Hertfordshire Safeguarding Children Board

Safe Staffing Handbook
Foreword

Thank you to the following agencies who kindly contributed to this Handbook:
• Hertfordshire County Council (HCC) Resources and Performance - Safe Staffing Team
• HSCB representatives
• Herts Sports Partnership
• Hertfordshire Community Health Service
• East Herts Hospital Trust

Who should read this?

Anyone who is involved in the recruitment of paid, voluntary or other staff working with children. This Handbook is based on best practice which all external organisations in conjunction with HCC have agreed as a multi agency guide. This Handbook is not intended to replace internal or sector specific guidance.

What is contained in the Handbook?

• Recommendations from the Warner Report (1992) outline safe staffing recruitment techniques which are noted throughout this document.

• This Handbook provides guidance notes and sample templates of child protection policies, procedures and safe recruitment practices. We believe that if we recruit safely, we can prevent unsuitable people working with children and young people in our care.

• We all share responsibility for safeguarding and promoting the welfare of children and young people and the following guidance should help us do this effectively.

We hope you find this document useful. It should be read in conjunction with Department for Children Schools and Families guidance – “Safeguarding Children and Safer Recruitment in Education” which provides “best practice” models for safeguarding children.
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DEFINITIONS

Definition of “child or young person”
Under the Children Acts 1989 and 2004 respectively, a child (or young person) is anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital, in prison or in a Young Offenders Institution does not change his or her status or entitlement to services or protection under the Children Act 1989.

Definition of a “volunteer”
The Disclosure and Barring Service define a ‘volunteer’ as:
"a person who is engaged in any activity which involves spending time, unpaid (except for travelling and other approved out of pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives”.

Definition of “staff”
Employment context:-
A person working under the control or direction of another, under a contract of employment in return for a wage or salary.
Introduction
This section outlines key features of an application form, job description, information packs for candidates and short listing requirements. The relevant appendices are available at the end of this section.

Application Form
A document completed by a candidate to supply information in a standardised format in order to be considered for a vacant post. See Appendix 1 – example Job Application form

You should:
• Establish the position applied for and gather the personal details of the candidate (name, address and contact details).
• Be explicit with selection criteria used. Criteria must be relevant to the performance of the job.
• Ask for the full employment history of the candidate.
• Request details of the candidate’s education, qualifications, training attained, membership and other experience gained as well as any gaps in employment and education history (where required for the position).
• Ensure that alternative formats of the application should be available on request.

Equal Opportunities
• Include a statement detailing the organisation approach to equal opportunities and support mechanisms available.
• Ensure equal opportunities data is collected separately to the main application information. This should include details such as:-
  o Whether the candidate considers themselves to be disabled
  o Gender (including transgender)
  o Ethnic Origin
  o Sexual Orientation
  o Religious belief
  o Declare any criminal convictions in accordance with the Rehabilitation of Offenders Act 1974
• Ensure candidates sign the application and agree to data processing statement to confirm content of information is correct and consent is given for the organisation to hold data.
• Explain how to return the application form to the organisation.

You should not:
• Include direct discriminatory questions, for example:
  - Do you have children?
  - How many children and their ages

You should:
• Include information about the organisation, the core values or mission statement, including it’s commitment to safeguarding the welfare of children, young people and vulnerable adults.
• Include instructions on how to apply for the vacant post, for example:
  - By requesting an application form
  - Submitting a CV and covering letter with a personal statement.
• Explain how the organisations will shortlist, and interview.
• State the stages and duration of the recruiting process.
• Include guidance on preparation and presentation of completing the application form. You may wish to provide supporting information.
Give information on pre-employment checks required, for example:
- Verification of proof of right to work
- Criminal background checks
- Occupational Health clearance
- References and qualification verification.

Give information on the terms and conditions of employment, for example; annual leave allowance, corporate discounts and flexible working opportunities.

Indicate commitment to Safeguarding Policies.

**Shortlisting**

Applications must be assessed against the necessary skills/work experience for the role advertised. Select a number of candidates for interview.

Candidates should be short listed on the basis of information given on the application form in comparison with the essential and desirable criteria given on the person specification and the job description.

Short listing should take place as soon as possible after the closing date.

You should:
- Assess all applications in relation to the required person skills
- Keep the process objective and consistent
- Be aware of any personal bias or prejudice that may influence your decision-making during the process
- Record rationale/justification for selection/not selecting.

Take into consideration all relevant:
- qualifications
- training
- work experience
- knowledge and skills required
- level of responsibility
- competences

Document reasons why you chose not to shortlist a candidate

Consider any disabled candidates – work place adjustments may be possible

You should not:
- take into consideration personal details of the candidate, for example: age, race, sex, religion
- have bias on application/CV presentation, grammar or spelling errors where this is not a requirement of the role. Errors could be due to a disability, for example: dyslexia.

Appendix 1 – Example Job Application Form
Appendix 2 – Example Application form for voluntary services, work experience, student placement etc.
Appendix 3 – Example Job Description Template
**INTERVIEWS**

**Introduction**
This section outlines the interview process from inviting candidates to interview techniques (such as the personal interview), how to manage candidates’ expectations and using young people in the interview process. This section also gives advice on how to manage candidates’ expectations during the interview process and how to record the interview.

**Invitation to interview**
Prior to the interview, all shortlisted candidates should receive the following:

- Date, time and location of interview
- Directions to the venue
- Who to report to on arrival for interview
- Details on how the interview will be conducted and the areas that it will explore, including suitability to work with children (if relevant)
- Advise all candidates to bring with them original documentation of their identity to satisfy Criminal Background check requirements (if required), right to work in the UK and also any necessary educational and professional qualifications that are relevant for the post.
- Statement advising candidates to notify organisation (in advance) of any special requirements for the interview.

**Prior to Starting the Interview**
Prepare interview questions, write out questions beforehand.

Conduct formal checks - these include ensuring that the candidate has the following:

- Original documents of their proof of right to work in the UK.
- Proof of identity
- Disclosure and Barring Service Form or Basic Disclosure Form and Identify documentations. (If required)
- Evidence of qualifications / certificates (originals not photocopies) and professional registration.

**In the Interview**

- All interviews must involve at least two interviewers, ideally a mixture of sex/backgrounds.
- Panel interviewing can achieve greater accuracy and objectivity in assessment
- When a panel member isn’t asking questions they can observe the candidate
- The interview needs to ensure that the candidate CAN and WILL do the job.

