the candidate.
- Testimonials will not be accepted, references must be written and provided direct from the referee to CCS HR Manager
- On receipt of the written reference, in the first instance these will be checked by HR for any discrepancies.
- Any past disciplinary records will be carefully considered against the role by the recruiting and HR Managers.
- All references are required to be verified via phone call. This will be carried out by the recruiting manager where possible, with notes of the conversation being added to the applicant's file.

10. Checks and documentation

- All successful candidates are required to have a satisfactory DBS check with CCS. Depending on the role, this will either be an Enhanced or Basic check.
- If the candidate has a transferrable DBS from another position, information of this is to be given, with permission to perform the update check. In this instance, the original DBS certificate should be verified by HR alongside ID.
 - The DBS certificate will hold a crown seal watermark with 'disclosure' background print.
 - Check the level of disclose meets requirements for the role.
 - A copy of the certificate will be held on file and the disclosure number and issue date held on the HR Central records database.
 - Check the date of birth and address match the ID provided.
- In exceptional circumstances the CEO may complete and sign a DBS risk assessment to allow a new employee to start on an existing DBS, following positive references being received and a new DBS having been applied for.
- The Following original documentation will be requested.

- Proof of right to live and work in the UK, as detailed by Gov.uk and under the requirements of the Immigration, Asylum and Nationality Act 2006 Right to work checks: an employer's guide - GOV.UK (www.gov.uk) personal identity documentation, as detailed in the DBS guidance.
- original evidence of qualifications relevant to the role (as specified in the person specification). These will be verified with the awarding institution if required.
- proof of Registration as a social worker, if relevant or membership of any other relevant professional body
- Further documentation relevant to the role applied for (e.g., professional liability insurance, where necessary)
- Where an existing employee is recruited internally, or moves roles, prior to issuing a contract change the HR Manager will check the existing DBS is the right level and will request a new DBS check where necessary. Additional checks, such as relevant qualifications, will also be completed and additional training/induction where required.

11. Formal Offer

When satisfactory checks and references have been returned, we will be in a position to send a formal offer letter. The offer letter will be sent in the post, or by email, alongside the employment contract.

12. Personnel Files & GDPR

Throughout the recruitment process, there will be various stages when information will be required from applicants. All of this personal information is stored electronically and securely.

- All application forms are confidential and only shared with those involved in the application process.
- Unsuccessful applicants' details will be stored for three months, then removed from our system.
- When successfully appointed, all information is moved into the employees HR file, saved electronically and securely.
- HR files are kept by CCS for Six years after the end of employment.
- All the information that CCS holds is GDPR compliant This policy is in line with the information set out in our Recruitment Privacy Policy <U:\POLICIES AND PROCEDURES\Privacy Policies\CCS Recruitment Privacy Policy- November 2023.pdf>

13. Induction

- All new members of staff are required to complete and sign a new starter induction checklist.
- We have a general induction outline, which is tailored to each specific role.
- All staff are required to read CCS Policies and Procedures, including the CCS staff handbook, Safeguarding and whistleblowing.
- Staff are required to sign a confidentiality statement, relating to work carried out by the agency.
- An induction plan will be arranged for each new joiner which will include the requirement to complete mandatory training on data protection, safeguarding and health and safety (and child sexual exploitation and prevent awareness training where necessary for the role) within the first three months of their employment.

- HR will send a template manager induction checklist to the hiring manager prior to the agreed start date.
- New employees will also be invited to attend training on Safer Recruitment (where relevant).

14. Probationary Period

- All new employees are subject to completion of a satisfactory probation period as outlined in the terms and conditions of their employment.
- As part of the induction the line manager will discuss CCS and the individual's commitment to supervision, this will include expectations of what should be achieved by the employee's probation review.

Disclosure and Barring Service:

Rehabilitation of Offenders - The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become 'spent' or ignored, after a 'rehabilitation period'. See Equal Opps Policy.

When a DBS (Disclosure & Barring Service) check is required all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of an individual being offered a position.

Questions are asked at shortlisting stage about criminal records in order to ensure that people with such records are not inadvertently placed in vulnerable positions within the organisation. Having a criminal record in itself, should not necessarily prevent a person from being appointed to any post, unless the offence debars a person. Where it is felt, however, that a person presents a risk to children or vulnerable adults then that person should not be appointed. Discrimination either in favour of or against those persons currently in employment is not permissible (unless the offence debars them), and such information is strictly confidential. All candidates shortlisted will be given the opportunity to meet informally with staff members.

In considering Disclosure information we will consider the following:

- Whether the conviction or other matter is relevant to this position in question.
- The seriousness of any offence or other matter revealed.
- The length of time since the offence or other matter has occurred.
- Whether the applicant has a pattern of offending behaviour or other relevant matters.
- Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters.
- The circumstances surrounding the offence and the explanation(s) offered by the convicted persons.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.