

Safer Recruitment Policy



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Introduction

The safer recruitment of staff and volunteers is the first step to safeguarding and promoting the welfare of children, young people, and vulnerable adults. As an employer, Bouncing Statistics expects all staff and volunteers to share this commitment. In order to help safeguard and promote the welfare of everyone in its care, Bouncing Statistics is committed to a thorough and consistent Safer Recruitment policy. Bouncing Statistics Directors, HR Manager and Operations Manager have all completed Safer Recruitment training.

Aims and Objectives

The Safer Recruitment policy aims to help deter, reject, or identify people who might abuse or are otherwise unsuited to working with children, young people and vulnerable adults, by having appropriate recruitment procedures in place.

Bouncing Statistics has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job based on the applicant's abilities, qualifications, experience, and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted professionally, timely, responsively, and in compliance with current employment legislation.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant. In that case, they must declare as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

The policy objective is to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Bouncing Statistics.

Roles and Responsibilities

It is the responsibility of HR to:

- Ensure that Bouncing Statistics has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with relevant legislation.
- Monitor compliance with these policies and procedures.

It is the responsibility of the Directors, senior leaders and HR involved in recruitment to:

- Ensure that Bouncing Statistics operates safer recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers.
- Promote the welfare of children, young people, and vulnerable adults at every stage of the procedure.

Recruitment and Selection Procedure

Advertising

To ensure equality of opportunity, Bouncing Statistics will advertise vacant posts to encourage as wide a field of applicants as possible. This normally means external adverts, however, in a few cases; this can be internal adverts only. Some posts may be filled by internal merit-based promotions. Any advertisements will make clear Bouncing Statistics commitment to safeguarding. All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act 2018, UK General Data Protection Regulation and ICO Employment Practices Code.

Application Forms

Bouncing Statistics does not use its own application form; however, candidates are still required to submit their full employment history, including details of any gaps or discrepancies. Additionally, all applicants must provide a declaration regarding convictions and their experience working with children, young people, and vulnerable adults to assess their suitability for the role.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or professional regulatory body if appropriate.

Job Description and Person Specification

A job description is a key document in the recruitment process and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role. The person specification is of equal importance and informs the selection decisions. It details the skills, experience, abilities, and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children, young people and vulnerable adults, where applicable.

Interviews

There will be a face-to-face interview wherever possible, and the same panel will see all the shortlisted applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specifications. It will enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria.

Any information in regard to past disciplinary actions or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process. At least one member of any interviewing panel will have undertaken safer recruitment training and an HR representative should, wherever possible, be a member of the interview panel.

All applicants who are invited to an interview will be required to bring evidence of their identity, address, and qualifications. Original documents will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed following the end of the recruitment programme.

Offer of appointment and new employee process

The appointment of all new employees is subject to the receipt of a satisfactory DBS Certificate, references, medical questionnaire and copies of qualifications and proof of identity. A personnel file checklist will be used to track and audit paperwork obtained in accordance with safer recruitment. The HR Department will confirm that all paperwork has been received and then a start date can be agreed upon.

References

References for the successful applicant will be sent immediately following the interview. Two professional references must be provided. One must be from the candidate's current or most recent employer. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information. Any discrepancies or anomalies will be followed up. Bouncing Statistics does not accept open references, testimonials, or references from relatives. Employment is subject to these references being satisfactory.

The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with or having access to children, young people and vulnerable adults. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at Bouncing Statistics.

DBS (Disclosure and Barring Service) Certificate

All staff at Bouncing Statistics require an 'Enhanced DBS Certificate (in some cases a DBS certificate with a Barred List is required and, in some cases, a 'standard' certificate is appropriate). The appropriate DBS certificate will be obtained before the commencement of employment of any new employee. All new staff are required to join the update service. All volunteers will be risk assessed and will be subject to the same checks as members of staff, as appropriate, and we also request them to register with the DBS update service.

Safeguarding and Prevent

All staff are required to complete Safeguarding for Children, safeguarding for Adults and PREVENT training. The safeguarding online training modules offer an introduction to Safeguarding and the Prevent duty module, explains how it aims to safeguard vulnerable people from being radicalised to supporting terrorism or becoming terrorists themselves.

Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status.

All applicants invited to attend an interview will be required to bring their identification documentation such as a passport, birth certificate, driving license etc. with them as proof of identity/eligibility to work in the UK in accordance with guidance set out in immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations, In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally requires for the position and claimed in their application form.

Overseas Checks

All new employees where persons have lived outside the UK are subject to additional checks in accordance with Immigration, Asylum and Nationality Act 2006.

Record Retention

Bouncing Statistics will retain all interview notes on all applicants for a period of 6 months, after which time the notes will be destroyed. The 6 month retention period allows Bouncing Statistics to deal with any data access request, recruitment queries or to respond to any complaints made to an Employment Tribunal. All information retained on employees is kept on Breathe HR.

Employment

Induction Programme

All new employees will be given an induction programme which will clearly identify Bouncing Statistics policies and procedures, including the Safeguarding Policy and make clear the expectations and codes of conduct which will govern how staff carry out their roles and responsibilities.

Single Central Register

In addition to the staff record kept on individual personnel files, a single centralised record of recruitment and vetting checks is kept. This is kept up-to-date and retained by the HR Department .

The Centralised Register contains details of the following:

- All employees who are employed to work for Bouncing Statistics
- All others who have been chosen by Bouncing Statistics to work in the organisation.

Ongoing employment

Bouncing Statistics recognises that safer recruitment and selection is not just about the start of employment but should be part of a larger policy framework for all staff and will therefore provide ongoing training and support for all staff, as identified through the Annual Review/ Appraisal process.

Leaving Employment

Despite the best efforts to recruit safely, there may be occasions when allegations of abuse against children, young people and vulnerable adults are raised. In cases relating to the behaviour of an employee (these behaviours are within the context of four categories of abuse (i.e., physical, sexual, and emotional and neglect) the Disciplinary Policy will apply.

In cases of dismissal (or resignation) due to the above behaviour, Bouncing Statistics will inform the relevant authorities of the circumstances surrounding the employee's departure.

Monitoring and Evaluation

A table setting out specific process and responsibilities is followed by the HR Department and all other members of staff involved in the recruitment process. (This table can be requested from HR)