

Safer Recruitment



1

Introductions



2



2.5 hours short break

Link for slides and handbook


Webcam and microphones

Sensitive and confidential

Get support

Chat facility

3








0303 003 1111
Helpline
Option 2


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SAFER RECRUITMENT checklist

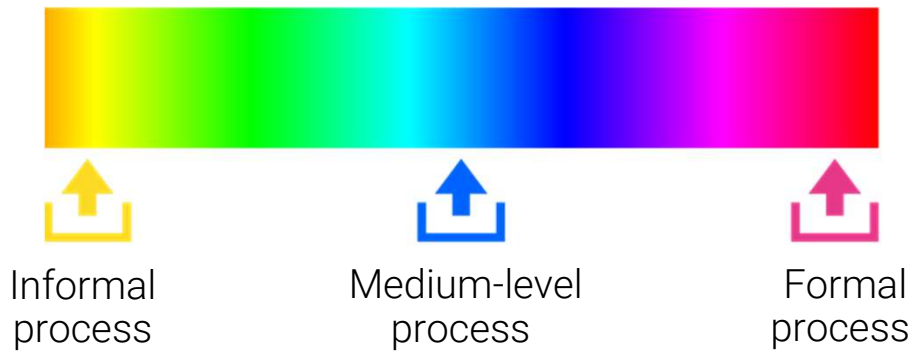
-  Expression of interest
-  Role profile
-  Interview
-  Checks
-  Ongoing support and supervision



The image shows a 'SAFER RECRUITMENT checklist' with five items, each preceded by a colored circle icon. To the right of the checklist is a blue icon of a pen writing on a notepad.

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Spectrum of formality



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Pause and consider:


Why do we follow a safer recruitment process?



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MODULE
1


- Expression of interest
- Role profile
- Interview
- Checks
- Ongoing support and supervision



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In this module:

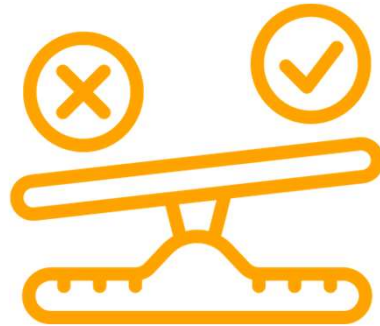
- Motivations
- Getting involved
- Risks and benefits
- Practical steps



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Why might someone apply for a role?

- Healthy motivations...
- Unhealthy motivations...



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When does involvement require safer recruitment?



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Just helping?

- ▶ Parents in children's activities
- ▶ Giving lifts
- ▶ Ad-hoc practical help
- ▶ Serving refreshments
- ▶ One-off activities

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Risks and Benefits - Breakout Room

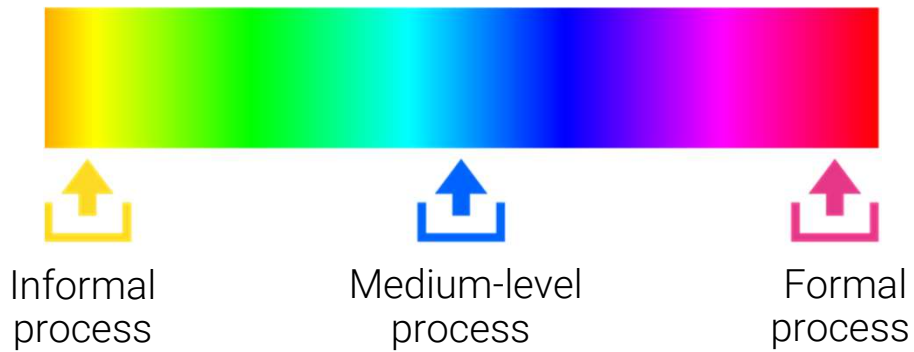
- ▶ Room 1 and 2: Risks
- ▶ Room 3 and 4: Benefits



