

15 Steps to Safer Recruitment

Safe recruitment practice is central to the safeguarding of children and young people. All organisations who employ staff or volunteers to work with children and young people have a duty to safeguard and promote their welfare in line with the EYFS and various legislation. This includes ensuring that the organisation adopts safe recruitment and selection procedures which deter, prevent, and reject unsuitable persons from gaining access to children.

Follow the 15 steps below to support your safer recruitment process. This is not an exhaustive list. Settings are accountable and required to understand the legalities of safer recruitment and ensure the appointing officer has up to date training. Adapted from the CWDC 12 Steps to Safer Recruitment.

1	Ensure the appointing officer has attended safer recruitment training and understands the legalities and 4 stage model of how to deter, reject, prevent, and detect unsuitable applicants from applying and working with children and vulnerable groups.
2	Safer Recruitment is a legal requirement, and the recruitment process must not be rushed. Ensure that you have an up-to-date recruitment and selection policy, including whistle blowing, and procedure are in place that sets out the recruitment process and everyone's roles and responsibilities before you start to recruit.
3	Ensure that your organisation has a safeguarding policy and that a statement about the organisation's commitment to safeguarding the welfare of children is included in all recruitment and selection resources and materials, including the application pack and letter of acceptance.
4	Ensure that you have an up-to-date job description and person specification for the role(s) you wish to recruit to, which also includes their role in safeguarding children. Ensure these have been agreed with the requirement lead if you are not the lead appointing officer. Does it include any restricted convenance about sharing confidential details should they resign. This should be signed at the start of employment.
5	Ensure your advertisement is well prepared and contains all the necessary information, legal statements and information about the role, closing date, next steps and makes clear your commitment to safeguarding the welfare of children. Ensure these legal statements are included on all documents, adverts, application forms/packs and letter of appointment. They must be included wherever you advertise. Does your advert also invited candidates from underrepresented groups? Safeguarding “(name of your setting) is committed to safeguarding and promoting the welfare of children and young people and expects all employees, visitors and

	<p>volunteers to share the same commitment, vision, ethos and values, underpinned by our clear robust policies and procedures”</p> <p>This position is exempt from the Rehabilitation of Offenders Act 1974, therefore you are required to disclose any spent and unspent convictions</p> <p>Equalities</p> <p>It is a legal duty under Equality Act 2010 to ensure direct and indirect unconscious bias and discrimination is addressed. Providing a legal statement demonstrates your commitment.</p> <p>Ensure fair, equal treatment regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation”. (EYFS) Early Years Foundation Stage 2024).</p> <p>Equalities covers mental health, disabilities Reflect on how and where you advertise.</p>
6	To prevent using bias language when advertising, you can use a Gender Decoder to check your advert before advertising.
7	Ensure that you have compiled a suitable candidate information pack containing all the required information about the organisation, role, recruitment timetable, safeguarding policy/statement, and application form before you interview.
8	<p>Ensure that each application received is scrutinised in a systematic and consistent way by the shortlisting panel.</p> <p>CV's can make it harder to see whether someone fully meets the selection process. Do not accept CV's. Ensure you use your own recruitment application form for consistency.</p>
9	Ensure that all appropriate validation and background checks have been undertaken on your shortlisted candidates, including written references and DBS (Disclosure and Barring Service) checks and where relevant overseas checks.
10	Ensure that all shortlisted candidates receive the same letter of invitation to interview, supplying them with all necessary information before the interview and selection process.
11	Ensure that a face-to-face interview is conducted for ALL shortlisted candidates based on an objective assessment of the candidate's ability to meet the person specification and job description.
12	Ensure that all specific questions designed to gain required information about each candidate's suitability have been asked, including those needed to address any gaps in information supplied in the application form before you formally appoint.
13	Ensure that you can make a confident selection of a preferred candidate based upon their demonstration of suitability for the role.
14	You should be able to clearly explain why someone was rejected.
15	Ensure that your preferred candidate is informed that the offer of employment (including volunteer positions) is conditional on receiving satisfactory information from all necessary validation and background checks.

Do not accept an open reference to whom it may concern. Ensure all references are address to the recruitment lead appointing officer by name.

Employment offers should **NOT** be made unless this process has been strictly followed, regardless of any references or recommendations

If not using an HR (Human Resources) provider, care should be taken to ensure the relevant statements are included in the candidates offer of employment.