



## **Safer Recruitment Policy**

## **Safer Recruitment and Selection Policy**

### **INTRODUCTION**

The safe recruitment of staff and volunteers to Leeds Gypsy and Traveller Exchange (Leeds GATE) is the first step to safeguarding and promoting the welfare of children, young people and adults at risk who access Leeds GATE services.

This policy relates to all children – those under the age of eighteen. For those who are over eighteen, they apply to adults who are at risk by reason of old age, infirmity or disability (including mental disorder within the meaning of the Mental Health Act 1983) they are unable to take care of themselves or to protect themselves from others. An adult at risk is someone who is either in need of community care services or is at risk of losing their independence or sense of wellbeing through the actions of others.

The adults most likely to be assessed as at risk are those who:

- Are elderly and frail
- Suffer from mental illness, including dementia
- Have a physical or sensory disability
- Have a learning disability
- Suffer from a severe, incapacitating physical illness
- Are a carer

Also it is important to note that as an adult, being at risk may be a permanent or temporary state.

The safe recruitment process is an important aspect of protecting children and adults at risk in keeping them safe. It applies to all employees who have contact with, and access to them, and equally to volunteers and paid employees.

Leeds GATE is committed to safeguarding and promoting the welfare of all members. As an employer, Leeds GATE expects all staff and volunteers to share this commitment.

### **AIMS AND OBJECTIVES**

The aims of the Safer Recruitment policy are to help deter, reject or identify people who might abuse children, young people or adults at risk or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The aims of Leeds GATE's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;

- to ensure compliance with all relevant legislation, recommendations and guidance including
- Asylum Act 1999 and 2002
- The Immigration Restriction on Employment order (2007)
- Human Rights Act (1998)
- Data Protection Act (1998) Rehabilitation of Offenders Act (1974)
- Employment Rights Act (1996) and Employment Act (2002)
- Protection of Adults at risk Act 1999/Criminal Justice and Court Act 2000
- Vulnerable Groups Act (2006) (Vetting and Barring – Independent Safeguarding Authority)
- Protection of Children Act 1999/Criminal Justice and Court Act 2000
- The Equality Act 2010, and
- to ensure that Leeds GATE meets its commitment to safeguarding and promoting the welfare of children, young people and adults at risk by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

Leeds GATE has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at Leeds GATE based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance (including KCSIE 2016 and Prevent Duty Guidance).

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

Leeds GATE aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Leeds GATE.

## **ROLES AND RESPONSIBILITIES**

It is the responsibility of the Executive Board to:

- ensure Leeds GATE has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- monitor Leeds GATE's compliance with them.

It is the responsibility of the Chief Executive Officer (CEO) and other Managers involved in recruitment to:

- ensure that Leeds GATE operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at Leeds GATE.
- monitor contractors' and agencies' compliance with this document.
- promote welfare of children, young people and vulnerable adults at every stage of the procedure.
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The Executive Board has delegated responsibility to the CEO and Senior Management Team to lead in all appointments. GATE members may be involved in staff appointments but the final decision will rest with the CEO.

### **Definition of Regulated Activity and Frequency**

Any position undertaken at, or on behalf of Leeds GATE will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30 day period; and
- provides the opportunity for contact with children.

Roles which are carried out on an unpaid / voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

Leeds GATE is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". Leeds GATE is required to carry out an enhanced DBS check for all staff and volunteers who will be engaging in regulated activity. However, Leeds GATE can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

## **RECRUITMENT AND SELECTION PROCEDURE**

### ***Advertising***

To ensure equality of opportunity, Leeds GATE will advertise all vacant posts to encourage as wide a field of applicant as possible; normally this entails an external advertisement. All adverts should be clear and concise.

Do not exclude applicants unnecessarily by including criteria that is not relevant to performing the job; so as to ensure the role is open to all sections of the community. The advert should also be used as an opportunity to publicise the work of Leeds GATE. The information should include brief requirements of the job, unique selling points and a brief description of Leeds GATE, the salary and any other benefits.

