

# Unit 2: The recruitment process

## Features of a safer recruitment process

Here is a list of features:

- Set time aside for planning and structuring the process
- Have clear job, role and person specifications, setting out the boundaries and expectations of the role including a statement of the successful candidate's responsibility for safeguarding children
- Clear messages about safeguarding should be sent to candidates from the outset along with copies of the child protection policy and related safeguarding policies / procedures - or provide a link to where these can be found on your website
- A statement about the organisation's commitment to safeguarding children should be incorporated in any job advert
- The advert should state whether the role is exempt from the Rehabilitation of Offenders Act 1974 and therefore subject to an enhanced DBS certificate; this is a requirement of the DBS code of practice
- Advert should also state whether the role is in regulated activity and requires a children's barred list check
- Applicants should be provided with information about the filtering of criminal offences and advised of the need to complete a self-disclosure if they are invited to interview;
- Use application forms, not CVs
- Consider undertaking online searches on shortlisted candidates in case there is any publicly available information that would affect their suitability to work with children
- Obtain references before interview wherever possible; include specific enquiries about the applicant's background in relation to safeguarding and ensure references are given proper weight and consideration in the selection process
- At a minimum, the selection process should involve a face-to-face interview and where possible another tool (role play, presentation, teaching a lesson, participating in activities with children under observation etc)
- Children should be involved in the recruitment process in a meaningful way; observing how candidates interact with children (e.g. model lesson, pupil panel, discussion groups or lunch with pupils) is considered to be best practice
- At interview, use probing questions into motives, attitudes and behaviours, not just skills and experience, and questions that cover safeguarding issues as well as other role-related areas

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- Seek information about relevant criminal history at the right point in the process and use it appropriately
- Don't place too much emphasis on criminal vetting checks at the cost of other safer recruitment techniques
- Ensure there is an ongoing culture of vigilance in the organisation
- Always consult your HR adviser or manual