**Structure of the interview**

- Welcome
- Ensure the person in front of you is the actual candidate!
- Brief icebreaker, i.e. how was your journey here?
- Each interviewer to introduce themselves and explain their role
- Explain the order of the interview and that notes will be taken
- A friendly approach encourages the candidate to relax and perform to their best level.
- Advise there will be the opportunity to ask questions towards the end.
- Acquiring Information
- The purpose of the interview is to acquire as much evidence from the candidate as possible.
- Ask open questions.
- Ask probing questions surrounding their application which might require further clarification.
- Ask questions that ensure you gather evidence that you need to assess the person against the person specification.
- If you asked questions about technical knowledge, ensure you have examples of the correct
Supplying information
Give the candidate the opportunity to ask questions

Do not waste too much time during the interview giving the candidate masses of information they won’t remember.

Try to give a genuine impression of the job.

Parting
Tell the candidate what to expect next and advise of timescales.

Hints and Tips
- Write up notes immediately after the interview so it is fresh in your mind.
- Assess if the candidate has met each individual criteria on the person specification.
- Save a full judgement until the end of the day.
- Make notes of all relevant information.
- Agree as a panel the final assessment of each candidate, and the next step re the off of employment.

Data Protection Act (1998)
Be aware that the DPA gives individuals certain rights in respect of the processing of personal information about them that takes place during the recruitment process. The act does not prevent an employer from carrying out an effective recruitment exercise but helps strike a balance between the employer’s needs and the applicant’s right to respect his or her private life. Applicants are able to ask for a copy of their interview notes.

Personal interviews (PSI, also known and Personal Suitability Interview)
Personal interviews were introduced in 1992 following several recommendations by Lord Warner and are recommended for all positions working with children.

The interview is intended to specifically assess the candidate’s suitability to work with children and young people to detect and deter adults who are not appropriate to work with them.

There is no accurate test to screen candidates for their potential to abuse children. One recommendation is the exploration of the candidate’s life experiences and personal qualities to try to assess their suitability to work with children and vulnerable adults. This must be carried out by a trained interviewer.
- The panel should consist of a minimum of two members. One panel member should have also attended part of the skills interview for continuity. (see section 9).
- It is recommended that at least one of the panel members should have attended the Personal Interview training.

Depending on how the interview is organised, the personal interview can be incorporated in a number of ways.

a) If a number of candidates are being interviewed over the course of the day the personal interview should be incorporated for all candidates as part of the range of selection tests preferably separate from and prior to the skills interview.

b) Where it would be impracticable to conduct the personal interview separately from the skills interview, a joint process can be followed. This is not a preferred option as the result can be either a very lengthy interview or one which doesn’t rigorously assess the candidate against the total requirements of the post.
The personal interview is an intrinsic part of the appointment process but where a large number of candidates are being interviewed, for practical reasons, Appointing Officers may decide to conduct a personal interview only with those who are appointable after the earlier parts of the process, perhaps at a later date.

On the occasions that a personal interview is completed separately, candidates should be advised. This will avoid a single lengthy interview and ensure all criteria on the person specification are assessed thoroughly.

Candidates should be made aware that they may not be required to attend a second or personal interview. This is no different to a process where candidates who have not met the required occupational tests are not invited to interview.

Note: We appreciate some organisations may use personal interview questions as part of an integrated interview.

**Recording the personal interview**

Written notes should be recorded by each panel member and stored confidentially with all other recruitment paperwork. At the end of the recruitment process the notes for the successful candidate should be filed on the personal file which must be stored confidentially and securely along with other relevant paperwork from the recruitment process.

Papers relating to unsuccessful candidates should be stored confidentially in line with the organisation’s data retention policy (a minimum of 6 months) and then destroyed appropriately. Candidates may request in writing to see the documentation relating to their applications.

Involving young people in the recruitment and selection process

Always consider involving children and young people in the recruitment and selection process. Admittedly in some instances it is not always appropriate to do so but any decisions made will be better by having the key stakeholders involved and children and young people will have gained a well-deserved voice in a crucial area of decision making. One useful rule of thumb is to involve those children and young people who the recruited member of staff will work directly with, and/or make decisions about the services those children and young people receive.

Guidelines to support colleagues that wish to involve children and young people in the recruitment process can be found on Hertsdirect or Compass for HCC colleagues; these can help you plan how to involve children and young people throughout, or just at specific points in the process.


Youth Connexions Hertfordshire has a group of young people trained to support colleagues with their recruitment, assisting with various parts of the process to include the advertisement, short listing, interviewing or making a final decision.

A small charge to cover the young people’s expenses will be made should partners wish to buy into this service. For further information please contact Hertfordshire County Council – Youth engagement team

**Managing candidates’ expectations**

For candidates called to attend a personal interview, it is important that they are not given the impression that since they have been successful in the previous parts of the process, they will be awarded the post. Candidates should be reminded that their appointment will depend on evidence presented throughout the whole recruitment process.
An offer of employment should not be made until all of the necessary documents have been checked and pre employment checks have been satisfactorily undertaken.

Organisations should be reminded that even if a candidate has exceptional knowledge, skills and experience, if the personal interview leads to concerns about the ability to safeguard the welfare of children/young people they should not be offered the post.

Feedback to candidates
When providing feedback, Hiring managers should comment on the candidate’s suitability for the post in relation to all the requirements of the person specification and based on evidence from all parts of the recruitment process and not deal with the personal interview in isolation.

Feedback should be verbal not written. Remember unsuccessful candidates will be disappointed and want to know how they can do better next time. So your feedback should:
• Be constructive;
• Be honest;
• Relate to the person specification.

Do not
• Get into a discussion about other candidates;
• Introduce new criteria into the feedback – all your comments must relate to the person specification;
• Give written feedback without keeping a record of this.
THE SELECTION PROCESS

Introduction
This section will outline how to select candidates that are right for your organisation through a detailed person specification.

Person specification
The person specification depicts the ideal person that the recruiting manager would want to fill the job. It must accurately reflect the knowledge, training, experience and skills, which are essential and desirable for the post concerned. It indicates the criteria candidates have to meet to be considered for the job and should be linked as closely as possible to the job description.

Skills include:
- Communication
- Analytical

Knowledge, training, experience includes:
- Qualifications
- Membership of professional bodies
- Level of experience

Be precise with use of language in a person specification, for example: ‘needs to reach and bend to pick items from shelves’ is better than ‘needs to be physically fit’ (Xpert HR).

A person specification/job outline template can be found in Appendix 4.

Personal Qualities
The interview is the Panel’s opportunity to assess the candidate in respect of certain personal characteristics and values as recommended in the Warner Report ‘Choosing with Care’. Suitability to work with children and vulnerable adults is not solely about abuse and the Panel should try to assess whether they are certain that the candidate’s personal qualities make them suitable to work with children and young people, for example:
- Motivation;
- Attitudes to control and punishment;
- Power and authority;
- Temperament;
- Relationships/boundaries with young people;
- Propensity to form sexual relationships with young people;
- Inappropriate attitudes and distorted images of young people.