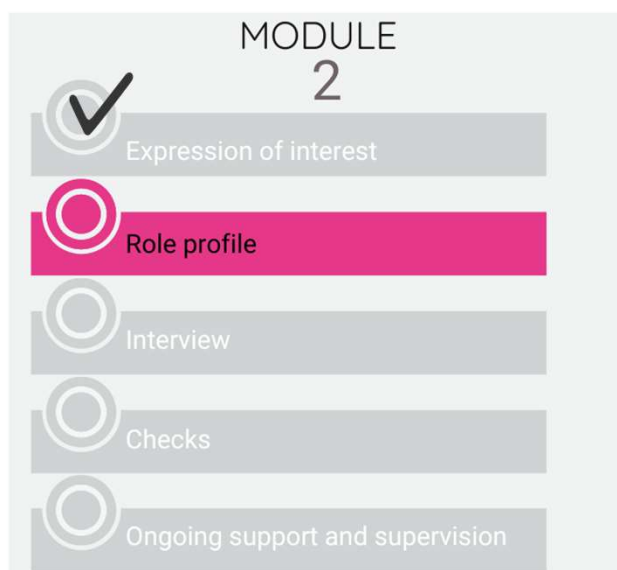
14

Spectrum of formality

What would expression of interest involve for a(n)...



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In this module:

- Shared understanding
- Practical steps
- Equality and equity



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Shared understanding - Case Scenario

Consider the scenario...

- Safer recruitment process followed?
- Anything missing?
- Implications?

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Shared understanding

Without this, what are the risks for...

- Vulnerable groups?
- The volunteer / employee?
- Your organisation?

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Breakout rooms: Role profile

Children's worker or foodbank
volunteer:

Additional information required?

Clarification needed?

Who, what, where, when, why?



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Equality vs Equity of Opportunity



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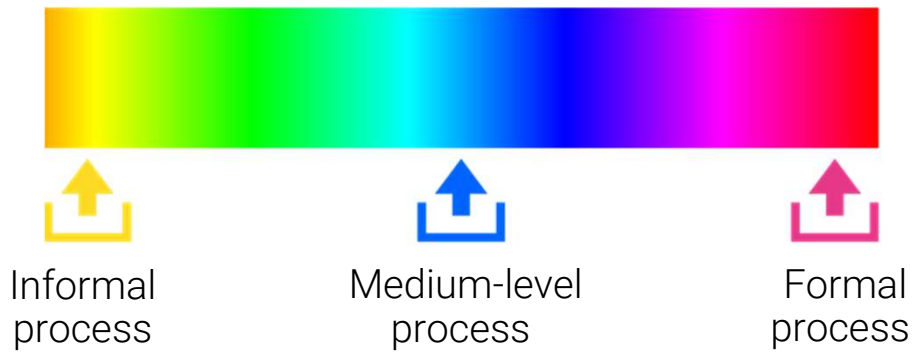
Equity and safer recruitment

- Equality Act
- Reasonable adjustments
- Positive action
- Perceived or actual barrier?

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Spectrum of formality

A clear and equitable role profile across the spectrum...




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5:00

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MODULE
3

- Expression of interest
- Role profile
- Interview
- Checks
- Ongoing support and supervision







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In this module:

-  Suitability criteria
-  Who to involve and how
-  Practical steps

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Suitability criteria: What are you hoping to hear?

-  Relate to role profile
-  Opportunity to succeed
-  Explanation of gaps
-  Cause for concern

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Activity: Attitude and Value Questions

Devise an interview question to explore...

- Recruit's attitude to people with additional needs
- Value of honesty



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Poll - Who to involve?

