

Glebe House Residential Children's Home and Glebe House Special School

Safer Recruitment Practice September 2021

Safer Recruitment Panel

Karen Parish (Registered Manager), Janet Corr (Acting Head of School), Helen Potter (Assistant Director, Care), Jeanette Hurworth (Head of Business Operations), Teresa Wilkinson (HR and Training Officer), Jonathan Stanley (Trustee/Governor).

DSL (Designated Safeguarding Leads)

Karen Parish (Registered Manager), Jonathan Stanley (Trustee/Governor)

Job Description

A full job description/person specification is in place for each role, which the candidate would have received in their application pack including the TC Practitioner Competencies Framework.

Application Forms and CV's

External candidates must complete a FTCT application form in addition to any CV they may have submitted. The applicant must state on the application form if they have used any other name/s, lived or worked overseas (including dates) or have anything to declare in relation to the required Enhanced DBS check. We also request the date of birth of the applicant to ensure that they are over 25, (required due to legislation around recruitment into care provision).

Documentation for Interview

On the 'Invite to Interview', HR will request the following documentation is brought to interview which must be in date and with current address, if applicable:

- Passport and/or visa or work permit
- Photocard driving licence
- Proof of NI Number
- Two out of the following – utility bills (no more than 3 months old), Council Tax bill, letter from HMRC, P60
- Qualification certificates related to the job role

The HR representative will take photocopies of the documentation, which they will sign and date to verify that they have seen the original documentation.

Right to Work

If an applicant can produce a current passport this completes their Right to Work in the UK check. If they do not have a current passport they can also supply their original birth certificate and proof of NI number. We also use the online '[GOV.UK Check if someone can work in the UK](#)' tool if the applicant is not able to provide a current passport.

Gaps in Employment

CV's/application forms are checked for gaps in employment, any gaps are highlighted and further details requested at interview and notes taken. If necessary, an employment gaps checklist is completed.

Previous Employment

If a candidate's previous employment involved working with vulnerable adults and/or children and they have had a career change to not working with this group, reasons for this must be explained at interview as to why they now wish to return to working with this client group.

Interview

The interview panel consists of a member of staff that has completed Safer Recruitment training. Notes from the interview process must be kept on the candidates file. A group of residents may also be involved in the interview process. Notes from those involved in the interview process are reviewed before any decision is made.

A Warner-style interview will be carried out. The Glebe House application form asks candidates to confirm that they have visited the website and read our Safeguarding policy. The candidate will be asked if they have read our Safeguarding policy and if they have any questions relating to it.

Enhanced DBS check

The candidate will be aware from the job description and application form that the post will require an Enhanced DBS check for both the Child and Adult Workforce. This part of the application form is checked to see if the candidate has declared any offences or Court action.

Where possible, overseas checks are carried out on anyone who has lived, or worked overseas for 3 months or more, in the last five years. If it is not possible to complete an overseas DBS check or obtain a letter of professional standing from the professional regulating authority from the relevant country, a risk assessment is completed and signed by the Registered Manager.

If an offer of employment is made (subject to Enhanced DBS check and satisfactory references and checks), the HR representative will discuss additional document requirements and checks with the candidate.

Should the candidate already have a DBS check, it should be noted that the Trust cannot accept this and will have to carry out their own check. DBS checks are carried out before a potential employee joins us and every 3 years thereafter. If the candidate has a current registration to the DBS Update Service, the Trust will check their status and a new DBS check will not be required. Their registration to the DBS Update Service will be checked every 3 years. If the candidate cancels their registration, the Trust will require a new Enhanced DBS check to be completed.

Original DBS certificates are verified by a member of the HR team including for those that are registered to the DBS Update Service. Candidates are asked to provide a copy of their DBS certificate when they receive it (by post or email) in addition to presenting the original on their first day of employment, for verification.

In agreement with the Registered Manager, it may be possible for the candidate to attend group training before their DBS check is complete as long as they are supervised at all times if on site. However, the DBS check and references must be complete before the candidate fully starts their employment.

In exceptional circumstances, it may be possible for the successful candidate to start their employment if the DBS check is delayed. This would depend on the job role, how much interaction their role requires them to have with the young people and be subject to additional safeguards such as supervision and with the agreement of the Registered Manager.

Chair of Trustees

The Enhanced DBS check for the Clerk to the Trustees is countersigned by the Department for Education.

Positive Disclosures

For instances when a candidate's DBS Disclosure is returned with a Positive Disclosure or a disclosure is made on the Application Form or at Interview, the Registered Manager will be advised and a Risk Assessment will be undertaken assessing the information recorded on the Disclosure. An informed recruitment decision will be made following this Risk Assessment.

Prohibition and Section 128 Checks

Prohibition and Section 128 checks are carried out for all members of staff before they join and then carried out every 3 years.

References for External Candidates

A minimum of two professional reference checks are undertaken, one from the candidates' current employer and one from the candidates' previous employer. Both references must then be verbally verified by a HR representative. Referees are asked if they consider the candidate to be suitable to work with children and young people in addition to requesting details of any current disciplinary warnings or time-expired warnings that concern the welfare or safety of children. Reason for leaving is also requested.

Health and Care Professions Council

If the candidate declares that they are registered with the HCPC, their registration can be checked online.

Additional Requirements for Education Candidates

If the person appointed has declared current QTS, this will be checked using the information on the evidence provided.

If appointing a Head Teacher/Teacher, references will need to be from a Head Teacher or evidence that a Head Teacher has confirmed there are no Safeguarding concerns. References for an Education post will be asked if the individual has been subject to a disciplinary process in the last two years.

Single Central Record

A Single Central Record is maintained with details of compliance checks for all staff, locums and volunteers. The provider of the Single Central Record ensures the portal is updated with any regulatory Ofsted and ISI changes to maintain compliance.

Driving Licence checks

All employees have their driving licences checked annually.

Offer letters

The candidate is asked to confirm in their offer letter that they have not:

- Been subject to a disciplinary investigation
- Been subject to a capability process
- Failed (or had a contract terminated) during the course of a probationary period
- Been dismissed, elected to resign or otherwise had an employment contract terminated

Health Declarations

A medical health declaration form is sent with an offer letter to ensure that the person is medically fit to carry out the role to which they have been appointed. Any adjustments or Risk Assessments which may need to be made will be discussed and the Health and Safety Manager and/or Occupational Health may be consulted.

We explore with any candidate, if working with the client group at Glebe House may impact on their emotional wellbeing so that we can implement any additional support if required.

Recruitment Agencies

We work closely with a small selection of recruitment agencies. Before registering with any agency, a face to face meeting or a comprehensive telephone conversation is held in which we stipulate our requirements in regards to the Trust's Safer Recruitment process.

Induction

The standard Glebe House Induction is issued to the new starter on their first day. The induction will be completed with the new starter by an appropriate member of staff within the first two months of employment.

The Facilities and Safety Manager will also complete a Health and Safety Induction with the new starter.

All staff complete Keeping Children Safe in Education (KCSIE) training as part of their mandatory training and as required thereafter, by legislation.

Supervisions are held every two weeks with the new member of staff until the Induction is completed and Induction Evaluation Meetings held towards the end of the first and second month.

Dismissals due to unsuitability to work with children

Notifications

If a member of staff or Trustee/Governor is dismissed due to a safeguarding or unsuitability to work with children reason the following notifications are made as appropriate:

- Teacher Referral Agency (TRA)
- Ofsted
- DBS
- CQC
- Charity Commission
- LADO
- Police