These personal qualities need to be incorporated into the person specification and areas to assess might be:
- To be sensitive to and support the sexual development of young people;
- To establish and maintain professional relationships and boundaries with young people;
- To respond appropriately to young people whose behaviour can be challenging and undermining.
- To ensure you are not judgmental when working with vulnerable people

An example Person Specification is available in Appendix 4.
How to get personal interview training
Hertfordshire County Council organises Personal Interview training which covers in detail how to conduct personal interviews and how to develop appropriate questions. Please contact the Learning and Development Team (see useful contacts in section 9). The training course is free of charge to many agencies.

The NSPCC have an updated ‘value based interviewing’ section which may be useful during interviews. (see useful contacts in section 9).

Testing
Many organisations are turning to different forms of candidate assessment, and not relying on an interview alone. These tests are thought to help predict a candidate’s performance in a role. There are a number of different types of testing candidates can take part in, these can be:

- Assessment centres
- Normative (intellectual ability)
- Personality (looks at values, emotions etc)

Appendix 4 – Example Person Specification
**Introduction**

This section will outline all the necessary pre-employment checks which include verification of identity, references and the right to work in the UK, professional qualifications and which documents can be kept on a personal file. This section will also highlight Disclosure and Barring Service checks (DBS, previously CRB) requirements for certain job roles, for example, for volunteers, contractors and agency staff and any rechecks requirements which may apply as well as advice on how to deal with a positive disclosure.

The average appointment time for a candidate, using the mandatory Safer Recruitment procedures is typically 8–10 weeks. Consequently there will often be a gap between someone leaving and a new person taking up a post. It is important that contingency arrangements for temporary staff have been put in place using a recruitment and selection process that includes the safeguards set out in this document.

**Conditions of Employment**

Conditional offers of employment should be made subject to all relevant pre-employment checks being satisfactory, these are outlined below.

**References**

This section will outline the references that should be requested and what the reference form should include for both employees and agency staff.

**References from previous employers**

References allow employers to check the accuracy of a candidate’s previous employment and can also provide assurance of an individual’s integrity.

Previous employment history must be checked before an offer of employment is made to a candidate. References and application forms must be checked as part of the process.

References should always be obtained in writing and should be on original organisation headed paper / pro-forma or from the organisation’s email address. (Not a personal email if a company reference). References should be taken up with the candidate’s consent.

Reference requests should be made on a standard reference request pro forma (See appendix 5) and be accompanied by a copy of the job description and person specification for the post.

The standard reference request should include the following questions:

- The candidate must inform referees that they will be contacted to ensure their availability so as not to delay the process.
- The referee’s relationship with the candidate.
- Specific comments about the candidate’s suitability for the post.
- Whether the referee is completely satisfied that the candidate is suitable to work with children and if not, specific details why the referee believes the person may be unsuitable.
- Confirmation of details of the candidate’s current post, salary and sick record.
- Specific comments about the candidate’s performance history and conduct.
- Details of any disciplinary procedures the candidate has been subject to in which the disciplinary sanction is current.
- Details of any allegations, concerns or disciplinary procedures that have been raised about the candidate that relate to the safety and welfare of children or young people or behaviour towards children or young people, and the outcome of those concerns/proceedings.
- References must detail dates of employment and the position held. It is also good practice to ask for details of duties the person carried out.
You should obtain references from:

- A minimum of the two most recent employers. The request should make it clear that references will not be accepted from relatives or from friends. If unsure, make contact with the candidate.
- If a candidate for the post involving direct work with children/young people is not currently employed in such a role, checks must be undertaken with the most recent employer who employed them in such a role, to confirm details of their employment and reasons for leaving. It is recommended that some form of verbal verification takes place.
- Employers should use their discretion as to how many references are required for volunteers, work experience or student placements.
- In the case of internal candidates, a comparable reference should be obtained from the candidate’s current/most recent line manager.
- References should not be testimonial or an ‘open reference’.
- Extra references can be sought if there are any concerns.

(Refer to Chapter 4, paragraphs 4.30-4.36 in Safeguarding Children in Safer Recruitment and Appendix 5 for an example reference form).

- When the references have been returned you must ensure:
- Candidates are clear that appointment to any position is conditional on satisfactory reference checks and other pre-employment checks. Any information disclosed on the application form will be checked.
- Candidates are informed that any offer of employment may be withdrawn if they knowingly withhold information, or provide false or misleading information.
- On receipt of references all specific questions have been answered satisfactorily.
- If all questions have not been answered or the reference is unspecific, the referee must be telephoned and asked to provide written answers.
- Ensure the information provided by the referee is consistent with the application form. E.g. Duties of employment, position, title, dates employed etc.
- Any information provided regarding a past disciplinary action or allegation must be considered on individual circumstances of the individual case.
- Employers, including agencies, must make all reasonable efforts to check that referees are bona fide and references are genuine. This could include checking the organisation or agency exists and contacting the appropriate Department to confirm employment dates.

References for agency staff

References from any previous substantive employers should be sought as above and requests to agencies seek confirmation of:

- The individual’s registration with the agency in period(s) claimed.
- All assignments including dates, roles and name and address of all work places.
- The quantity and pattern of any absences from their assignments.
- Any cause for concern within the agency including any request by a client for the person to be withdrawn from an assignment which upon investigation was found to be justified.

See Appendix 5 for an example reference form.

Verification of the candidate’s identity

Personal identity must be verified using the following:

- Two forms of photographic personal identification and one recent document confirming home address.
  OR

- One form of photographic personal identification and two recent documents confirming home address.

These should be checked and the date this was seen recorded by the hiring manager and kept in the candidate’s personal file.
Asylum & Immigration
The employer must check the candidate’s right to work in the UK and retain a copy of the document provided as evidence, and record the date that this was checked. This could be through checking the VISA stamp. For further information on overseas candidates, please see section 5 -Safeguarding Foreign Nationals’.

Verification of Qualifications
Qualifications required for the post must be checked and verified by obtaining the certificates of required qualifications which must be seen and recorded.

Verification of professional status/registration
Professional registration details offered by the candidate must be checked by the employer and wherever possible verified by checking on the appropriate professional body website, or if it is not possible to access the website, then by a telephone check.

Creating a Personal File
Each personal file should include:
1. Application form
2. Person specification
3. Interview paperwork (for example: notes) and Personal Suitability Interview notes.
4. Pre-employment checks (for example: DBS clearance, OH clearance, qualifications, professional status)
5. The date that ID documents and Right to Work documents have been checked
6. Offer letter
7. Signed contract

You may want to consider a standard front-sheet for each file. This will enable quick reference of key employee details, for example: name, date of birth, job title, department, start date and an emergency contact number. Any e-mail correspondence should also be included in the files.