Adverts need to be placed in relevant media, keeping in mind the cost, access to minority groups and taking advantage of the networks Leeds GATE may be able to link into. Posters

can be displayed, vacancies can be advertised at open days, word of mouth can inform people about the post, and advertising can be placed in community newsletters.

Details to include in the job advertisement:

- Job title
- Grade and or salary range
- Type of contract: Permanent, Fixed Term, Temporary
- Where the job will be located
- Hours of work
- Brief description of the organisation
- Brief description of the role being advertised
- Closing date for application forms
- Interview dates (allow enough time after the closing date for shortlisting and communication to the successful candidates)
- Contact details and process for getting applications forms
- For further information please ring (named person) for an informal discussion
- Equal opportunities statement

If relevant, you should state if the post is a job share, or whether flexible working arrangements are available, the qualifications required, if it is a short-term contract and when the funding ends.

**Any advertisement will make clear Leeds GATE's commitment safeguarding children and adults at risk and expects all staff and volunteers to share this commitment, the organisation follows safe recruitment practices to protect children and adults at risk, and the applicant will have to have a Criminal Records check.**

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA).

### **Types of appointments**

There are different types of appointments that can be determined at the beginning of the recruitment process, but the principle of recruitment and selection remains the same - all appointments must be advertised, awarded on merit and safer recruitment guidelines applied.

- Permanent employee – person employed on an open-ended contract.
- Fixed term employee – person employed for a set period of time with an end date specified in their contract of employment.
- Agency temporary worker / locum / supply staff – person engaged via an employment agency, paid by an invoice against agency timesheets. They can be full and part time. Assurances that staff recruited by another agency have been properly vetted by this agency will be obtained prior to engagement. Recruitment agencies will be monitored to ensure their compliance with practices that safeguard children and adults at risk.

- **Seconded** – an individual (internal or external) recruited on a fixed term basis into a position as a development opportunity or to fill a temporary need. Leeds GATE will ensure that all appropriate employment checks have been carried out prior to engagement. If any checks have not been carried out Leeds GATE will carry them out. Information on checks will be shared provided the individual is informed at the outset that this is a possibility and it does not infringe the Data Protection Act (1998) Regulations.
- **Sessional** – person employed for a specified number of sessions / hours. They do not need to undergo the standard recruitment process but must still undergo the same pre-employment checks as other employees.
- **Acting up** – person temporarily employed into a more senior position.
- **Volunteer** – person who performs a range of functions in the organisation and can attend team / organisational meetings but is not paid. They can receive allowances to cover their expenses.
- **Consultants & Freelancers** – self-employed people who are employed to complete a specified piece of work and are on short-term contracts. They do not need to undergo the standard recruitment process but must still undergo the same pre-employment checks as other employees.

### ***Application Forms***

The application form Applicants are requested to complete Leeds GATE's standard application form. This ensures consistent shortlisting. The application form should provide you with enough information to make a choice about whether you want to consider the applicant for the position you hold vacant. It is important that applicants complete the whole form. If the applicant leaves gaps in the application form, including gaps in their education and employment history, this should be investigated at the interview. It may mean that they are covering up incidents in the applicant's history that have an impact on their suitability for the position you are hoping to fill. Volunteers also need to complete a standard application form. The same format can be used with shorter sections on previous employment and training. Incomplete application forms will not be shortlisted.

***The application form will include the applicant's declaration regarding convictions and working with children and/or adults at risk, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 if the post undertakes regulated activity and requires an enhanced DBS check.***

If an applicant declares a conviction they are requested to provide details in a sealed envelope which will only be opened if the applicant is shortlisted.

