

## Safer Recruitment Policy

### Background checks for volunteers/sessional worker/students

Background checks must be undertaken for anyone working for Community Foster Care and Community Family Care - including sessional workers, volunteers and visiting staff who have regular, unsupervised access to children/young people or their files. These checks are recorded in the Single Central Record.

### Agency staff

It is the responsibility of any external agencies providing a service, whose staff have unsupervised contact with Community Foster Care's children/young people or who have access to their files/information, to carry out checks.

Community Foster Care must on all occasions seek assurance as part of the commissioning process that checks have been undertaken.

It is Community Foster Care's responsibility to ensure that these checks have been undertaken and to check the worker's ID photo card.

### Single Central Record

It is Community Foster Care's policy to have a Single Central Record of recruitment and vetting checks covering all staff and others identified as having contact with children/young people or their files/information. (This is an Ofsted regulation requirement for the fostering service.)

### The Single Central Record (SCR):

- Record the names, addresses and dates of birth of all members of staff, volunteers, sessional workers, students, Trustees, Fostering Panel and any temporary staff.
- Record the identity checks made, the date of the check and who carried it out.
- All staff working for Community Foster Care have enhanced DBS checks and these are recorded.
- Record of qualifications required for the post.
- Record of registrations required for the post, ie HCPC
- The SCR must evidence that employees who are not nationals of a European Economic Area country have 'permission to work in the UK.'

- Record of further overseas criminal records checks have been made. ‘...criminal record information should be sought from countries where individuals have lived or worked..... There are reciprocal DBS arrangements with 22 countries and some embassies provide certificates of good conduct’.
- Agency staff employed through an agency - the SCR should evidence that checks have been made by the agency and that Community Foster Care has evidence of this.
- Agency staff employed directly by Community Foster Care are treated as any other employer/volunteer and the above checks are made and recorded in SCR.

**All records should be dated and include the name of the person carrying out the checks.**

### **Safer Recruitment Documentation**

The following are to be included in all recruitment documentation and form part of the Application Pack:

- Community Foster Care’s Safer Recruitment Policy
- The job description and person specification, explanatory notes on how the requirements of each will be tested and assessed during the selection process.
- Relevant information about Community Foster Care and the recruitment process. This will vary depending upon the position being applied for.
- Community Foster Care’s Child Protection Policy statement.
- Specific terms and conditions.
- Details of Enhanced DBS checks that will be carried out and that the appointment is subject to satisfactory clearance.
- General policy and practice in relation to safeguarding and promoting welfare.

Letters of invitation to interview should contain a clear reminder that candidates’ suitability to work with children/young people or have access to their files/information will be explored.

### **References**

Applicants applying to work directly with children/young people, their families or with foster carers must provide three references and contact details.

References should be from:

- Current employer or organisations where they have worked with children/young people/families.
- Previous employers or organisations where they have worked with children/young people/families
- The Referee must have known the applicant for over five years, but not be a family member.

- Administration or other departments must provide **two** references.
- All references should be followed up by a telephone call to verify the identity of the author and checking missing facts, if applicable. This is the responsibility of the line manager of the position applied for.
- This discussion should be recorded and retained on the personnel file, signed and dated by the enquirer.
- References received by email or fax must also be verified, recorded, signed, dated and retained on the personnel file.
- References cannot be brought to interview.
- Open references are not accepted.
- Agency staff - references made by the agency should be checked to ensure they have been carried out.
- Staff recruited via an agency - Community Foster Care will request references as above.
- Confirmation of appointment is contingent on two satisfying references and this will be made clear in writing, on any offer of a position with Community Foster Care.
- Outstanding references will be chased on a weekly basis.
- The job offer will be reviewed if references are outstanding after four weeks.

### **Identify and Qualifications**

- Candidates must bring evidence of identity and qualifications essential to the job, to the interview.
- Copies must be taken and verified to confirm the originals have been seen (this requires signature, title and date). These must be retained on the personnel file if appointed.
- Personal registrations must be checked where applicable and recorded on the SCR and in the personnel file. (HCPC for qualified social workers).

### **Agency Personnel Files**

The following recruitment documents should be included in staff members' personnel files. Personnel files must be kept in a secure, lockable filing cabinet or storage room. Access must be monitored and limited. After three months, the personnel file will be stored electronically and the paper version confidentially destroyed.

- Safer recruitment check list.
- Application form.
- Job description.

- Copy of Enhanced DBS certificate with the date seen and signature of person verifying original document.
- Two references and verification record (in sealed envelopes).
- Copies of identity documents - passport/driving licence.
- Right to Work in UK.
- Migrant worker's sponsorship/leave to remain/registration where applicable.
- Copies of all qualifications certificates where required for the position.
- Copies of registrations, where required for the position.
- Completed induction form.
- Signature evidencing receipt of Community Foster Care's Safeguarding Policy.

### **Enhanced DBS Clearance**

- Community Foster Care will carry out an enhanced DBS clearance for all newly employed staff.
- All staff working with children/young people, or who have access to their files/information, must have enhanced DBS clearance before they can start employment.