Probationary Periods
Where a probationary period is applicable it must be in accordance with the conditions of service for the role and made clear to the candidate at interview.

An evaluation must be undertaken in accordance with the probationary period.

All pre-employment checks must be followed up where they are unsatisfactory or there are discrepancies in the information provided.

All checks must be confirmed in writing and retained on the personal file.

Disclosure and Barring Service Checks (DBS, previously CRB)
All managers and staff involved in recruitment and selection should be aware of all aspects of the Disclosure and Barring Service guidance regarding registered bodies and be aware of the checks that need to be performed in respect of the completed application.

Successful candidates should be asked to apply for a Disclosure and Barring Service Check with the level of disclosure appropriate for the role they are going to be conducting.
Original documentation to support proof of identity must always be obtained and copies made and filed on the personnel records.
ID must be checked against the DBS requirements.

Employers should have a process in place to deal with DBS checks that have revealed a trace and a process for dealing with instances where a conviction revealed has not been disclosed on
If a DBS check is not received prior to the start of the job a risk assessment should be undertaken. The results of the risk assessment (see Appendix 6) should be clearly documented, signed by the person completing the assessment, a final decision clearly stated and approval where relevant.

The DBS process should broadly follow:

- The successful candidate is made aware that they are the preferred candidate.

- The candidate completes the DBS application, there are a number of ways to do this depending on the process that the umbrella body uses. In the instance of Hertfordshire County Council, this is an online application. See Useful Contacts section 9.

- The relevant person (umbrella body) advises the manager of the outcome of the check immediately it has been received.

Appropriate checks should be sought on foreign nationals with a limited or no prior period of residence in the UK. In such instances, advice should be sought from the umbrella body.

For certain positions there may still be a statutory duty to undertake checks on the list held by the Department of Health and Department for Children, Schools and Families (DCSF).

**What is a DBS Check?**

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

There are 3 types of check. The employer or organisation running the check should provide the applicant with more information about the level of check required. Criminal record check applicants must be 16 or over.

1. **Standard check**
   - This will check for spent and unspent convictions, cautions, reprimands and final warnings, and will take about 2 weeks

2. **Enhanced DBS check**
   - This includes the same as the standard check plus any additional information held by local police that’s reasonably considered relevant to the workforces being applied for (adult, child or ‘other’ workforce).

3. **Enhanced with list checks**
   - This is like the enhanced check, but includes a check of the DBS Barred lists.

**Disclosure Scotland**

Disclosure Scotland provides basic disclosures which contain unspent convictions. This may be appropriate for roles not eligible for a DBS check and that you consider being a position of trust e.g. have access to sensitive data.

**Update Service**

The Disclosure and Barring Service (DBS) Update Service allows their checks to be portable within the same sector, and lets applicants keep their DBS certificates up to date online and allows employers to carry out status checks to see if any new information comes to light. Applicants can apply for the update service as soon as they have their application form reference number or they can wait and apply with their certificate number when they receive their DBS.
certificate. This must be done within 14 days of the certificate being issued. Registration lasts for 1 year and costs £13 per year.
The benefits of the Update Service are;
• The applicant can take their certificate from one job to the next (portable)
• Gives employers ability to check instantly if any new information has been recorded.

What kind of convictions will be revealed in an enhanced DBS check?
If an offender does not re-offend for the time specified within the Rehabilitation of Offenders Act 1974 their conviction becomes 'spent'. This means in most circumstances the offender would not be required to reveal the offence to their employer. However the Act lists a number of exceptions to this including working within regulated activity with vulnerable groups. In these circumstances DBS checks will reveal both spent and unspent convictions.

Enhanced disclosures will show whether under Schedule 4 Criminal Justice and Courts Act 2000, the person is prohibited from working with or seeking work with individuals under the age of 18.

Who needs to have a disclosure and barring check?
There are four types of activity that defines which DBS check an individual requires, these are as follows;

Regulated Activity and Non-Regulated Activity
Under the Protections of Freedoms Act 2012 there are four categories:
1. Positions which are classed as undertaking Regulated Activity under the new definition – for these roles (which may have previously been classified as Regulated Activity) the organisation will be able to request an Enhanced DBS Check plus a check of the relevant barred list
2. Positions which were previously classed as Regulated Activity but no longer fall into scope – for these types of roles e.g. supervised volunteers the organisation may be able to carry out an Enhanced DBS Check without a barred list check. However, before this check is undertaken consideration should be made to completing a risk assessment to establish whether a DBS Check needs to be undertaken or not. (see attached risk assessment)
3. Positions listed under the Rehabilitation of Ex-Offenders Act (1974) (Exemptions Order 1975) but not included under the definition of Regulated Activity – for these types of roles a Standard DBS Check may be undertaken.
4. Positions that were previously not classified as Regulated Activity and continue to fall out of scope - this includes roles that have access to information only, the organisation will no longer be able to carry out enhanced or standard checks and there will be penalties for doing so. If you are recruiting to a position that falls under this category a risk assessment approach should be undertaken. It may also be possible to obtain a Basic Disclosure via Disclosure Scotland if this post is considered to be a position of trust.

It is a criminal offence for a candidate to apply for work in regulated activity with children or vulnerable adults who are barred from working with these groups.

What is regulated activity?

Regulated Activity for working with children.
Generally, the role will involve contact with children on a regular basis. For example, if an unsupervised person is teaching, caring for or supervising children or they are working in a specified place, e.g. school or children’s home – these must be carried out at least once a week. Other activities include providing personal care or being a registered childminder/foster carer.

Regulated Activity for working with adults.
The new definition focuses on activities provided to adults at any one time, regardless of how often this is carried out. Where the activity takes place is no longer relevant. There are six categories under the definition:
• Healthcare
- Personal care
- Social Work
- Assistance with Cash, bills and/or shopping
- Assistant in the conduct of a person’s own affairs
- Conveying adults

For more details on this visit the DBS website for more in-depth information.

**Partner organisations, contractors and temporary staff**
- The same range of checks necessary for permanent staff is also required for supply staff, including those that are employed via employment agencies.
- Where there are contracts with external providers for the delivery of services, the contractors must demonstrate that they comply with the Safe Staffing policy of the organisation, and the HSCB guidance. Regular audit processes may be required by the contract managers. This will include Head teachers where they contract directly with suppliers.
- In many cases the organisation’s arrangements for covering short-term vacancies will rely on staff provided by employment agencies or businesses. It is important that organisations obtain written assurance from agencies that they use, specifying that the agencies operate procedures that include features specified in this document when taking people on to the books, and that any staff supplied to the organisation will have been subject to those safeguards.
- Schools and FE colleges are legally required to obtain written confirmation from an agency that it has carried out all the appropriate checks on staff it supplies and that those are satisfactory. (See Chapter 4 of Safeguarding Children and Safer Recruitment in Education, DCSF, 2006).