**CVs will not be accepted.**

It is unlawful for Leeds GATE to employ anyone who is barred from working with children and or adults at risk. It is a criminal offence for any person who is barred from working with children and/or adults at risk to apply for a position at Leeds GATE. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

## **Job Descriptions and Person Specifications**

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

This should contain:

- A factual summary of the job
- The purpose of the job and its main duties
- The date the job description was updated
- The location where the job is based
- A description of the key responsibilities and tasks involved in the role, rather than how the individual will perform them.
- This should include the responsibility to promote and safeguard the welfare of children/adults at risk they are responsible for / come into contact with

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job.

The Person Specification includes:

- Experience required
- Formal qualifications needed
- Specific skills, for example: use of Microsoft Excel, interviewing skills
- Personal qualities. This should include suitability to work with children/adults at risk
- Abilities, for example, the potential to be able to do something once trained or shown or transferable experience
- Commitment to equal opportunities

## **Application packs**

Applicants should receive a standard quality application pack for all posts.

The pack should include:

- Job Description
- Person Specification
- Application form
- Relevant policies and documents – for example, information about the organisation, Equal Opportunities policy
- Additional information / publicity about the organisation may be inserted.

## **Shortlisting and interview panel**

The Recruiting Manager will decide who will be on the shortlisting and interview panel, and who will be the panel Chair. The panel chair should manage the whole process. To ensure consistency, the panel should remain the same throughout the whole process. Particularly, the interview panel should remain the same for all candidates. Panels should consist of a diverse group of people to represent the organisation and the community served. To empower, and give GATE members a voice, they should be on the panel. This might take different forms depending on the nature of job and member group. The panel should give consideration to the best way of involving Leeds GATE members. Members'

views should be treated equally to other panel members. Panels should always consist of a minimum of two people. If any of the panellists know any of the applicants they must disclose this. All panel members should be trained in recruitment and selection procedures and the chair must be trained in safer recruitment.

All panel members must be aware of their role. Decisions need to be made about:

- The questions each panel member will ask. Consideration should be given to the relevance of the question and the panel member knowledge of that subject area.
- Who will check the information on the interview checklist?
- Who will deal with the DBS Disclosure applications, if applicable?

## **Shortlisting**

### ***Preparation for shortlisting***

To ensure that the best candidates are selected, and have been selected fairly, there are standard procedures for shortlisting. This ensures that the same process is followed for each candidate and that Leeds GATE have a concise record of the decision, which can be referred to at a later date.

When applicants apply for the job, they are instructed to address each point on the person specification, detailing how their previous experience, knowledge, skills and abilities fit the requirements of the person specification. This makes shortlisting easier for the panel and more accurate. As an initial sift the Recruiting Manager will go through the applications to eliminate any that have not properly completed the Application Form. This process is procedural and should not be an examination of the merits of any applicant.

Following the initial sift 2 members of the interview panel will meet to shortlist the applicants for interview ("shortlisting panel"). Using the Shortlisting Form the shortlisting panel will examine the applicant's responses and compare them to the person specification rating each applicant as not met (0), partly met (1), and fully met (2). Panel members will score individually before comparing scores. The highest scoring candidates will be invited to interview.

If any items on the person specification require further detail to assist the panel to decide if an applicant meets the criteria or not, this detail must be agreed and documented giving the level and standard of information needed for a candidate to meet the requirement. Clarification at this stage will assist panel members to come to a consensus view and make shortlisting easier.

Not every item on the person specification needs to be used for shortlisting. Additionally, some items of particular importance may be weighted and given higher consideration than others. The chair may decide that some requirements are better assessed at interview or using a test. Those requirements that MUST be used however are:

- Qualification and experience requirements. For example, a formal qualification at a particular level, or two years experience of working in particular field. Candidates who fail to meet these need not have their applications shortlisted against the other criteria as they are ineligible for the post.

- Any knowledge, skills or ability criteria that have a high priority for the performance of the job. It is not essential to shortlist the Equal Opportunities section of the Person Specification. The panel may prefer to probe the equalities question at the interview.

