

SAFER RECRUITMENT POLICY



Effective from: 6th May 2019

Policy Statement

The safe recruitment of staff in Butterfly Bloom is the first step to safeguarding and promoting the welfare of vulnerable adults in service. Butterfly Bloom is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment.

Butterfly Bloom recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. Butterfly Bloom is committed to ensuring that the recruitment and selection of all who work within Butterfly Bloom is conducted in a manner that is systematic, efficient, effective and promotes equality and opportunity. Butterfly Bloom will uphold its obligations under law to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed. This document provides a good practice framework to comply with the principles set out in Butterfly Bloom's Equal Opportunities Policy.

All applicants for posts within Butterfly Bloom will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure and Barring Service Certificate.

Butterfly Bloom is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for position.

Butterfly Bloom will:

1. ensure that appropriate staff who undertake recruitment have received accredited safer recruitment training
2. ensure that every appointment panel includes one member who has received safe recruitment training.
3. implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with vulnerable adults, or who is disqualified from working with vulnerable adults, or does not have the suitable skills and experience for the intended role.
4. keep and maintain a single central record of recruitment and vetting checks.
5. ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. Butterfly Bloom will monitor the compliance with these measures.
6. require staff who are convicted or cautioned for any offence during their employment with Butterfly Bloom to notify Butterfly Bloom, in writing of the offence and the penalty.

The following pre-employment checks will be undertaken:

- Receipt of at least two satisfactory references, one of which will be from the former or most recent employer
- Verification of the candidate's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006
- Verification of right to work in the UK (GOV.UK website)
- A satisfactory enhanced DBS clearance with a barred list information check where the person will be engaging in regulated activity (and/or Certificate of Good Conduct Embassy checks for those who have resided outside of the UK)
- Verification of (professional) qualifications as appropriate

Roles and responsibilities

It is the responsibility of the Service Manager to:

- Ensure Butterfly Bloom has effective policies and procedures in place for the recruitment of all staff and volunteers.

It is the responsibility of the Service Manager involved in recruitment to:

- Ensure that Butterfly Bloom operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at Butterfly Bloom
- To monitor contractors' and agencies' compliance with this document
- Promote safeguarding of vulnerable adults at every stage of the procedure

It is the responsibility of all potential and existing workers, including volunteers to comply with this document.

It is the responsibility of all contractors and agencies to comply with safe recruitment pre-employment checks.

The Service Manager may be involved in staff appointments, but the final decision will rest with the Company Director. The Company Director may delegate the selection process of staff outside of the leadership group to the Service Manager, but remains responsible for the decision to appoint.

The Procedure

Advertising

To ensure equality of opportunity, Butterfly Bloom will advertise all vacant posts to encourage as wide a field of candidates as possible, normally this will entail an external advertisement.

However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.

Applications

The form – Butterfly Bloom uses a standard application form. CVs will not be accepted. Butterfly Bloom requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

Applicants should be 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 other professional regulatory bodies.

References

References for shortlisted candidates will be sent for immediately after shortlisting. The only exception to this is where candidates have indicated on their application forms that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any offer of employment being made. One reference will be sought prior to interview wherever possible.

References must be in writing and be specific to the job for which the candidate has applied – open references or testimonials are not acceptable. Butterfly Bloom will not accept references from relatives or people writing solely in the capacity as a friend. Wherever possible, only reference from a trusted authoritative source will be acceptable. Reference requests will specifically ask:

- About the referee's relationship with the candidate
- Whether the referee is completely satisfied that the candidate is suitable to work with vulnerable adults and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

- The applicant's current post, salary and attendance record
- Performance history and conduct
- Any disciplinary procedures in which the sanction is current
- Any disciplinary procedures involving issues related to the safety and welfare of vulnerable adults, including any in which the sanction has expired and the outcome of those
- Details of any allegations or concerns that have been raised that relate to the safeguarding of vulnerable adults and the outcome of these concerns.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and which no further issues have been raised, are not likely to cause concern. More serious or recent concerns or issues are more likely to cause concern. A history of repeated concerns or allegations over time is also likely to give cause for concern.