**Volunteers**
- An up to date list of all volunteer helpers used must be maintained by the organisation.
- When hiring volunteers, recruitment measures equivalent to those for paid staff should be adopted.
- Where using individuals known to the organisation; appropriate checks should still be undertaken.
- A policy regarding the level of DBS checks required for the types of volunteers should be maintained.
- In order for a DBS check to be free, the definition of a volunteer must be carefully considered, as detailed below:

  ‘a person who is engaged in any activity which involves spending time, unpaid (except for travelling and other approved out of pocket expenses), doing something which aims to benefit someone [individuals or groups] other than or in addition to a close relative.’

Some people can be referred to as volunteers, but do not actually meet the DBS’s criteria to get a free check. This is because they may receive, or expect to receive, a benefit, for example remuneration or a credit towards a qualification. For example, students on a training placement, people on work placements, foster parent/carers must pay for their checks.

Please remember ‘free checks’ are in fact subsidised by all of the other fee-paying customers. It is therefore only fair to expect that the DBS will perform regular audits on volunteer applications to ensure checks are not being abused. If an application is marked incorrectly as a volunteer, and this comes to their attention, the DBS will contact the organisation that submitted the application to inform them of this error. A retrospective charge may be requested to recover the cost of the application. Persistent false claims could ultimately lead to deregistration.

**Contractors**
- Employers should ensure that firms providing services that bring their employees into regular contact with children have undertaken the necessary level DBS checks (either Standard or Enhanced) as a minimum.
- Employers should ensure all staff that work directly with children and young people have
been subject to the required checks.

- If checks have not been undertaken measures should be in place to reduce associated risks (please see a template risk assessment form, Appendix 7)
- Employers should ensure that all staff employed by other agencies that have regular contact with children in your organisation have been subject to full DBS checks.

**Agency workers**

Written confirmation should be sought that a DBS check and references have been obtained by the agency that indicate there are no reasons the person should not be employed to work with children.

Note: Employment agencies providing Bank staff will normally have DBS registration, but it is still important to check this is the case.

When appointing agency staff the following checks should be obtained:
- Two satisfactory references
- Medical clearance
- DBS check
- Professional qualifications (if required).

Organisations should make similar requirements for any contractors they use to provide services. In those circumstances the organisation should familiarise themselves with the relevant measures described in this guidance when recruiting staff (schools and FE colleges should also require compliance with DCSF guidance). The organisation should monitor contractors’ and agencies’ compliance with the requirement. Schools using contractors to provide services before or after school hours should make similar arrangements to ensure that the staff employed by the contractor are properly recruited and vetted.

**Work experience**

Work experience is available for ‘young persons’ at Key Stage 4 (age 15) and above. Work experience can be a long or short term arrangement and this means safe staffing provisions may differ as a result. DBS checks are only able to be completed for student’s age 16yrs or over.

Short term work experience placements can be flexible on how they are conducted, but usually run for 5-15 working days and can be carried out on a day release basis, or half a day per week for example. Short term placements will not require DBS checks, unless:
- A child is classed as vulnerable, this may include: special needs, immaturity, abuse or neglect, substance misuse etc.

Or an employer may need a DBS in order to take on work experience pupils, for example:
- Where a self-employed adult will be alone with the pupil for long periods of time, this would not include short car journeys in a properly issued car, for example.

Long term placements usually run for up to 50 days which can be in many different formats, i.e. once a week or half a day per week over the course of several months or one or two years. In these cases it is quite likely that a DBS would need to be in place because of the regularity and the close contact the person is likely to have with the children involved.

If the placement involves:
- Designated responsibility for a child
- And regular contact with the child when on placement
- A residential component, a DBS check should be sought.

The DCSF guidance recommends that, where there are long term placements, safeguards are necessary to protect children.
However, if the scheme is a rotational placement where regular contact with a child is not part of the placement nor is it a responsibility outlined as part of their job, a DBS would not be necessary.

To ensure that the appropriate safeguards are in place, please contact the Safe Staffing team in Hertfordshire County Council, numbers can be found in the ‘useful contacts section’.

**Limitations of disclosures**
- Checks should always be undertaken when employing from overseas. The local police authority may be asked to provide relevant information including any criminal record. Whilst responses vary across countries, some, for example Canada, operate similar systems to the UK DBS. [See section 5 - Safeguarding and Foreign Nationals]
- Occasionally, an enhanced disclosure check may result in the local police disclosing non-conviction information to the registered body only and not to the candidate, for example where there is a current investigation about the individual. Such information must not be passed on to the candidate, as it is a criminal offence to do so. Disclosing such information could jeopardise the investigation or put people mentioned within this information in danger.

**When is a new DBS check required? (Re-checks)**
- **Changing role** - Staff with multiple contracts will normally require a DBS check for each post. Unless the person is registered with the update service and each role required the same level of check and is in the same workforce. An exception can be made when a post carries the same or lower level of risks covered by the existing DBS or carries less responsibility and/or less contact with a vulnerable group than that covered by the existing DBS check.
- **Gaps in service** - Anyone who has not been in paid or unpaid employment for three months or more, for any reason (excluding maternity/paternity and sick leave) must have a new DBS check unless they are registered on the update service. All groups will be re-checked if they have more than a 3 month gap in service with the organisation. To avoid a new DBS, contact must be maintained throughout the three month gap, for example: seeing the person or speaking with that person.
- **Regulations** - All providers covered by regulations, for example: Fostering Services Regulations 2002, Care Standards Act 2000, will have three yearly re-checks or status checks with the update service.
- **Youth Offending Team** - In accordance with the criteria for inspection of youth offending teams, three yearly re-checks or status checks on the update service will be carried out on all staff and volunteers who have access to children and young people or their case files.
- **Residential / Special Schools** - Staff employed by school governing bodies will not normally require re-checks with the exception of staff in residential special schools and state boarding schools that are covered by regulatory requirements.
- **Supply teachers** - Supply teachers require a re-check or status check on the update service every three years or if there is a gap of more than three months in service (excluding maternity/paternity leave and sickness).
- **High risk groups** - Annual re-checks or status checks should be considered for high risk groups, for example casual music teachers and invigilators.
- **Seasonal workers** - Seasonal workers who work from September to April, for example, will not have to have twice yearly re-checks or status checks on the update service as their gaps in service are not seen as voluntary. It is advisable that regular contact by phone or in person be maintained.
- **Internal appointment** - DBS re-checks are required for all internal appointments that result from a recruitment process except where the roles carries the same or lower level of risk, less responsibility/contact with vulnerable groups as covered by the existing DBS check (Unless registered on the update service). This includes secondments/acting up arrangements where the line manager must conduct...
Concerns arise - DBS re-checks can also be requested where concern arises about an individual in any role requiring a DBS check and there is sufficient evidence to justify this action. In these circumstances the re-check must be approved by the relevant authorised signatory.