If an applicant is shortlisted and has declared a conviction the details of that conviction can now be viewed and the panel decide what they need to discuss and explore at interview.

### ***References***

References for shortlisted applicants will be sent for immediately after shortlisting. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by Leeds GATE. One of the references must be from the applicant's current or most recent employer. If the current / most recent employment does /did not involve work with children and/or adults at risk, then the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children and/or adults at risk. Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.

Any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with each referee to verify the reference.

Leeds GATE does not accept open references, testimonials or references from relatives.

### ***Interviews***

There will be a face-to-face interview wherever possible, and a minimum of two interviewers will see the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).

Candidates are informed that they need to bring at least three pieces of proof of identification to the interview and that only original documents can be accepted. Documentation should be less than three months old \*\* Issued within past 12 months All documents must be in the applicant's current name. At least one document must show the

applicant's current address and at least one document must show the applicant's date of birth. A full list of acceptable documents can be found in **appendix 1**

When verifying documents, always check for signs of tampering. Documents should be queried if they display any signs of damage, especially in the areas of the name or photograph. Please ensure the details in the ID documentation provided match those given on the application form. Where a form of identity including a photo has been provided you should check that the photo is an accurate likeness to the applicant. Record the type of ID provided by the candidate and the information on the ID. For example, for passports please enter the passport number, date of birth, nationality and date of issue. Candidates must also be informed that they need to bring original documentary evidence of their qualifications. Unsuccessful applicant documents will be destroyed six months after the recruitment programme.

The interview process involves predicting how successfully the candidate would perform in the job by measuring them against the requirements of the person specification. Appointing the candidate that best meets these requirements ensures objectivity. The critical factor is how the interview is handled and using flexible and efficient means of obtaining information.

It is important to clarify before the interview if tests are to be used so that sample tests, where appropriate, may be sent to the candidates. If the candidate is required to do a presentation it needs to be decided if this needs to be prepared for in advance, in which case they need to be informed of the presentation topic prior to the interview, or whether the topic will be given to them on the day. This has some advantages as you can then be sure they have had no assistance with the preparation and it tests being able to think through an issue quickly and under pressure. The panel also need to take into account the needs of those who may have a disability and may need extra time / reasonable adjustment(s)

Any information in regard to past disciplinary action or allegations, cautions or convictions must be discussed and considered in the circumstance of the individual case during the interview process, if it has or has not been disclosed on the application form. The chair of the interviewing panel will have undertaken Safer Recruitment Training or refresher training as applicable.

### **Interview questions**

The questions asked by the interview panel are very important in the area of safer recruitment. By asking the right questions, the chance of appointing inappropriate candidates is lessened, the interests and wellbeing of children and adults at risk are protected and the risk of abuse is minimised.

Interview questions help to assess applicant's suitability to work with children and adults at risk by finding out as much information about the following:

- The applicant's background,
- Their motivation, character and temperament and
- Their attitudes, opinions and values.

The questions asked should be backed up by a series of probes and follow-ups to give the panel a full picture of the area being investigated. This should give an insight into the individual's motivations, opinions, beliefs and attitudes, which will help the panel make a detailed assessment of their suitability to work with children and adults at risk.

To increase the likelihood of making a successful recruitment decision and to ensure consistency for all candidates, the interviews must be as structured as possible. The interview should not be an interrogation, but a structured conversation that deals with key issues. The panel must meet prior to the interview to set the interview questions and the areas of questioning that needs to be applied to all candidates. The panel will need to decide who will ask which questions and be clear about what they're assessing and what they're looking for in a worker. Interviews should cover why the applicant is applying for the post. All criteria outlined in the person specification must be tested through questions.

Questions should be based around those items of the person specification that have not been conclusively assessed through testing or on the application form. At all times it is important to get candidates to relate their experience, attitudes and abilities to the actual tasks of the job and the selection criteria. Candidates should also be asked to reflect on their insight into their personal strengths and weaknesses and how these will contribute to or impact the job. Any gaps or inconsistencies in history and frequent changes of employment must be identified and an explanation sought.

