

SAFE RECRUITMENT – CHSCP MINIMUM STANDARDS

Doing everything we can to prevent the recruitment of those who pose a risk to children is an essential part of the CHSCP's safeguarding arrangements. In this respect, all organisations that work with or come into contact with children have a responsibility to ensure full compliance with safer recruitment processes.

For organisations engaged in regulated activity¹, the law requires them to make reasonable efforts to ensure those appointed are suitable for their respective positions. Even where activity isn't regulated, safer recruitment practices should still be undertaken. Our expectation is that the 'footprint' of safer recruitment is visible across the entire recruitment pathway, including any work undertaken in defining of roles, advertising, interviewing, checking and ongoing reassurance.

The CHSCP's minimum standards have been developed to help organisations know what they can do to help make children safer. The standards align with those set out in the CHSCP's Self-Assessment Framework.

POLICY

- Ensure you have a recruitment and selection policy in place that includes explicit reference to safeguarding children.
- Annually review your recruitment and selection policy to ensure it remains up-to-date, robust and equitable. Where used, the recruitment of volunteers should always be included.
- Make explicit attempts to ensure that your staff and leadership make up is reflective of the wider community. Senior leaders should be aware of the potential impact of any imbalance on safeguarding and well-being and have plans in place to address this.
- Ensure the recruitment and selection policy includes a statement regarding reasonable adjustments that should be made during the process.

DEFINING / REVIEWING JOB DESCRIPTIONS

- Ensure job descriptions provide clarity of the role.
- Include a **prominent statement** within every job description attached to a role involving work or contact with children (or adults with children (i.e. parents / carers / people in positions of trust)) that outlines the safeguarding expectation of the post-holder – e.g: *'All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation'*
- Include narrative about the values and ethics of the post-holder, making explicit reference to anti-racist and anti-discriminatory practice and/or other sector specific codes of ethics that are already in place.
- Where appropriate, include a definition within each job description of the nature of safeguarding supervision a post-holder will receive.

¹ The definition of regulated position covers those who work regularly, intensively or unsupervised with children. More [HERE](#).

APPLICATION

- Ensure the application process requires a self-declaration by applicants about previous convictions, any ongoing investigations (criminal or otherwise), disciplinary measures taken and whether previously known to children's services or the police as being a risk/potential risk to children.
- Ensure that there is a separate self-declaration form rather than this being embedded within the application form itself.
- Require candidates to provide at least two references, one of whom should be from their most recent employer.

INTERVIEWS

- Prepare interview questions in advance and always include at least one about how the candidate would respond to a safeguarding concern.
- Questions should also explore attitudes and values, with a particular focus on anti-racist and anti-discriminatory practice.
- Undertake face to face interviews where possible. Where not possible, use video conferencing. Avoid telephone interviews.
- Ask candidates to bring with them evidence of identity and any relevant qualifications / registration requirements for the role.

CHECKS / EVALUATION

- Check any anomalies or discrepancies raised during the application or interview process.
- Have a written process that explains how your organisation will risk assess concerns arising from self-declarations and criminal checks.
- Ensure that recruiters thoroughly explore any gaps in employment history.
- Ensure that relevant roles are subject to the correct Disclosure and Barring Service (DBS) check as required. For those who work with children or vulnerable adults, this will be at an enhanced level check.
- For best practice, repeat DBS checks every three years or have a process in place whereby staff and volunteers take responsibility for signing up to the DBS update scheme.
- Ensure the results of all recruitment checks are securely stored.

INDUCTION AND TRAINING

- All appointed staff should be provided with an induction that makes explicit reference to safeguarding children and the support / resources available in the City of London and /or Hackney.
- Staff and managers involved in the recruitment process should receive safer recruitment training.