**What to do if staff member is absent from work when a re-check is required?**
Staff who are absent from work when a re-check is due should be contacted at their alternative place of work or at home as appropriate. This will need to be determined on a case by case basis by the line manager. Staff should not be allowed to return to work after the re-check deadline until a satisfactory check is received.

If at any time DBS checks are not in place or re-checks are not completed in time, unless a risk assessment identifies exceptional circumstances that are agreed by the manager, the employee concerned should be restricted from working directly with children. In these cases every effort should be made to redeploy staff temporarily. Where this is not possible staff will be suspended until a satisfactory check is received. It is recommended that an exemption risk assessment form is completed (see Appendix 6).

**DBS portability**
Can a DBS disclosure be accepted from another organisation / umbrella body? (Portability)

DBS checks are not portable across employing organisations, unless the individual has signed up to the DBS Update Service. In this case the employer can go onto the DBS website and check this information.

DBS checks are portable within an organisation if an employee is moving into a role that carries the same or lower level of responsibility/less contact covered by the existing DBS check.

If an employee has a DBS check from an agency and then transfers to a permanent position with your organisation, a new DBS check will be required, unless the individual has subscribed to the Update Service and holds the required level of check within the same workforce.

**Exceptions**
Can someone be employed prior to a DBS disclosure being received?

- In exceptional circumstances, where there is significant operational pressure to appoint prior to receipt of a satisfactory DBS check, the relevant authorising manager must agree and be accountable for the decision to appoint.

- It is recommended that the organisation complete an Exemption Risk Assessment form, (see Appendix 7) looking at the risks involved in starting this person without DBS clearance.

The hiring manager must ensure the individual is appropriately supervised and all other checks are completed.

- The hiring manager should investigate whether the person has had a previous DBS check and if there was any trace information.

- The exception to this are staff employed by schools who will be able to work providing they are directly supervised and following the Safeguarding Children and Safer Recruitment in the DCSF guidelines. In exceptional circumstances head teachers and local authorities have the discretion to allow an individual to begin work within their schools pending receipt of the DBS disclosure but should ensure that the DBS application is in progress, the individual is
appropriately supervised and that all the other checks including the Children’s barred list check have been completed.

**What happens if a DBS disclosure reveals convictions?**

**Recruitment of offenders and ex-offenders**

Having a criminal record does not automatically bar someone from working with children or vulnerable adults unless they fall under the categories listed in Appendix 8.

In circumstances where the Enhanced DBS check reveals hard and/or soft Information the employer will be notified. It is the organisation’s responsibility to undertake a thorough risk assessment to determine whether or not it is safe to appoint or to continue to employ the person concerned. A template risk assessment form can be found in Appendix 7.

**Conducting a risk assessment and further guidance on decision making**

Employers are required to consider whether ‘the conviction or other matter revealed is relevant to the position in question.’

Employers must look at both the job and the person and consider if there is a risk to the service user(s) against possible safeguards and precautions. Remember your foremost duty is the safety of children, young people and vulnerable adults.

The Risk Assessment document (see Appendix 7) is used to guide decision makers and to ensure consistency of decision making.

In addition the following examples, whilst not exhaustive, can be used as guide:-

- Sexual offences against a child – Offer of employment should not be made.
- Other sexual offences - the circumstances, age of the conviction, the type of job they are to be doing and the specific duties and the client group they are working with. If any doubt an offer of employment should not be made.
- Recent serious violent crimes and supply of drugs, or a pattern of possession which is recent would usually result in an offer of employment not being made.
- One off possession of cannabis, especially if some years ago - offer of employment would usually be made.
- Any convictions for theft, fraud, criminal damage etc are taken more seriously if the person has access to money, equipment or property or works in people’s homes. An offer of employment would depend on the circumstances and the age of the conviction.
- Drink driving and other driving offences where driving/escorting children or vulnerable adults is a requirement of the job – offer of employment would not usually be made.
- One-off drink driving offence where driving/escorting children or vulnerable adults is a requirement of the job and where the appointing officer is happy there is no longer an issue - offer of employment would be made.
- One-off minor violence which can be explained, employment is usually offered but will depend on what the job is and the person’s attitude towards the offence.

Remember someone is not DBS cleared to work until confirmation has been sent by the registered body; this includes candidates who may have shown managers a clear Disclosure certificate.

**When a Risk Assessment is not necessary**

The following is a list of situations where a Risk Assessment need not be completed.

- The appointment will not be proceeding for other reasons, for example candidate withdraws their application or unsatisfactory references
- The information revealed is an automatic bar (see Appendix 8)
• The Disclosure reveals information where the appointing officer has a concern that they would be put in a dangerous situation if they were forced to have an interview with a potentially violent or unstable person

**Dismissal**
If after proper consideration of all the facts and mitigating circumstances, the decision is to terminate employment; the disciplinary route is the correct route to follow to reach a fair dismissal. The disciplinary process may be evoked for at least three reasons:
1. on the basis that the employee has knowingly concealed any important information;
2. the nature of the conduct means that the employee poses a risk in the job that he or she does;
3. In some roles employees are under a duty to disclose what are in normal circumstances ‘spent’ convictions, failure to do so is in breach of a statutory obligation which would be a good reason to consider dismissal.

The recommended process is a shortened investigation based on the risk assessment. The Hearing Officer being the nominated Manager who has accountability for DBS checks within their area. If gross misconduct was found a summary dismissal would be possible (for example: immediate dismissal/termination).

**Duty to Refer**
If you dismiss or remove a person from regulated activity (or may have done so had they not left) because they have harmed or posed a risk of harm to a child or vulnerable adult, then you have a LEGAL duty to refer the person to the DBS.

The DBS’ role is to make barring decisions about people who are referred to it (usually following an employer’s disciplinary process), with the possible consequence of the person being barred from working or volunteering with children and/or vulnerable adults. The DBS uses a fair, thorough and consistent process that ensures that the decision it reaches is both proportionate and appropriate to the risk the person poses to children or vulnerable adults.

On 1st December 2012 the Independent Safeguarding Authority (ISA) and the Criminal Records Bureau (CRB) merged to form a new organisation, the Disclosure and Barring Service (DBS) The legal duty to make referrals remains, however referrals should now be addressed to the DBS.