The following areas should also be explored with applicants in the interview:

- Their motivation and reasons for working with the particular client group
- Their perceptions about the boundaries of acceptable behaviour towards children/ adults at risk, and their ability to form and maintain professional relationships and personal boundaries with children/ adults at risk
- Their ability to positively contribute to children / adults at risk healthy sexual, emotional, social and physical well being
- The impact on their behaviour when working with children / adults at risk who are personally challenging
- What aspects of their background contribute to their desire to work in these areas of employment? What their resistance to stress is and how they manage it
- How they view control and punishment
- Their personal belief systems
- Their needs for further training and development
- Any gaps in employment history

Interviews should be a positive experience as much as possible for both panel and interviewee. The interviewer needs to let the candidate do most of the talking, encouraging them to speak about themselves. Interviewers should not allow any discriminatory questions, harassment, or any other conduct that breaches the equal opportunities policy. If there is any discussion of criminal convictions during the interview this information must remain confidential and only shared with relevant bodies / individuals.

All panel members should take notes. Interviewers need to be skilled in taking succinct notes such as key points, phrases or words that reflect the candidate's answers. These notes

should be as accurate as possible and relate to the criteria on the person specification. Any answers a panel member finds worrying must be recorded and discussed them at the end of the interview. These notes will inform the decision about which candidate to appoint.

See **Appendix 2** for sample questions that can be asked of candidates depending on the post that they are applying for.

See **Appendix 3** or a standard interview structure

### **After the interview**

Panel members should separately score the candidate. They should then share their scores with each other and discuss and explain their reasons for reaching their score. Responses need to be checked against agreed criteria and the decision-making process needs to be clear. This discussion should result in a joint, agreed score for each question.

The following rating system must be used:

The rating system operates by applying scores of 1 to 5 as follows:

1 = No knowledge

2 = Some of the required qualifications / basic knowledge

3 = Has the required qualifications / satisfactory knowledge

4 = Has an additional qualification / above average knowledge

5 = Has additional qualifications / exceptional knowledge

Prior to interviewing, the panel must agree, for each item on the person specification, what level of evidence constitutes a "5", or a "3" to assist them when it comes to scoring.

It may be that particular items on the person specification are more important than others and require weighting. The panel should agree this in advance. If a requirement has been rated, the scores for that particular requirement are doubled. Candidates' scores may be summed to arrive at a total score identifying the candidates who have consistently scored higher than the rest.

It is the responsibility of the panel chair to collect all paperwork from panel members following the recruitment process and pass to the Admin and Ops Manager. See retention and data protection section.

## **OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS**

### **Successful candidate informed**

Once the panel makes its decision the successful candidate is informed of the outcome of the interview by phone and letter. It must be explained to the candidate that the offer is subject to relevant pre-employment checks and will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating Leeds GATE's standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified);
- the receipt of two references (one of which must be from the applicant's most recent employer) which Leeds GATE considers to be satisfactory;
- the receipt of a disclosure from the DBS at the level relevant to the position and which Leeds GATE considers to be satisfactory;

- verification of the applicant's medical fitness for the role;
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and
- Verification of professional qualifications which Leeds GATE deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).

A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files.

**Formal offer of employment made**

Once all checks and references are received and reviewed as satisfactory the formal offer of employment is made.

## Pre Employment Checks

### ***DBS (Disclosure and Barring Service) Certificate (formerly known as CRB Disclosure)***

Leeds GATE applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at Leeds GATE which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

It is Leeds GATE's policy to re-check employee's DBS Certificates every five years and in addition any employee that takes leave for more than three months (ie: maternity leave, career break etc) must be re-checked before they return back to work.

