



SAFER RECRUITMENT POLICY

The safety and welfare of the service users we support is absolutely paramount to us. That is why we conduct thorough checks on all our candidates.

All applicants are exempt from the Rehabilitation of Offenders Act 1974 and are therefore required to declare all convictions, whether spent or unspent. We ensure all candidates have a Disclosure and Barring Service (DBS) Enhanced Certificate and that this is on the update service and checked at least annually.

When registering a new candidate, the first stage is verbal vetting by telephone. This allows us to assess the suitability of a candidate by discussing their relevant work experience, exploring their CV and seeking to understand their requirements for their next role. Only suitable candidates will be invited for a face-to-face interview.

In the normal course of business, we meet all our prospective candidates in person. Where that has not always been possible in recent times, we are utilising relevant technology such as video calls to ensure that we can verify the identity of the person we are speaking to, and to ensure that we match the correct candidates to a relevant setting in terms of personality and cultural fit. This stage of the process enables us to get to know the candidate better.

We will talk through their experience in more detail, ensure they will be a credit to the care provider that we place them in and that they meet our high expectations. We will also discuss and verify any relevant qualifications and training that the candidate may have.

For those candidates that we take forward to full registration, the following actions are undertaken before they can be placed for work through SENDhelp:

- We require one form of photographic ID and two forms of proof of address. Only original or certified documents are acceptable. These are verified by us and also provided to an Ebulk DBS Service (Capita), who run our DBS background screening process.
- Capita run an enhanced DBS which also includes checking against the adult's barred list and other relevant screening.
- Concurrent to the DBS check, we ensure we have a 10-year working history on file, including confirmation of any 'gaps' in employment or study. We check this and ensure any applicant providing false information will result in their application being rejected.
- We also mandatorily require two employment references which must cover the immediate last 12 months of employment.
- During the application process, the candidate will be required to complete a safeguarding assessment and must score at least 80% accuracy, otherwise they will be required to complete a Level 2 safeguarding course prior to completing their registration
- The candidate's Right to Work is verified.
- Confirmation of the candidate's medical fitness is recorded.
- Any relevant qualifications are verified and recorded.
- All candidates are required to complete a safeguarding assessment and must score at least 80% accuracy, otherwise they will be required to complete a Level 2 safeguarding course prior to completing registration.
- All candidates must declare that they have read the relevant guidance regarding disqualification, and that they are not disqualified on any such grounds.

The full list of documentation and checks we complete on every candidate are as follows:

- CV
- Certificates / qualifications
- Enhanced DBS Disclosure (Usually Child and Adult combined)
- Child Barred List check
- Adult Barred List check
- Teacher Prohibition Check
- Section 128 check
- DBS on Update Service
- Safeguarding assessment
- 2 x References that cover 12 months of relevant employment
- Right to Work
- Visa
- Overseas Police Check
- Proof of Address
- Health and Disability Form
- Childcare Disqualification Declaration
- National Insurance Number

It is worth noting that having a criminal record will not necessarily result in the candidate being rejected, providing any such record does not directly prohibit the candidate from working with vulnerable adults or present a safeguarding issue. In this instance, a risk assessment will be carried out, a statement collected, and the care provider would be fully informed of any such issue.

Once a candidate is placed with or into a care provider, we will seek feedback to ensure there are no concerns around suitability. We are fully transparent and encourage regular engagement. In the unlikely event of a complaint arising, we seek to ensure that these are handled fairly and appropriately. Likewise, should there be any serious concerns raised, we would ensure these are passed on to the appropriate authority.

All vetting files are reviewed in full by two people prior to placing a candidate for work.

A Vetting Document is provided to the care provider prior to any placement.

A handwritten signature in black ink, appearing to read 'Jack Hurn', is written over a light blue rectangular background.

Jack Hurn
Managing Director