

<b>Document Name:</b>		<b>Safer Staff Recruitment Policy</b>
Approved by Board of Trustees on:		March 2018
Review Schedule		Every 2 years
Next review due		March 2020
Owner (Responsibility)		CEO
<b>Document Description:</b>		
<p>Age UK Wiltshire is committed to recruiting and retaining the best staff to provide services to older adults, and those who may support them, and to ensuring the smooth and effective running of the organisation.</p> <p>This policy sets out the staff recruitment process including the need for checks with the Disclosure and Barring Service (DBS) It should Appendix A which outlines the checking process.</p>		
<b>Implementation &amp; Quality Assurance</b>		
<p>Implementation of this Policy is immediate, and it remains force until any alterations are agreed by the Board of age UK Wiltshire.</p> <p>The Policy will be reviewed every two years by the Board, or sooner if legislation, best practice or other circumstances indicate it is necessary or desirable to review any part of it.</p>		
<b>Revision History</b>		
<b>Revision date</b>	<b>Summary of Changes</b>	<b>Other Comments</b>
August 2019	Update to section 7 re DBS and addition of appendix with procedures	

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## **1. Policy statement**

- 1.1. Age UK Wiltshire is committed to recruiting and retaining the best staff to provide services to older adults, and those who may support them, and to ensuring the smooth and effective running of the organisation.
- 1.2. We take all reasonable steps to ensure that the people that we appoint have the appropriate values, experience, skills and approach to work effectively and safely with people who use our services. This includes a commitment to safer recruitment processes.
- 1.3. Age UK Wiltshire, as an employer and service provider, has a part to play in reducing the disadvantages which certain people and groups have experienced, both now and in the past. We want our staff and volunteers to be truly representative of the community they serve. Please refer to our Equal Opportunities Policy and Social Inclusion and Diversity guidance.
- 1.4. This policy sets out the recruitment process so that applicants understand what is required from them and what they may expect of Age UK Wiltshire.

## **2. Advertising Vacancies**

- 2.1. Vacancies may be advertised internally in some circumstances, but substantive posts will normally be advertised externally on Age UK Wiltshire's website and in various relevant publications and websites.
- 2.2. Advertisements and job descriptions will state clearly the closing date for applications and, if possible, date of interviews.
- 2.3. Advertisements will always indicate whether a DBS check is a requirement of the post.

## **3. Safeguarding**

- 3.1. Age UK Wiltshire works with vulnerable older people and checks with the DBS are made in accordance with DBS guidance and with national Age UK guidance and good practice .The extent ,or level, of checking depends on the degree of contact a staff member may have with vulnerable people in the course of their work .
- 3.2. DBS checks will only be made in respect of a successful candidate only when they have accepted a conditional offer of employment.

#### **4. Application**

- 4.1. A job description outlining the tasks and salary scale will be available for an advertised post together with a person specification. Job descriptions specify the individual's responsibility for promoting and safeguarding the welfare and safety of vulnerable adults.
- 4.2. Certain posts at Age UK Wiltshire are exempt from the Rehabilitation of Offenders Act 1974, and this will be set out clearly in the application pack. If a post is exempted from the Act, any applicant will be required to declare whether s/he has any convictions, cautions and bind overs, including any that would normally be regarded as 'spent'. If a declaration is made, details will be required by the Selection Panel and will be requested if the applicant is invited for interview).
- 4.3. All job applications should be submitted on the form provided by Age UK Wiltshire. Candidates are required to complete the form in full, and to identify and explain any gaps in work history.
- 4.4. CVs are not normally accepted instead of application forms though it can happen on occasions as a preliminary step to a formal application.
- 4.5. Applications should be received by the time and date specified. Applications received after the deadline will not normally be considered. Any exceptional circumstance which may warrant special consideration will be at the discretion of the Selection Panel.

#### **5. Shortlisting**

- 5.1. A Panel of suitably qualified and experienced people will undertake shortlisting and interviews of candidates. The Panel comprises a minimum of 2 people.
- 5.2. All applications are assessed against the same criteria using information provided by the candidate in the application form to demonstrate their ability to meet the required person specification. Candidates who have been selected for interview will be notified by telephone and/or letter. We do not routinely offer feedback to applicants who are not invited to interview.
- 5.3. Any shortlisted candidate who has indicated on the application form that they have a past criminal conviction will be asked to provide the Selection Panel with brief written details in an envelope marked Confidential and for the attention of the Chair of the Panel. Such information may be explored in confidence at interview.

- 5.4. All applicants are asked to complete an Equal Opportunities monitoring form to help inform our recruitment processes. These forms are not viewed by the Panel and are for monitoring processes only.

## **6. Interviews**

6.1 Interviewees will be given a date, time and venue for the interview, and information about its format. Some positions may require the candidate to do a piece of research or consider a question prior to interview and others may require a practical element to the interview.

6.2 The candidates' suitability for the post is explored at interview and scored against the selection criteria from the job description and person specification.