Members of staff at Leeds GATE are aware of their obligation to inform the CEO of any cautions or convictions that arise between these checks taking place.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.

### ***Portability of DBS Certificates Checks***

Staff may wish to join the DBS Update Service if they are likely to require another check in the future. Applicants may sign up to the Service if their check was issued after 17 June 2013, for a fee of £13 per annum, which is payable by the applicant.

### ***Copies of DBS Checks***

The DBS no longer issue Disclosure Certificates to employers, therefore employees/applicants should bring their Certificate to the Administration and Operations Manager

### ***Dealing with convictions***

Leeds GATE operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,

A formal meeting will take place face-to-face to establish the facts with the CEO and Administration and Operations Manager. A decision will be made following this meeting. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Administration and Operations Manager and CEO will evaluate all of the risk factors above before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, Leeds GATE may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

### ***Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status***

All applicants invited to attend an interview at Leeds GATE will be required to bring their identification documentation with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines. Full list of acceptable documentation is available **annex 1**. Where this has not been obtained at interview it must be sought prior to employment. Leeds GATE does not discriminate on the grounds of age.

Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

### ***Medical Fitness***

Leeds GATE will verify the medical fitness of anyone to be appointed to a post at Leeds GATE, after an offer of employment has been made but before the appointment can be confirmed.

All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role.

Leeds GATE is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments.

### ***Induction Programme***

All new employees will be given an induction programme which will clearly identify Leeds GATE policies and procedures, including the Child Protection Policy, Adults at, Health and safety and how staff should carry out their roles and responsibilities.

### ***Single Centralised Register of Members of Staff***

In addition to the various staff records kept at Leeds GATE and on individual personnel files, a single centralised record of recruitment and vetting checks is kept by the Administration and Operations Manager. The Single Centralised Register will contain details of the following:-

- All employees who are employed to work at Leeds GATE;
- all employees who are employed as supply staff to Leeds GATE whether employed directly or through an agency;
- all others who have been chosen by Leeds GATE to work in regular contact with children. This will cover volunteers, Governors, peripatetic staff and people brought into Leeds GATE to provide additional teaching or instruction for pupils but who are not staff members eg: sports coaches etc.

A designated Governor will be responsible for auditing the Single Centralised Register and reporting his/her findings to the full Executive Board during the Summer Term meeting.

### ***Record Retention / Data Protection***

Leeds GATE is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, Leeds GATE will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help Leeds GATE to discharge its obligations as an employer e.g. so that Leeds GATE may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by Leeds GATE for the duration of the successful applicant's employment with Leeds GATE. All information retained on employees is kept centrally and secure.

The same policy applies to any suitability information obtained about volunteers involved with Leeds GATE activities.

Leeds GATE will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (ie: shredded). The 6 month retention period is in accordance with the Data Protection Act 1998.

### ***Ongoing Employment***

Leeds GATE recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. Leeds GATE will therefore provide ongoing training and support for all staff, as identified through the Annual Review/appraisal procedure.

### ***Leaving Employment at Leeds GATE***

Despite the best efforts to recruit safely there will be occasions when allegations of serious misconduct or abuse against children and adults at risk are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks Leeds GATE also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at Leeds GATE despite being barred from working with children; or

- has been removed by Leeds GATE from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

### ***Contractors and agency staff***

Contractors engaged by Leeds GATE must complete the same checks for their employees that Leeds GATE is required to complete for its staff. Leeds GATE requires confirmation that these checks have been completed before employees of the Contractor can commence work at Leeds GATE.

Agencies who supply staff to Leeds GATE must also complete the pre-employment checks which Leeds GATE would otherwise complete for its staff. Again, Leeds GATE requires confirmation that these checks have been completed before an individual can commence work at Leeds GATE.

Leeds GATE will independently verify the identity of staff supplied by contractors or an agency in and will require the provision of the original DBS certificate before contractors or agency staff can commence work at Leeds GATE.