Self-declaration of convictions by job applicants

Butterfly Bloom's policy requires shortlisted applicants for all posts (including volunteers) to declare all criminal convictions whether "spent" or "unspent" and include any cautions and pending prosecution.

Such declarations will be made on the appropriate section of the application form. The Service Manager will discuss relevant, positive declarations confidentially with the applicant at interview.

The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

Interviews

The selection process will always include the following:

- Face to face professional interview including questions related to safeguarding vulnerable adults (in line with Safer Recruitment Training)

Proof of Identity and Right to Work in the UK & Verification of Qualifications and/or Professional Status

Shortlisted applicants for all posts will be required to provide proof of identity by producing documents on the day of interview in line with those set out in The Immigration, Asylum and Nationality Act 2006. Similar information is also required to undertake a Disclosure and Barring Service check on the preferred candidate.

Short-listed candidates will also be required to provide original proof of their qualifications and professional status by producing documentation on the day of interview. Butterfly Bloom will verify that candidates have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate, or a letter of confirmation from the awarding body/institution. If the original documents are not available, Butterfly Bloom will require sight of a properly certified copy. Where candidates have obtained qualifications abroad, a certified comparability check will also be required.

Proof of identity and other documentation will be verified by the Service Manager.

Commencement of Employment prior to DBS check being received

In exceptional circumstances it is permitted to commence employment prior to receiving a DBS check. However a Barred List check and risk assessment must be completed by the Service Manager.

Employment Offer

It may be possible to negotiate a provisional start date with the preferred candidate, however, with the exception of DBS disclosures, the checks detailed above must all be completed BEFORE a person's appointment is confirmed. In the case of DBS disclosures, the certificate must be obtained before or as soon as practicable after appointment.

Once all pre-employment checks have been satisfactorily completed/received, an offer of employment will be made and the contract of employment issued within a reasonable timescale as in accordance with employment legislation.

Record Retention/Data Protection

Butterfly Bloom will retain all interview notes on all applicants for a 6 month period, after which time the notes will be destroyed (i.e shredded). The 6 month retention period will allow Butterfly Bloom to deal with any data access requests or to respond to any complaints, such as recruitment complaints.

Under the Data Protection Act 1998, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the Service Manager within 6 months of the interview date.

Personal file records

Butterfly Bloom will retain the following information which will make up part of the personal file, for the successful candidate:

- Application form
- References
- Proof of identification
- Proof of academic qualifications
- Certificate of Good Conduct (where applicable)
- Evidence of the DBS clearance

Single Central Record of Barring and Recruitment Vetting Checks

Butterfly Bloom will keep and maintain a single central record of recruitment and vetting checks. The central list will record all staff who are employed at Butterfly Bloom, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, and those who provide additional sessions but who are not staff members, eg: specialist sports coach or artist.

The central record will indicate whether or not the following have been completed:

- Identity checks
- Qualification checks for any qualifications legally required for the job
- Checks of right to work in the United Kingdom
- DBS Enhanced Disclosure and/or Certificate of Good Conduct
Embassy checks for those who have resided outside of the UK
- Further overseas records where appropriate

It shall also indicate who undertook the check and the date on which the check was completed or the relevant certificate obtained.

In order to record supply staff provided through an agency on the record, Butterfly Bloom will require written confirmation from the supply agency that it has satisfactorily completed the checks described above. Butterfly Bloom does not need to carry out checks itself except where there is information contained within the disclosure. However, *identity checks must be carried out by Butterfly Bloom to check the person arriving is the person the agency intends to refer to them.

Butterfly Bloom adopts a culture of vigilance where all concerns are listened to and taken seriously.

*Butterfly Bloom prefers to use only *primary trusted identity credentials* in the form of passport or driving licence