

## Safer Recruitment Policy

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## Safer Recruitment Policy

### **Rationale**

The rationale for this policy is to ensure that as a company we are taking robust measures to ensure the safety and well-being of any person using our service.

### **Policy**

Business Dictionary 2021 defines safeguarding as “Something that serves as a protection or defence or that ensures safety”. With this in mind staff will undergo a DBS check that is relevant to the role and responsibilities and the nature of the businesses you visit.

The Disclosure and Barring Service helps employers make safer recruitment decision each year by processing and issuing DBS checks. Furthermore, actions are taken to satisfy our recruitment process as highlighted below in the procedure.

All applicants must be informed of the practices and processes that will take place in relation to DBS checks, applicants must also be notified that applications may be rejected should any reasons for concern arise.

Independent employment activities will not commence until two satisfactory references and DBS clearance have been provided.

Should any concerns or issues appear, a risk assessment will be conducted using the policy of recruitment of ex-offenders and a reasonable decision will be made by the management team who specialise in the safer recruitment process; these decisions will be based on the nature of the results, with reasonable monitoring highlighted or a rejected application.

### **Procedure**

At the point of interview, the interviewer must use the opportunity to request the interviewee to provide two previous employment reference details. Character reference will not be accepted.

Each new recruit is allocated a base file. Within each file is a list of documents to be requested including reference sources, they must also be stored electronically. A new recruit who fails to provide any of the information regulated from the base file check list will not complete the six-week induction plan.

Shadowing will be scheduled over the six weeks induction to allow for introduction to policy, procedures, regulations and to allow for the return of DBS check.

Once the DBS is cleared, unless there is a problem, the DBS can be returned to the applicant.

Any applicant that has old or minor cautions and convictions will undergo a decision process based on our policy of **recruitment of ex-offenders**.

All base file information, both electronic and paper must be stored accordingly to the General Data Protection Regulation GDPR.

### **Disclosure and Barring Service (DBS) Procedure**

Applicants have the opportunity to disclose any unspent convictions, conditional cautions, reprimands, warnings and barred listing at the point of interview.

Depending on the role you are hired for and the types of businesses you visit will determine the type of disclosure selected. There are four types of disclosure:

- a basic check, which shows unspent convictions and conditional cautions
- a standard check, which shows spent and unspent convictions, cautions, reprimands and final warnings
- an enhanced check, which shows the same as a standard check plus any information held by local police that's considered relevant to the role
- an enhanced check with a check of the barred lists, which shows the same as an enhanced check plus whether the applicant is on the adults' barred list, children's barred list or both

The Safeguarding Vulnerable Groups Act 2006 defines a vulnerable person as "**Vulnerable Person**" means: (a) a Child or Children; or. (b) an individual aged 18 years and above who is or may be unable to take care of themselves or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason.

Any trainer, assessor, end point assessor, internal quality assurer or quality manager that is carrying out internal workplace activities in any services that safeguards a vulnerable person (s) will be expected to complete an enhanced check.

Where any trainers, assessor, end point assessor, internal quality assurer or quality manager is carrying out external workplace activities in any services that safeguards a vulnerable person (s) will be expected to complete an enhanced check.

Trainers who carry out work activities within the classroom or training environment will be required to undergo an enhanced check.

Where an enhanced check is enforced this type of check will show any unspent convictions, conditional cautions, reprimands, warnings and barred persons from doing their role.

Staff are required purchase their DBS check, making. Payment to Nurture Training and Development that is transferred to the DBS Services. The check is complete by Nurture Training and Development using <https://client.disclosureservices.com/sign-in/>

The applicant must provide Nurture Training and Development with the necessary details to complete the check:

- Full address details
- Identification
- Full name
- Date of Birth

Once the certificate arrives at the applicant's address, the applicant must use the certificate number to register on the DBS update service. This can be accessed by using the link below.

<https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1>

Once the DBS certificate is received, there is a 90-day window for the update service registration. This deadline **must** be met.

The original certificate must be produced to Nurture House prior to a start date for employment being provided.

Once DBS certificate clearance is issued, the applicants start date will be provided.

If there is any issues or concerns in regard to the applicants check, a discussion will be had with management to highlight consequences or the job application could be rejected.

Where ex-offenders are hired with a satisfactory risk assessment, management must refer to the policy below, **recruitment of ex-offenders**.

The update service will allow for Nurture House and staff to maintain safety processes by conducting online service checks annually.

### **Policy on the recruitment of ex-offenders**

- as an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), [Nurture Training and Development] complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly
- [Nurture Training and Development] undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- [Nurture Training and Development] can only ask an individual to provide details of convictions and cautions that [Nurture Training and Development] are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- [Nurture Training and Development] can only ask an individual about convictions and cautions that are not protected
- [Nurture Training and Development] is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- [Nurture Training and Development] has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- [Nurture Training and Development] actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records
- [Nurture Training and Development] select all candidates for interview based on their skills, qualifications and experience
- an application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application

forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position

- [Nurture Training and Development] ensures that all those in [Nurture Training and Development] who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- [Nurture Training and Development] also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
- at interview, or in a separate discussion, [Nurture Training and Development] ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
- [Nurture Training and Development] makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request
- [Nurture Training and Development] undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

### Safer Recruitment Risk Assessment

Disclosure and Barring Service check	Response
DBS shows nil unspent convictions, conditional cautions, reprimands, warnings and barred persons from doing their role.	<p><b>Start date provided</b></p> <p><b>Must subscribe to DBS update service</b></p> <p><b>Must provide annual check</b></p> <p><b>Return DBS Certificate to employee</b></p>
Rehabilitation of Offenders Act 1974	<p><b>Start date provided with clear instruction that monitoring will be featured in employment activities</b></p> <p><b>Must subscribe to DBS update service</b></p> <p><b>Must provide annual check</b></p> <p><b>Keep and store safely DBS Certificate for monitoring purposes</b></p> <p><b>Refer to Code of Practice for Disclosure and Barring Nov 2015</b></p>
DBS shows barred listing preventing a person to work with vulnerable people	<p><b>Application is rejected</b></p> <p><b>Refer to Code of Practice for Disclosure and Barring Nov 2015</b></p>

All applicants will be assessed objectively on their merits in accordance with our Equality, Inclusion and Diversity Policy or Equal Opportunities policy.