The DBS website is [www.homeoffice.gov.uk/DBS](http://www.homeoffice.gov.uk/DBS) and provides a range of materials to help you to consider or make a referral. This includes a Referral Form, Referral Guidance, FAQ’s and a series of Fact Sheets.

Reference 5 – Example reference form,

Appendix 6 - example DBS exemption risk assessment form.

Appendix 7 - example risk assessment form for positive DBS disclosures.

Appendix 8 - for automatic barring list.
Introduction
This section will outline the necessary requirements to recruit overseas candidates and how to verify their right to work and how to obtain a certificate of good conduct. This section also includes the necessary requirements for different countries in the EEA and where to find further guidance.

Right to work
How to check if a person has the Right to Work in the United Kingdom -

Entitlement to work in the United Kingdom must be verified by checking one of the following:
• A valid passport showing that the holder is a British citizen, or a citizen of the UK and Colonies, having the right of abode in the UK.
• A valid passport or national ID card showing that the holder is a national of a European Economic Area country or Switzerland.
• A permanent residence card issued by the Home Office to a national or the family member of a national from a European Economic Area country or Switzerland.
• A valid passport or other travel documents endorsed to show that the holder can stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay in the UK.
• Original, long birth certificate (issued within 6 months of the birth) accompanied by official documentation showing NI number (for example: P45, P60, NI number card or letter from a government agency).
• NI cards beginning with TN or ending in E–Z inclusive are temporary numbers and are not acceptable

*Occasionally an employee may provide a passport from outside of the EEA. For advice please contact the UK Border Agency - see ‘useful contacts’ page in section 10.

For information about document checking, please see the PRADO website. Links are provided in the ‘useful contacts’ section.

Copies of documents signed and dated should be kept on the candidate’s Personal File if the individual is a British Citizen. (See ‘creating a personal file -section 5). Copies of all documents seen and used to verify the right to work in the UK should be kept on personal file for anyone who is not a British Citizen over the age of 16 and is subject to immigration control.

It is the employer’s legal responsibility to ensure that any persons employed after 27th January 1997 have the right to work in the UK before employment commences.

The following information highlights for appointing managers and head teachers what the organisational and legislative requirements are when recruiting either UK citizens who have lived overseas or who are non UK citizens.

Limitations
The DBS cannot currently access overseas criminal records or other relevant information as part of its Disclosure service. If an organisation is recruiting people from overseas and wish to check their overseas criminal record, a DBS Disclosure may not provide a complete picture of their criminal record that may or may not exist.
The UK does receive minimum details of crimes committed by UK citizens whilst overseas but coverage is patchy. For foreign workers there may be no alternative but to request a Certificate of Good Conduct/Good Repute, or something similar from the country of origin in addition to requiring a DBS Disclosure.

There are a multitude of issues such as data protection, political willingness and cultural differences, for example: the age of consent in a number of EU countries is less than 16.

**Certificates of good repute**

For foreign nationals or for UK citizens who have worked (including studying) or lived overseas and require a DBS check the following safeguard should apply

- If the person has lived or worked (including studying) in a country for a period of 6 months or more, a ‘Certificate of Good Repute/letter of Good Conduct’ from the embassy of that country/countries should be sought. This may not always be provided but managers and heads must be able to demonstrate that an attempt was made to obtain one. Focus particularly on the last 5 years
- DBS check must be sought with appointing manager being aware that information will generally not show offences the individual committed whilst abroad.
- Appointing Managers should use a risk assessment process, including DBS checks, to sign off certificates of good conduct and any time gaps.
- All other pre-employment checks must be undertaken with extra care with references and other background checks. Appointing managers should pay particular attention to the ‘Recruitment and Selection Safeguarding checklist’ for non schools and for schools the DCSF requirements in the Safeguarding Children and Safer Recruitment in Education document and the NCSL safeguarding training found at www.ncsl.org.uk

**How far back should a certificate of good conduct/repute be sought?**

The DCSF have advised that;

“All employees who have lived overseas would be expected to be able to produce some form of good conduct certificate regardless of how long ago they lived abroad. This fits in with the idea that all gaps in employment or academic history need to be accounted for.”

HSCB endorse this for all employees, however whilst all certificates must be requested the focus of activity should be on the last five years.

**How to obtain a certificate of good conduct/repute**

1. The candidate should request a ‘Certificate of Good Repute/Letter of Good Conduct’ from the home embassy of that country. By obtaining this certificate through the home embassy it provides the ability to authenticate the document. It should also reduce the need and cost to undertake any potential translation requirements. There is a charge which can vary according to the country and the candidate should cover this charge.

2. Although the DBS provides an Overseas Information Service not all countries provide this information. For some countries there is a faxback service, which provides employers with details of criminal record information.

The DBS is not involved in the processing of applications made by individuals to overseas authorities and therefore will not be responsible for the contents or the length of time taken for information to be returned.

**Employing migrant workers**

It is a criminal offence under section 8 of the Asylum and Immigration Act 1996 to employ someone subject to immigration control aged over 16 who does not have leave to be in the UK or undertake the work in question.
A statutory defence from conviction under section 8 can be obtained by seeing; copying and retaining the copy of certain specific documents at the point of recruitment which demonstrate that the work is permitted and by satisfying yourself that the documents relate to your potential employee [check the photo, date of birth etc].

The statutory defence is not available if the work is not permitted by the Home Office or if you undertake the checks after employing an individual.

Guidance on documents can be found from the Home Office online Handbook

http://www.ukba.homeoffice.gov.uk/

UK Borders Agency
(Employers helpline 0300 123 4699/Employers Checking service)

PRADO has a comprehensive guidance document which contains information on document checking from most EEA countries


To ensure our clients are safeguarded and with recent changes to the Asylum and Immigration Act in 2008 tougher penalties having been introduced for organisations that employ migrant workers illegally.

European Economic Area (EEA) Members
Since 1st June 2002 nationals from the EEA and Switzerland can work in the UK without restriction:

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* Not members of the EU, but same rights as EU citizens’ to enter live and work in the UK
Introduction
This section will outline key requirements for a successful induction programme and the importance of continuing awareness of employees after the recruitment process.

There should be an induction programme for all newly appointed staff and volunteers. The induction should be used to set clear expectations and boundaries of the role and ensure that the individual is clear on what is acceptable and unacceptable behaviour.

The induction should:
1. Provide training and information about the establishment’s policies and procedures
2. Cover their responsibilities for safeguarding and protecting children, and other key policies, for example the organisation’s child protection policy, whistle-blowing policy and any reporting procedures if they have concerns
3. Support individuals in a way that is appropriate for the role for which they have been engaged
4. Confirm the conduct expected of staff and volunteers
5. Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities

Newly qualified teacher periods should be used to closely monitor new recruits and where there are issues these should be quickly picked up and dealt with. For paid employees, it is much easier to dismiss them during this period than after a year in post, and it is important that where there are concerns about unacceptable behaviour with children these are dealt with as early as possible.

