



Title of Policy:	Section:
Safer Recruitment	Human Resources

Purpose

The aim of the Policy is to set out the values, principles and policies underpinning Bespoke Guardians' approach to the safer recruitment of its employees.

The aim of the organisation's selection procedure is to ensure that the most suitable candidate is chosen for the job and that all applicants receive fair and equitable treatment.

Statement

The organisation is committed to providing equal employment opportunities to all job applicants irrespective of race, nationality, sex, gender, union membership or disability.

Procedure and Guidance

Job Advertising

Bespoke Guardians advertises jobs on national job boards and other locations.

We aim to be an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

- Job advertisements will include a general declaration to the effect that we aim to be an equal opportunities employer.
- Records will be maintained as a means of monitoring our policy and as a means of identifying possible areas of inequality.
- This policy will be regularly reviewed to ensure it is fit for purpose.
- Selection, recruitment, training and promotion practices and procedures will be reviewed to ensure that individuals are treated on the basis of their relevant merits and abilities.
- All employees in our service will be made fully aware of their responsibilities towards the promotion of this policy and provided with suitable training.

Bespoke Guardians provides employees with an opportunity to indicate their interest in open positions and to advance within the business according to their skills and experience.

We encourage employees to talk with their supervisors about their career plans and team leaders are encouraged to support employees' efforts to gain experience and advance within the business.



Personnel Selection

All applicants are required to complete an application form and submit a CV. Only applications made using the proper form are considered. Reasonable adjustments to our process are available if requested.

Applicants are short-listed by comparing their application form and CV with the person specification for the job.

All short-listed candidates are offered an interview and given details of the business, the position for which they have applied and the essential terms and conditions of employment.

Equal Opportunities Policy

Bespoke Guardians practices an equal opportunities policy and wishes to recruit and employ those people who are best suited for the vacancies for which they have applied, regardless of sex, sexual orientation, religion, ethnic origin, race, disability or union membership (or lack of it).

To monitor the equal opportunities' policy all applications (and their ultimate selection or rejection) are thoroughly reviewed.

Pre-employment checks

Our work involves the provision of care and support to children and young people and we ensure safer recruitment policies are followed.

When recruiting new staff, Bespoke Guardians refers to the Disclosure and Barring Service and carries out a full enhanced disclosure on potential appointees. The organisation makes the required checks as follows:

- Verifying applicants' identity by scrutiny of birth certificate, passport or equivalent reliable documentation.
- Verifying their right to work in the UK through appropriate checks.
- Verifying their driving licence (if applicable).
- Checking certificates of training and qualifications.
- Any declaration from the applicant regarding disability and reasonable adjustments.
- Obtaining a DBS enhanced disclosure
- Making sure they are not included on the DBS barred list for working with children.

Administrative and Support Staff and other employees who are not in direct contact with service users or their information, may be expected to have a DBS Standard disclosure.

Entitlement to Work Checklist

This section must be completed before the interview can commence if the applicant cannot give proof or entitlement to work, we cannot process their application.

The applicant must have one of the following:

- A passport showing that the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.



- A Registration Certificate or Document certifying Permanent Residence issued by the Home Office.
- A birth certificate (short or long) or adoption certificate issued in the UK, together with an official document giving the persons permanent National Insurance number and their name issued by a government agency or previous employer.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A Home Office check code for the Right to Work service.

Please ensure that any ID given matches the applicant's likeness and name.

Any Biometric Permit Card Submitted should be in date.

Job Interviews

Job interviews provide an opportunity for Bespoke Guardians to get the information it needs about applicants to decide which is most suitable for the position in question. Interviews are not conducted until a completed application form has been received.

Every attempt is made to ensure that interviews are conducted under conditions which are favourable to interviewees giving their best. Interviewers ensure that they have all the appropriate documentation before the start of the interview.

The assessments made by interviewers are formally recorded on an interview assessment.

Interviewees will be reviewed by answering detailed questions based on the job description, person specification and the information contained in their application form.

They will also be interviewed to determine their personal values. Applicants must demonstrate through verbal answers that they:

- Understand the function of the role and the needs of young people
- Have positive regard for individuals and want to improve their skills and wellbeing
- Commit to the safety and wellbeing of the people we support.
- Are prepared to enter a role where continued professional development is a requirement.

All offers of employment are made on condition that 2 satisfactory references (one may be a character reference) and Disclosure and Barring Service (DBS) checks are obtained in respect of the applicant. Where one reference is not obtainable, all efforts will be made to seek an alternative reference.