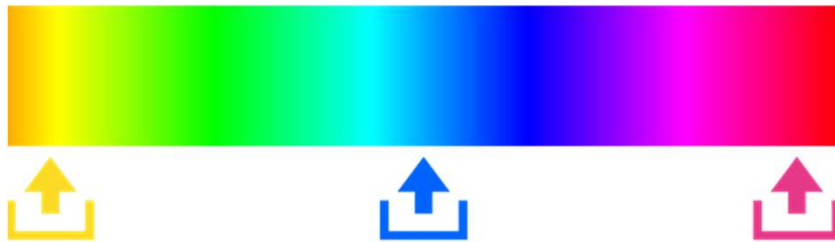
Select three people to be involved in the interview process for:

1. Creche helper
2. Deputy Safeguarding Lead



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Spectrum of formality: Interview



- Gather information to make a good decision
- Appropriate format for role and organisation

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Formal Interview

- Interview panel
- Assessment task
- Structured questions
- Suitable environment (physical or virtual)

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Informal Interview

- Coffee and conversation
- Suitable environment (physical or virtual)
- Questions prepared in advance
- How to record answers?

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Ensuring fair assessment


- Unconscious bias
- Scoring criteria



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MODULE 4


- Expression of interest
- Role profile
- Interview
- Checks**
- Ongoing support and supervision



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In this module:

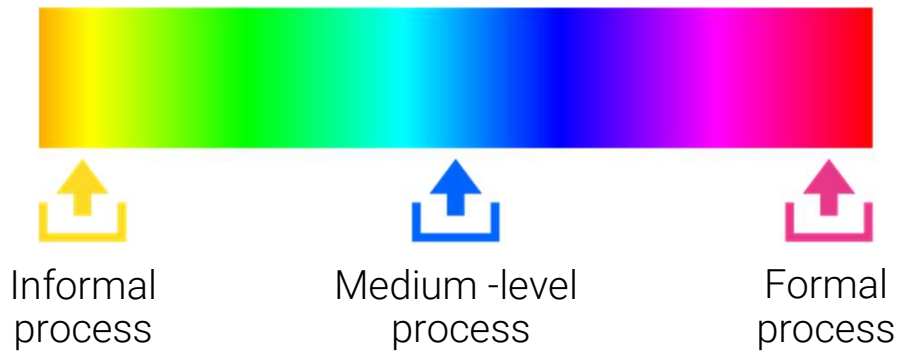
- Criminal records checks
- References
- Additional checks
- Practical steps



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Spectrum of formality

What checks might be involved as we move along our spectrum?



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Pre-Employment Checks

-  Safer recruitment legislation
-  Criminal record checks
-  References
-  Other checks and practical steps







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Safer recruitment legislation

-  UK Laws: Handbook page
-  England
-  Northern Ireland
-  Scotland
-  Wales

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Criminal Record Checks

-  AccessNI
-  Disclosure Scotland / PVG
-  Disclosure and Barring Service
-  Checks for overseas applicants



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Level of Checks

- ▶ Contact with vulnerable groups
- ▶ Nature of work



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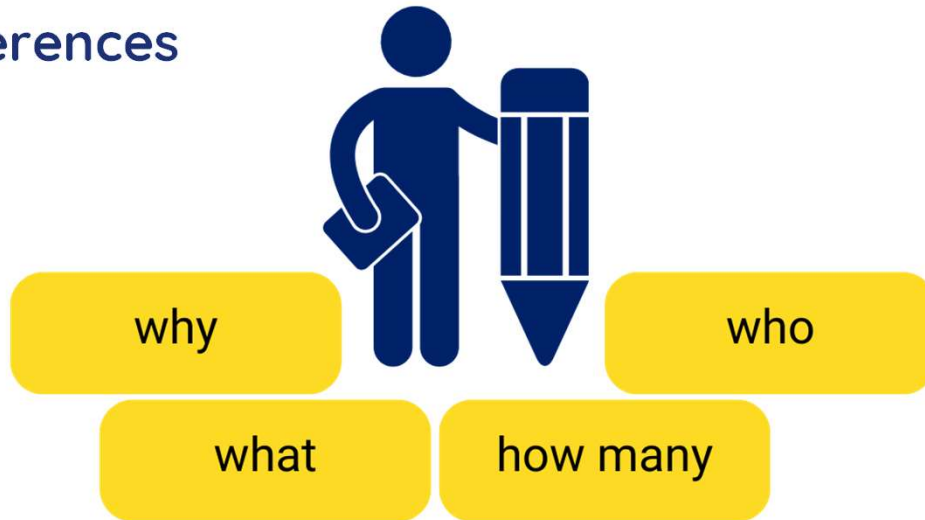
Self-Declaration Form