### ***Volunteers***

Leeds GATE will request a DBS disclosure at the relevant level on all volunteers undertaking activities at or on behalf of Leeds GATE

Under no circumstances will Leeds GATE permit an unchecked volunteer to have unsupervised contact with children or adults at risk.

### ***Monitoring and Evaluation***

The Administration and Operations Manager will be responsible for ensuring that this policy is monitored and evaluated throughout Leeds GATE. This will be undertaken through formal audits of job vacancies and a yearly Safer Recruitment Evaluation audit which will be presented to the CEO to report to the Executive Board.

**ID Documentation**

At least one of the following:

- Passport (any nationality)
- UK Birth Certificate
- UK Issued Driving Licence (either photo card or paper counterpart – a photo card is only valid if the individual presents it with the paper counterpart)
- EU National Identity Card
- HM Forces ID Card
- UK Firearms Licence
- UK Adoption Certificate:

At least two of the following (or five if unable to provide one from the above list)

- Marriage/Civil Partnership Certificate
- Financial Statement \*\* e.g. pension, endowment, ISA
- Birth Certificate (non-UK)
- Vehicle Registration Document (Document V5 old style and V5C new style only)
- P45/P60 Statement (UK) \*\*
- Mail Order Catalogue Statement \*
- Bank/Building Society Statement \*
- Court Claim Form (UK) \*\* documentation issued by Court Services
- Utility Bill \* electricity, gas, water, telephone - inc. mobile phone contract/bill
- Exam Certificate e.g. GCSE, NVQ, O-Levels, Degree
- TV Licence \*\*
- Addressed payslip \*
- Credit Card Statement \*
- National Insurance Card (UK) 21
- Store Card Statement \*
- NHS Card (UK)
- Mortgage Statement \*\*
- Benefit Statement \* Child Allowance, Pension
- Insurance Certificate \*\*
- Certificate of British Nationality (UK) Council Tax Statement (UK) \*\*
- Work Permit / Visa (UK) \*\*
- A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK) \* e.g. Department for Work and Pensions, the Employment Service, Customs and Revenue, Job Centre, Job Centre Plus and Social Security
- One of the following documents from the Borders and Immigration Agency (BIA) (formerly the Immigration and Nationality Directorate – IND) (UK) do not use more than one of the following documents.
  - Convention Travel Document (CTD)
  - Stateless Person's Document (SPD)
  - Certificate of Identity (CID)
  - Application Registration Card (ARC)
- Connexions Card (UK)
- DBS Disclosure Certificate \*\*

- Letter from Head Teacher \* \*
- \* Documentation should be less than three months old
- \*\* Issued within past 12 months

## Sample questions

### Open questions

Questions should be open-ended, probing, clarifying information and understanding, and exploring the topics related to the selection criteria, i.e. questions that encourage candidates to give you as much information as possible. They should also be non-directive, sensitive, facilitating the interviewee to respond to potentially difficult areas. Open questions begin with "who?", "what?", "how?", "why?", "where?", "which?", "tell me about", "please describe... ..".

For example:

- What do you think are the attributes.....
- Can you please give me some examples which you believe demonstrate these attributes.....
- Give me examples of situations in which you have particularly.....
- What input have you had to .....
- How have you managed a situation.....
- How would you describe yourself in relation to.....

When assessing personal characteristics such as behaviour and temperament, it is important to know the person's understanding of their own strengths and weaknesses, and the impact on them when having to deal with situations that they have found personally challenging.

For example:

- What a person has done?
- What strengths assisted?
- What weaknesses got in the way?
- What was the effect?
- What was the effect on them?
- What has been learned?
- What may make a difference next time?

The opening questions are asked of all candidates, but the probing follow-up questions will vary depending on what candidates have told you and how much further information you feel you need. These supplementary questions and probes need to be individualised to the particular candidate to enable more in-depth exploration of personal attitudes, temperament, motivation and the ability to form and maintain appropriate relationships and boundaries with children and adults at risk. For example, gentle queries like: "I'm not sure what you mean.....".