Continuing awareness
Ongoing supervision and management of individuals is key to ensuring that you know what people are doing and can pick up on issues, for example if someone is becoming too familiar or attached to a particular child or is displaying inappropriate behaviour with a child. If people are closely supervised and monitored, they will have less opportunity to groom children creating an open culture.

Experience shows that where a member of staff or volunteer has been found to have behaved inappropriately or abused children, invariably there have been concerns about the person’s behaviour that have not been brought out. An open culture in which everyone feels able to raise any concerns they have about the behaviour of another member of staff or volunteer is probably the single most important foundation of a safer culture in an organisation.

It cannot be ignored that some people seek access to children in order to abuse, and that abused children very often do not disclose the abuse at the time. All organisations across the voluntary, community, public and statutory sector must put measures in place to minimise the risk of harm to children and vulnerable adults.

The following measures are the minimum standards that should be in place to ensure continuing awareness of safeguarding responsibilities:
• Policies and procedures should be put in place for people to raise concerns about someone’s behaviour towards a child or young person and the culture of the organisation should be open and encourage people to raise concerns.
• Allegations or concerns about behaviour towards children should be taken seriously and be dealt with in an appropriate, fair and timely manner.
• There is a code of behaviour that everyone is familiar with, that tells all staff and volunteers what is expected of them in terms of their behaviour towards children, young people and families, and that tells children what behaviour is expected of them.
- Staff and volunteers are given a thorough induction that includes setting out the boundaries and expectations of their roles and their responsibilities for safeguarding and protecting children.
- Safeguarding and protecting children is seen by everyone as core to what the organisation does and the organisation ensures all staff and volunteers know their responsibilities for safeguarding children.
- The organisation has a culture of vigilance and does not rely on criminal record checks or recruitment as the only method of ensuring people who work with children is safe.

It is a statutory requirement that head teachers and a governor attend and complete the Safer Recruitment Workshop and update this every five years (as part of a recruiting panel).
Introduction
This section will outline the procedures taken when allegations have been made against staff or volunteers and where to go for further advice and guidance.

Allegations against staff/volunteers
Whenever it is alleged that an adult working with children in paid or unpaid capacity has:
• Behaved in a way that has, or may have harmed a child
• Possibly committed a criminal offence against/related to a child
• Behaved in a way which indicates they may pose a risk of harm to children

The person receiving the allegation must take it seriously and immediately inform the Designated Senior Manager or his / her deputy in their absence (or if the subject of the allegation).

If any member of staff/volunteer has reason to suspect that another member of staff/volunteer may have abused a child, they must immediately inform the Designated Senior Manager.

They should also make a written record of the allegation using the informant’s words - including time, date and place where the alleged incident took place, what was said and anyone else present. This record should be signed and dated. The recipient of the disclosure should not unilaterally decide its validity.

If the concerns are about the manager, then their line manager should be contacted.

The Designated Senior Manager will not investigate the allegation itself, take written or detailed statements and / or ask leading questions to clarify the allegation, but he/she will contact the Local Authority Designated Officer (LADO) immediately, and always within 1 working day, to assess how the allegation should be dealt with. If it is decided that the allegation warrants further action through Child Protection Procedures the LADO will make the relevant referral, so that the allegation can be investigated in accordance with Section 10 of the Hertfordshire Safeguarding Children Board Child Protection Procedures.

If it is decided that it is not necessary to refer the allegation to Children’s Services, the Designated Senior Manager and LADO will consider whether there needs to be an internal investigation.

The person who is the subject of the disclosure should not be informed of the allegation until advice has been taken from LADO.

For further information see:
• Duty to refer
• Guidance for Safer Working Practice for Adults working with Children and Young People is available for download from: http://www.education.gov.uk/aboutdfe/statutory/g00213145/safeguarding-children-safer-recruitment
• Contact details for the LADO, can be found under 'useful contacts'.
• Please see the Safe Staffing Audit Tool in Appendix 11.
Appendix 11 – Safe Staffing Audit Tool
VOLUNTEERS, PARENTS, SCHOOL GOVERNORS

Criminal Records Checks (DBS) should be completed on all staff and volunteers who work in schools unsupervised frequently. (One a week or more, or overnight)

School Governors
It is the decision of each governing body whether or not to CRB all governors in accordance with the local authority advice.

It is a local authority requirement that all governors complete a pre-appointment check form which is verified by the chair of governors or head teacher (see appendix). This must also be completed on re-appointment or re-election. The check should be completed before the governor attends formal meetings or visits the school in a governor capacity.
USEFUL CONTACTS AND FURTHER INFORMATION

UK Border Agency (UKBA)
Employers helpline 0300 123 4699/Employers Checking service
www.employingmigrantworkers.org.uk

Disclosure and Barring Service (DBS)
https://www.gov.uk/disclosure-barring-service-check

Foreign and Commonwealth website
https://www.gov.uk/government/organisations/foreign-commonwealth-office
Tel: 020 7008 1500

Home office
http://www.ukba.homeoffice.gov.uk/

Immigration, Asylum & Nationality Act 2006
www.bia.homeoffice.gov.uk

NSPCC Value based interviews
www.nspcc.org.uk

PRADO (Public Register of Authentic Identity and Travel Documents Online)
www.consilium.europa.eu/prado/EN/homeIndex.html

The Hertfordshire Grid for Learning
www.thegrid.org.uk

Publications

*Safeguarding Children and Safer Recruitment in Education* (2007) Department for education and skills [Available online]
http://www.education.gov.uk/aboutdfe/statutory/g00213145/safeguarding-children-safer-recruitment
Hertfordshire County Council contacts

Hertfordshire County Council
hertsdirect.org Public Home Page
Tel: 0300 123 40 40

Hertfordshire County Council – involving young children guidance
www.hertsdirect.org/yrccouncil/hcc/csf/childrenstrust/consultcyppp/parhome

Governance team
01438 844799
Advice on Safer Recruitment Accreditation. It is a statutory requirement for at least one person on an appointing panel to hold this accreditation.

Safe Staffing Team
01992 555854
Advice on all Safe Staffing/DBS regulations regarding rechecks, continuing awareness and supply staff.

Local Authority Designated Officer (LADO)
E-mail: childprotection.admin@hertfordshire.gov.uk
Tel: 07920 283106 or 07795 288271
Manages any allegations on volunteers and staff.

Learning and Development
01438 845105
Advice on recruitment and interview training.

Youth Connexions
jonathan.jack@hertfordshire.gov.uk
Advice on involving young people in interviews.