- ▶ Purpose
- ▶ Advantages
- ▶ Considerations



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References







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Other checks

- Online / social media checks
- Right to Work
- Qualifications
- Professional Registration / Trustees

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References - scenarios

-  Nish
-  Beryll
-  Konrad
-  Chipo

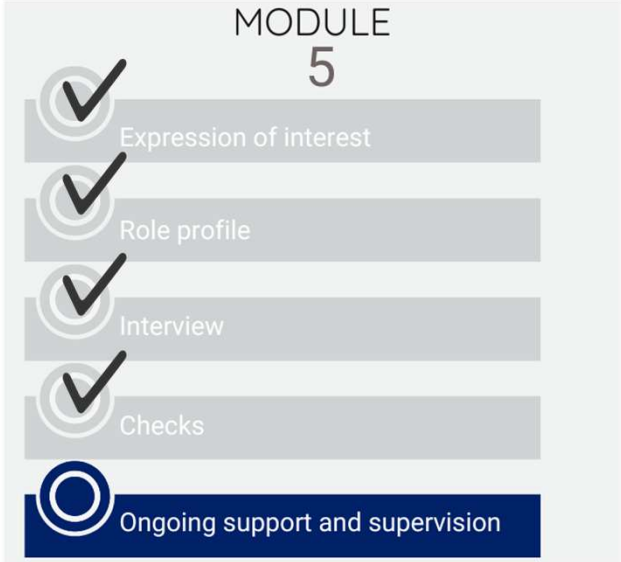


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Pre-employment Checklist


-  Successful interview
-  Confidential Self-Declaration
-  Criminal record check*
-  Right to work check*
-  References
-  Other agreements
-  Contract and start date

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MODULE
5

- ✓ Expression of interest
- ✓ Role profile
- ✓ Interview
- ✓ Checks
- Ongoing support and supervision



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In this module

- Appointment and onboarding
- Supervision
- Periodical updates
- Practical steps

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Appointment and onboarding

- Induction
- Shadowing
- Training
- Probation period



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Supervision*

- Emotional support / Pastoral
- Task assistance / Role specific
- Suitable person
- Practical steps

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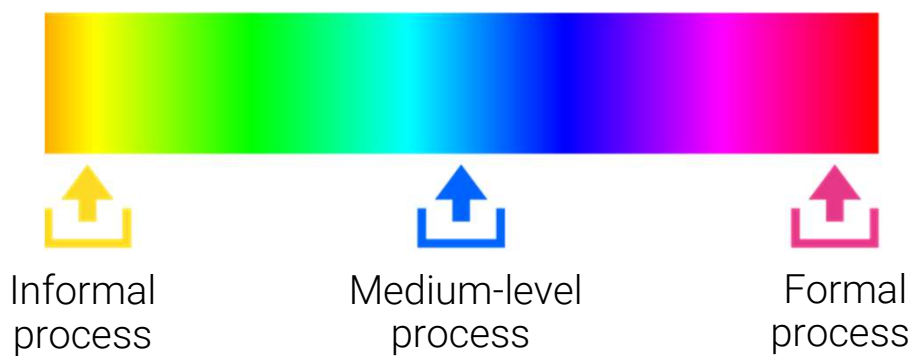
Periodical updates

- ▶ Training
- ▶ Criminal Record Checks
- ▶ Policy and Procedures

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Spectrum of formality

Support and supervision across the spectrum...



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Practical steps - discussion

Ongoing support and supervision:

- Good practice?
- Potential improvements?

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I have learnt.....



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Your feedback is important to us



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thirtyone:eight

Creating safer places. Together.