### Closed questions

These are useful to establish facts and confirm information.

For example:

- Do you?
- Did they?
- When were you at?

### Concrete Questions

You need to get the candidate to tell you in concrete terms what they've done, how they did it, what attitudes/behaviour influenced their thinking, what was the impact/outcome, what other factors influenced their decision/behaviour/attitudes, how did their

behaviour/attitudes influence the situation and what they learnt from this experience. This will help you assess how well the candidate uses their experience to demonstrate their knowledge of the requirements of the post, and how their behaviour, attitudes and skills applied relate to the specified characteristics for the jobholder. This contrasts with getting the candidate to project - how will they react, what will be their attitudes to etc. Projecting into the future is the basis of hypothetical questions. Hypothetical questions are best avoided unless the panel wishes to assess a person's values, attitudes or conceptual thinking. Hypothetical responses to behaviour, temperament, and action are particularly poor indicators.

For example:

- Tell us about your previous experience in this field.
- What do you think are the specific skills and attributes that you will bring to the organisation?
- What do you understand by the term 'Professional boundaries'?
- What would you do if you found yourself in a situation of confrontation with a child or adult at risk, or if they were being verbally abusive towards you?
- What would you do if you found yourself in a situation of confrontation with a family member or carer, or if they were being verbally abusive towards you?

### **Leading questions**

Avoid questions that will lead candidates to your desired response as they only encourage candidates to tell you what you want to hear.

For example:

- Obviously, you would consult with your manager prior to giving advice about our service, wouldn't you?

### **Assessing candidates**

Prior to the interview, the panel must meet to agree on the evidence they will be looking for in assessing candidates, expanding on the detail of each item on the person specification if necessary. For each question asked they need to set out the "ideal" response, listing the key points they would want the candidate to include in their answer. All panel members must have a shared understanding of the knowledge, skills and abilities of the "ideal candidate" to act as a benchmark against which to compare candidates at interview.

## **Structure of the interview**

### **Beginning**

The panel chair should:

1. Introduce all panel members
2. Inform the candidate of the length of the interview and explain the structure of the interview
3. Explain that notes will be taken throughout
4. Inform the candidate that they will have the opportunity to ask questions at the end

### **Middle**

The interviewers need to:

1. Keep control of the interview to ensure the candidate provides relevant information in order to assess how well the candidate meets the requirements of the person specification
2. Ask questions that gauge the candidate's abilities and listen to the response
3. Follow up with supplementary/probing questions if the candidate's answers are vague, to ensure the candidate is given every opportunity to demonstrate the particular qualities being tested

### **End**

The candidate should feel that they have been given a good opportunity to demonstrate their suitability for the post.

The panel chair should:

1. Ask the candidate if they have any questions
2. Inform the candidate when the decision will be made
3. Provide the candidate with information about the next stage of the recruitment process
4. Thank the candidate for attending the interview Check documentation / identity of the candidate either at the beginning or the end of the interview process to ensure that the person who has presented for interview is the actual candidate.

## Leeds GATE

### Controlled Document

<b>Document Name:</b>	<b>Safer Recruitment Policy</b>
<b>Document Reference Number</b>	<b>REC1</b>
Document Version Number	1
Review Schedule	Every two years
Next review due	1/3/20
Owner (Responsibility)	Admin and Ops Manager

### Document Description

This document sets out the organisations policy and procedures for recruitment of staff

### Implementation and Quality Assurance

Implementation is immediate and this Policy shall stay in force until any alterations are formally agreed.

The Policy will be reviewed every two years by the policy owner and Board of Trustees, sooner if legislation, best practice or other circumstances indicate this is necessary.

All aspects of this Policy shall be open to review at any time. If you have any comments or suggestions on the content of this policy please speak to the policy owner