

Safer Recruitment Policy

Date: April 2021

Review date: April 2022

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from www.nspcc.org.uk/learning

Purpose and scope of the Policy:

- For safeguarding and protecting all children and young people by implementing robust safer recruitment practices
- For identifying and rejecting applicants who are unsuitable to work and/or volunteer with children and young people
- To support responding to concerns about the suitability of applicants during the recruitment process
- To support responding to concerns about the suitability of employees and volunteers once they have begun their role
- To support ensuring all new staff and volunteers participate in an induction which includes child protection
- This policy should be read in conjunction with our child protection and safeguarding policy, as found on our website.
- This policy refers to the recruitment of all staff and volunteers, at all levels, at Students4Students

The process of safer recruitment of all staff and volunteers:

Define the role

For any role working with children and young people, both the role description and the person specification should highlight the safeguarding responsibilities.

As per the child protection and safeguarding policy, there is a duty placed upon us to ensure that all adults who work with or on behalf of our young people are competent, confident and safe to do so.

Advertising the role including descriptions

All advertisements of any position, will include the following statements: Students for Students is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure by the Criminal Records Bureau. The post is exempt from the Rehabilitation of Offenders Act 1974.

Students4Students is committed to promoting equal opportunities during the recruitment process of committee members and tutors.

We will not discriminate any candidate on the grounds of their race, colour, ethnicity, nationality, age, gender, sexual orientation, religious beliefs, political beliefs, marital or parental status, HIV status or health status, social status or any other grounds which cannot be shown to be justified.

For this reason, data on the protected characteristics of our applicants is collected and stored separately. This data is analysed by the National Executive Team to monitor our fair recruitment processes.

All vacancies will be advertised to attract a wide selection of applicants – whether the role is for paid staff or a volunteer. The job descriptions will be made available online for at least one month before shortlisting.

Self-disclosure form

All applicants are required to complete self-disclosure form as part of their application process. This gives candidates the opportunity to disclose confidentially about any relevant criminal convictions, child protection investigations or disciplinary sanctions they have on their record.

The self-disclosure form remains separate from shortlisting and is only referenced, should the candidate be invited to interview.

All applications and self-disclosure forms will be disposed of, as per our privacy policy as found on our website.

The self-disclosure form does not replace the need for a criminal records check. Criminal records checks should always be carried out as appropriate to the role.

Selecting applicants for interview

All applicants will be assessed on their ability to carry out the role, based on justifiable and objective criteria, via initial application and a subsequent interview, should the application meet the person specification.

Shortlisting will always be carried out by at least two people. They should each be clear about what their role involves, and should assess each application form according to how well it meets the criteria set out in the person specification.

Preparing for interview

At least two people should be on the interview panel.

The chair of the process is responsible for ensuring all assessments are conducted fairly and candidates are treated equally.

A candidate has a right to access any notes produced during their interview. Notes should be detailed enough that the interview panel can review them afterwards and have a good sense of who the candidate is and what they can bring to the role. (The interview template document is a good starting point.)

- Notes should be concise, ideally in bullet points.
- Notes should not include derogatory or offensive language.

Candidates will be given a score between 0-5 on the main interview questions

Candidates scoring 20+ points will be automatically selected. Candidates scoring below 15 points will not be selected. Candidates scoring between these thresholds will be selected upon the discretion of the interview panel.

All unsuccessful applicants will be given an opportunity to receive feedback from the selection panel

During the interview candidates should show that they are able to:

- establish and maintain professional boundaries and professional integrity
- establish and maintain relationships with children
- take action to protect a child.

Checking identity

Each applicant's identity will be checked during the recruitment process.

References

All applicants should provide the details of at least two referees

Verifying references

References help to make an informed decision about an applicant's suitability to work or volunteer with children.

Referees will be asked about the candidate's:

- suitability and ability to work with children and young people
- knowledge and understanding of child protection and safeguarding.

Make sure information provided in the reference is consistent with the information provided by the candidate in their application form and interview. Follow up any discrepancies, concerns, or vague statements.

Criminal records checks

Criminal records checks enable Students4Students to ensure that people aged 16 or over have nothing on their record that makes them unsuitable to work or volunteer in roles that have contact with children.

Each nation in the UK uses a different criminal records check process, but they are all aligned and recognise each other's decisions. A person who is barred from working with children in one nation will be barred across the UK.

Depending on the size of your organisation and what kind of criminal records check you need, you can either apply directly or use an umbrella body. More information about how to apply for different kinds of check is available from each criminal records agency.

- **England and Wales:** [The Disclosure and Barring Service \(DBS\)](#) helps employers and voluntary organisations in England and Wales make safer recruitment decisions.

A criminal records check is only valid on the date stated on the certificate but:

- in **England and Wales**, individuals who have a new DBS check can subscribe to the [update service](#), which means they can keep their certificate up to date and take it with them to a new employer

Overseas checks

If a candidate has been resident overseas for three months or more over the past five years, Students4Students will check the candidate's criminal record in that country. The Home

Students4Students

Students4Students is a charity registered in England and Wales with charity number 1186813

www.students4students.org.uk

Office provides [guidance on applying for criminal records checks for overseas applicants](#) (Home Office, 2020b).

Any documents not in English should be accompanied by a certified translation.

Disqualification from working with children

The Department for Education (DfE) has published [statutory guidance to help organisations comply with their responsibilities](#) (DfE, 2018).

Induction

Having a consistent induction process will make sure everyone in Students4Students fully understands and knows how to follow safeguarding policies and procedures.

Students4Students must ensure that all new staff and volunteers:

- have read and understand the safeguarding and child protection policies and procedures
- know how to spot the signs that a child may be experiencing abuse
- know how to respond appropriately if a child makes a disclosure about abuse
- know what to do if they have concerns about a child's wellbeing.

All staff and volunteers should complete child protection training as part of their induction – even if they say they have done this before. It's important to make sure everyone has up-to-date knowledge and skills and understands how child protection works at Students4Students.

Ongoing supervision and training

Supervision and training should be regular and ongoing. This gives everyone a chance to reflect on and improve their child protection practice and keeps safeguarding at the front of our minds. Therefore, all staff and volunteers must complete a refresher training every year.