**14. Appendices**

**Appendix 1**

**Safer recruitment checklist**

This safer recruitment checklist is designed to help employers follow a clear process when recruiting for a role. It covers the whole process including recruitment, job applications, interviewing and the post-application follow-up. This checklist is aimed at roles which involve safeguarding adults or children.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Currently in place Yes/No** | **Recommended action** |
| Ensure job descriptions, person specifications and application forms are clear, use plain English where possible and reflect the requirements of the role and the organisation’s commitment to safeguarding.  |  |  |
| If the role requires the person to work in regulated activity, include a statement in job adverts that it’s a criminal offence for people who are barred from working in regulated activity to apply for roles that require them to work unsupervised with that particular group (i.e. adults at risk, children or both). |  |  |
| Send candidates information about the values of the organisation and the associated expected behaviours. |  |  |
| Send candidate’s information on the level of criminal record check required and at what point in the recruitment process disclosure is required. This may include signposting to [**Nacro**](https://www.nacro.org.uk/)services for further advice and guidance. |  |  |
| Identify and train all staff involved in the selection process.  |  |  |
| Ensure that at least two people are involved in shortlisting applications and use agreed criteria and identify any gaps. |  |  |
| Develop clear interview questions and selection tools.  |  |  |
| Assess candidates using a range of selection methods where possible – including values-based recruitment. Probe their attitudes and values towards people who need care and support. |  |  |
| Ask shortlisted candidates to complete a criminal record self-declaration stating any cautions and/or convictions appropriate for the role applied for, in-line with ROA 1974 for roles eligible for basic DBS checks; or ROA 1974 and ROA Exceptions Order (as amended in 2020) for roles eligible for standard or enhanced DBS checks. |  |  |
| Apply for the appropriate level of criminal record check after a conditional job offer has been made.  |  |  |
| Check the identification and right to work documents and qualifications, if relevant, of every applicant. Only accept originals.  |  |  |
| Take up all available references on short-listed applicants. Check for gaps and any inconsistencies between information given on the application form, and that provided by the references. Telephone to confirm reference receipt and follow up any queries. |  |  |
| Carry out a risk assessment on the applicant, if concerns arise about criminal record information provided by them through self-disclosure or/and information contained on the criminal record certificate. Store a copy of the risk assessment, which should include any recommended safeguards to minimise risk, securely together with copy of the self-declaration and the certificate in line with **General Data Protection Regulation (GDPR)/ Data Protection Act 2018 (DPA 2018)** requirements. |  |  |
| Make all appointments subject to a probationary period.  |  |  |
| Highlight safeguarding responsibilities and set clear expectations of acceptable behaviour and boundaries of their role during staff induction. |  |  |
| Ensure staff have the relevant induction and training required to be safe and effective in their role (e.g. Care Certificate if applicable). |  |  |
| Carry out regular one-to-one supervision meetings with staff and focus on their attitudes, values and behaviours as well as what they do. |  |  |
| Ensure a culture of vigilance and have clear policies and procedures in place which explain what staff, and people who need care and support, should do if they have concerns about the behaviour of another member of staff. |  |  |
| Respond quickly and appropriately to any allegations about the behaviour of a member of staff, in particular concerning behaviour towards a child or adult at risk. |  |  |