

Employee and Volunteer Safer Recruitment Policy - part a

(although volunteers process will be far less formal they should still be going through a similar process)

This policy recognises that research shows that sexual offenders will often target getting paid or voluntary positions which would allow them any kind of access to children and that this policy will be a part of deterring such applicants.

1. Job description. Applicants for an employed post with the Centre will be provided with a job description setting out the nature and scope of the job, the Centre's organisational structure and the knowledge, experience and skills required.

2. Person specification.

Essential:

- Applicants should have a genuine interest in the human rights of children and parents to a family life.
- Applicants will be expected to be able to work well in a team situation;
- Applicants must be willing to be readily accountable to a team leader; the Coordinator and the trustees
- Applicants should be able to deal both sensitively and firmly (as appropriate) with clients using the Centre and their advisers.
- Applicants should have a basic understanding of safeguarding of children and adults and be willing to undertake regular refresher training in this area
- Applicants will be expected to undertake any other training considered necessary by the Coordinator
- Reliable in keeping to agreed schedule of dates and times for the role

Desirable:

- Experience of working/volunteering with families and / or children
- Some awareness of the realities of domestic abuse and its impact on children
- Be willing to look proactively for ways in which the Centre's services might be improved

- 3. Job advert.** Consideration will be given when any vacancy occurs to the most appropriate means of reaching potential employees. The advert will mention a commitment to safeguarding and DBS checks.
- 4. Application.** Prospective employees will be required to complete an application form giving their personal details, skills and details of other posts- paid and voluntary. Notification of the requirements as to DBS disclosure will be included in accordance with the Centre's Policy no.3. The Centre's equal opportunities policy will be made available and will be applied. Applicants will be required to confirm they have permission to work in the UK.
- 5. Shortlisting.** Three members of the management committee will form a panel to consider all applications received and will take account of the job description and person specification alongside the application submitted in the shortlisting process.
- 6.** Those applicants selected will be invited for interview by the panel and those not selected will be notified as soon as possible.
- 7. References.** These should be requested for all those selected for interview. They should come from past employees or people with some community standing. The panel should scrutinize these and if needed should telephone the writer to confirm their identity and to clarify any inconsistencies between the reference and the application form.

- 8. Interview.** A set of questions and any other assessment activities will be prepared to be put to each candidate on interview to enable responses to be compared fairly. At least one question should seek to probe candidates' attitudes towards safeguarding and their motives for applying. Each will be given opportunity to cover any other matters and to ask any questions of the panel members about the Centre's work and the job applied for. Notes will be taken of responses given. Following completion of all interviews, the panel will decide as to appointment, keeping a record as to reasons for the decisions taken. Check identity documents. Discuss any criminal convictions history. Check any gaps or issues from the application form.
- 9.** All those who have been interviewed will be notified no later than the end of the following day as to whether they will be offered the employment.
- 10. Appointment.** Any offer of employment will be conditional upon receipt of a satisfactory enhanced DBS check and a check on the applicant's qualifications and any professional registrations. Once those have been received, a written offer of employment will be made, setting out the terms in full, including the following:
- a. probationary period
 - b. salary and expenses
 - c. hours
 - d. start date
 - e. holiday entitlement
 - f. notice period

On acceptance, a formal contract of employment will be prepared including these terms for signature by the employee and on behalf of the Management Committee.

11. Induction. This will be provided by a Management Committee member and the outgoing coordinator.

12. Staff file. This will hold a copy of the application form, references, DBS details, training undertaken and any disciplinary matters.

Adopted March 2016

and reviewed on: February 2021

Reviewed and adopted March 2022

Safer Recruitment Policy part b

Policy Statement on the Recruitment of Ex-offenders

It is a requirement of the DBS's Code of Practice that all Registered Bodies and organisations using their service must treat Disclosure applicants who have a criminal record fairly and must not discriminate because of a conviction or other information revealed. It also obliges organisations to have a written policy on the recruitment of ex-offenders, a copy of which can be given to all applicants at the outset of the recruitment process. This policy is based on the Rehabilitation of Offenders Act 1974 and its subsequent amendments.

Policy Statement

As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, Bristol Child Contact Centre complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed. This policy will be given to all applicants at the outset of the recruitment process.

Bristol Child Contact Centre 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 dependents, age, pregnancy, physical/mental disability or offending background.

- We actively promote 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. We select all candidates for interview based on their skills, qualifications and experience.
- **Having a criminal record will not automatically bar you from working with us.** It will depend on the nature of the position and the circumstances and background of your offences.
- Within organisations that work directly with children, staff require an Enhanced Disclosure and all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- An Enhanced Disclosure asks questions about an entire criminal record.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process as stated in part a of this policy. We request that this information is sent under separate, confidential cover, to a designated person within Bristol Child Contact Centre and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process. Information about what to disclose can be obtained on the DBS website under DBS Filtering Guide.
- We ensure that all those in Bristol Child Contact Centre who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure 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 and its amendments from November 2020.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other

matter that might be relevant to the position. Unless the nature of the position allows us to ask about your entire criminal record, we will only ask about 'unspent' convictions.

- Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. Failure to consent to this risk assessment process will lead to a withdrawal of the offer of employment.
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Reviewed and re-adopted May 2014

Reviewed, amended and adopted February 2021

Reviewed and adopted March 2022