Reference quality

References may be received in writing (including email) from the exact individual named on the application form. It must be addressed to Bespoke Guardians. It must contain a statement of the referee's opinion on the applicant's suitability for employment with vulnerable young people.

Alternatively, referees may be contacted by telephone, to confirm their knowledge of the applicant and any reasons they may not be suitable to work with children or young people.



References must be verified and stored on the HR system.

If the references prove to be unsatisfactory without clear reason and the provision of additional referee details, the applicant will be contacted and the offer of employment will be withdrawn. We will always detail the reason for this decision.

DBS results processing

All information received will be handled in line with GDPR and the DBS code of practice.

Any sensitive information relating to a Disclosure will be sealed in a separate envelope, marked as confidential, and added to the applicant's personnel file.

Any applicant who appears on a barred list cannot be employed.

Any applicant applying for a role with children or young people who is later found to be on a barred list must be reported to the disclosures and barring service. They will be informed of this.

Applicants may have convictions and cannot be automatically excluded from employment on this ground. Every individual will have their whole application considered and any past convictions will be risk assessed to establish if they can be employed or if their application cannot be processed further.

A risk assessment will be arranged by the service manager (who will make the recruitment decision) The risk assessment will be written and will detail why the applicant has or has not been offered the role following assessment of past conviction risks. If the individual is recruited, a face-to-face meeting will also be carried out with the service manager during the induction session to confirm the individual's risk assessment.

Automatic grounds for rejection of applicant

The conviction is not over 2 years ago.

The caution is not over 12 months ago.

The applicant's application form listed no convictions and convictions were present on the returning DBS.

The disclosure on the application form was materially different from the information on the DBS

Conviction / Caution was in relation to a crime against a minor or vulnerable person.

Repeated convictions of a similar nature.

Other serious criminal offences (considered on a case by case basis)

Considered rejection of an applicant

A risk assessment will be used alongside a 1-1 interview to establish if conviction history is relevant or non-relevant.

Please follow the risk assessment process attached.



Audit of Recruitment Processes

The organisations will carry out an annual audit of its safer recruitment processes by randomly selecting 10 HR files for review. The audit will ensure the following is in place:

- Enhanced DBS for care staff
- 2 references
- ID confirmation
- Right to work
- Training certifications

Overseas checks

Any applicant offered a role, subject to pre-employment checking, who has worked abroad for more than 3 months in the last 10 years will be subject to overseas checks. All reasonable attempts will be made to secure a check with the consulate or other body when an overseas check is required. If we are unable to obtain a check a note will be made on the application of the attempts made to do so.

If an applicant has worked overseas for a UK based organisation with appropriate checks in place, such as the UN, Armed Forces, UK Embassies or security services requiring a high level of security clearance, a separate overseas check will not be required.

Use of Bank staff

All bank staff will be recruited with the same checks and process as permanent staff as permanent staff.

Agency Staff

The organisation does not use agency staff. The only provision for use of agency staff is within the contingency plan. In situations where emergency recruitment of staff is needed following a major crisis e.g., pandemic, the organisation will engage an agency. The agency must confirm in writing their recruitment process being as a minimum as robust as the organisations. A profile of each staff member containing Work History, DBS and references along with training record must be supplied before they are engaged.

Volunteers

The organisation does not use volunteers at this time. A separate policy is in place should volunteers be engaged at any time in the future.



Policy Reviewed on Date of Implementation by the Following Company Officer:

Full name:

Robert Firmin

Job Title:

Managing Director

Signature:

R. Firmin

Reviewed by Tom Curwood and Lisa Fife, 25th January 2024
General review

Further updated 03rd June 2024 by Lisa Fife and Sianaidi
Crozier



Applicant DBS Risk Assessment

This risk assessment should be completed if the applicant has had a minor conviction over 2 years old or if the applicant has a caution older than 12 months.

The assessment should be completed by the interviewer, and they must discuss this with the applicant at the time of the interview as it will determine if we can proceed.

When completing this form please be aware of the applicant's attitude towards these questions.

Can you please tell me in your own words what happened for each offence? What was the crime? Where did it take place? What were the circumstances? Does the applicant have an understanding of wrongdoing?

Was this crime committed at a place of work? Yes No

The decision as to whether to employ someone with a positive DBS will be taken by a director in consultation with the manager.

However, your opinion is very important, therefore complete either **A** or **B** providing a full explanation and then sign below.

A) Despite this person having a positive disclosure, this applicant should be employed because:

B) This applicant should not be employed because:



Signed: Date:
(Interviewer)

Name: Position:

All employees requiring a DBS risk assessment will need to be personally approved for employment by the M/SL as well as the interviewer to ensure fairness and a balanced approach to risk management.