6.3 An assessment of their suitability to work with adults who may be vulnerable will be included.

6.4 Interviews are always conducted on a face to face basis.

6.5 Before the interviews, the panel will agree a set of questions relating to the post that they will ask all candidates, and any additional issues to explore with each candidate based on the information provided in their application – including any unexplained gaps in employment history.

6.6 Competence or value-based questions will be used to explore their experience of and approach to dealing with potential safeguarding issues; and their motivation, values, attitudes and boundaries in relation to working with people who may be vulnerable.

6.7 If the candidate has declared any past criminal convictions, the panel considers whether they are relevant, and whether they need to explore any issues during the interview.

6.8 After all candidates have been interviewed, the Panel will, individually, determine a score for their performance and based on this, decide on the most suitable person for the post.

## **7 Offer of Appointment**

7.1 An offer of appointment will be made to the selected candidate as soon as possible after the interview, either verbally or by letter an offer is made subject to receiving references that are satisfactory to Age UK Wiltshire, a DBS check where appropriate, and verification checks. (\* See below Appendix/procedure)

7.2 Following successful DBS checks and references a formal contract of employment will be sent outlining the terms and conditions including notification of any probationary period.

7.3 Unsuccessful candidates will be advised as soon as possible, either by telephone or by letter. They will be offered informal feedback on their interview if they wish.

## **8 References and pre-employment checks.**

8.1 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. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

8.2 Unless the nature of the position allows Age UK Wiltshire to ask questions about an entire criminal record, we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.

8.3 Any matter identified to Age UK Wiltshire as a result of a DBS check and which may result in the withdrawal of a conditional offer of employment will be discussed with the subject of the Disclosure before withdrawal takes place.

8.4 A criminal record will not necessarily bar an applicant from being appointed. The decision will depend on the nature of the position and the circumstances and background of the offences. The CEO is designated by the Board of Trustees to review any disclosures and decide if the offer of employment is withdrawn.

## **9.Retention of Applications**

9.1 Unsuccessful applications and notes / scores will be held for a period of six months in case of a subsequent query about the process; after which they will be destroyed.

## **10 Induction**

10.1 An induction programme is planned for all new staff, and includes an introduction to Age UK Wiltshire’s policies, including the Safeguarding Policy and procedures.

## **Appendix**

### **Procedure for Disclosure and Barring Service (DBS) checks.**

#### Background Information

DBS checks are the means by which organisations can check the suitability of individuals who work with vulnerable people of all ages either in a paid or volunteer capacity. The DBS provides criminal record data and the administrative arrangements for ensuring such checks are reported to the requesting organisation are provided by GB Group Online Disclosures (GBG).

The process for dealing with DBS checks is based on the principle of confidentiality of personal information whilst ensuring that AUKW can and does take all reasonable steps to safeguard those to whom it provides a service and its staff and volunteers.

Access to information obtained for the purpose of conducting essential checks and reviewing the outcome where necessary will be confined to the smallest number of people possible, specifically, the subject of checks, the CEO of AUKW and the Human Resources administrator.

The CEO will take responsibility for advising the Trustee with responsibility for Safeguarding of any issue arising from an individual case –though not identifiable details - which may have more general application for consideration

### **Process**

1. Applications for DBS checks are made in the first instance to GBG by AUKW 's Human Resources (HR)
2. GBG contacts the Applicant named on the application direct by email requesting completion of the DSB form and which documents they will supply for verification.
3. GBG notifies AUKW when documents are ready to be verified by email.
4. AUKW email the applicant to request that documents selected on their online DBS application are brought to AUKW Devizes or Salisbury Office to be verified by an authorised member of staff.
5. When the application and checking is complete GBG advises AUKW providing a DBS number and date of issue, if there is no other information the check can be regarded as 'Clear'  
GBG does not include any information about the outcome of checks to AUKW but may indicate the applicant should be contacted by AUKW to request sight of their certificate.
6. GBG provides information to the applicant in a certificate which identifies any check which was not 'clear'.
7. A request for sight of a certificate is made by AUKW HR - by an email or a phone call to the applicant with a request to produce the certificate either in person or by email or posting direct to HR appropriately marked Private & Confidential information for addressee only.
8. When the applicant gives sight of the certificate to AUKW HR, the certificate will be passed in a sealed envelope marked Strictly Confidential to the AUKW CEO to review the circumstances.
9. The certificate will then be returned in a sealed, confidential envelope to the HR administrator with instructions for next steps including arrangements for any contact which may be required with the applicant. The certificate will be returned to the applicant for their keeping. We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of

certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

10. Written Instruction received from AUKW CEO will be recorded/scanned by HR administrator into SharePoint/Confidential/relevant applicant's personal file (which also has restricted access).

Any Information/findings received from GBG will only have been accessed by three people: The Applicant, AUKW CEO, and HR Admin.

11. If any circumstance should arise in which a Trustee considers it is necessary for them to have detailed information about the outcome of a DBS check the request will be made to the Trustee who has responsibility for Safeguarding issues within AUKW. The Safeguarding Trustee will consider the matter in conjunction with the CEO of Age UK Wiltshire.

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