



SAFER RECRUITMENT POLICY

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1. INTRODUCTION:

NE Youth is committed to implementing thorough and comprehensive procedures when recruiting new members of staff and volunteers.

2. PURPOSE:

This policy sets out expectations of the recruitment process that aims to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable for work with children and young people
- Identify and reject applicants who are unsuitable for work with children and young people

3. SHORT LISTING AND REFERENCES:

- Short-listing of candidates will be carried out by the interview panel and will be against the person specification for the post
- Where possible, references will be taken up before interviews, so that any discrepancies can be probed before and discussed
- References will be sought directly from the referee, in writing (using the NE Youth reference Request Form - see Appendix 1). References or testimonials provided by the candidate are not acceptable
- Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies - a detailed written note will be kept of such exchanges
- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies - a detailed written note will be kept of such exchanges

Referees will always be asked specific questions regarding:

- the candidate's suitability for working with children and young people
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children and young people
- the candidate's suitability for this post would you employ this candidate?

4. THE INTERVIEW AND SELECTION PANEL:

- The interview panel will be made up of one Board Member, the Line Manager of the post and one other senior member of staff
- When applicable, the panel may also consist of up to 2 additional individuals made up from the following: young person; NE Youth staff, external partner; funder
- The shortlisting panel will be the same as the interview panel
- The make-up of the panel will be consistent with NE Youth's Equality & Diversity Policy

5. THE SELECTION PROCESS:

- All vacancies will require an interview of short-listed candidates, and a presentation and/or activity, if appropriate
- Interviews will always be face-to-face.
- All job descriptions and person specifications will have reference to child protection and safeguarding

Candidates will always be required to:

- Demonstrate their capacity to carry out the role
- Explain any gaps in employment
- Explain any anomalies or discrepancies in the information
- Declare any information that is likely to appear on a DBS disclosure
- Demonstrate their capacity to safeguard and protect the welfare of children, young people, and vulnerable adults.

6. EMPLOYMENT CHECKS:

All successful applicants are required to:

- Provide proof of identity
- Complete an enhanced DBS disclosure application and receive satisfactory clearance
- Provide actual certificates of qualifications
- Provide proof of eligibility to live and work in the UK

All employment checks must be carried out before any start date is negotiated with the successful candidate. Any issues that arise as a result of the employment checks will be dealt with by the Chief Executive and / or a designated board member.

All documents provided to prove identity should be originals or certified copies. Photocopies will not be accepted.

Proof of eligibility to work documents will be stored securely in individual employees' personnel files.

7. EMPLOYING EX-OFFENDERS

- As an organisation using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, we aim to comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against anyone who is the subject of a Disclosure on the basis of conviction or other information revealed.
- We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical / mental disability, or offending background.
- This policy will be made available to all DBS applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all to achieve the right mix of talent, skills and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select all candidates for interview on the basis of their aptitude, skills, qualifications and experience in relation to the requirements of the post.
- A DBS check is only requested when it is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, the recruitment information will contain a statement that a DBS check will be requested in the event of the individual being offered the position.
- Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We guarantee that this information is only be seen by those who need to see it as part of the recruitment process.
- We ensure that all those who are involved in the recruitment process will have suitable guidance to enable them to identify and assess the relevance of the offence in relation to the position applied for. We also ensure that they receive appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

- At interview or in a later separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position applied for could lead to withdrawal of an offer of employment.
- We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.
- We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.

Having a criminal record will not necessarily bar somebody working with us. This will depend on the offence and the relevance of the offence in relation to the position applied for. The factors taken into account will include the responsibilities of the position, the vulnerability of the client group, the nature of the offence(s), the number and pattern of the offences (if there is more than one), how long ago the offence(s) occurred and the age of the offender when the offence(s) occurred.



Appendix One: Reference Request Form

Name of Applicant:	
Post Applied for:	

What was/is your relationship to the applicant?

What is the name of your organisation?

How long have you worked/did you work with or how long have known the applicant?

If an employer/previous employer, please confirm the applicant's role and duties

If an employer/previous employer, confirm the number of sick days the applicant has taken over the last 2 years

Please confirm the applicant's dates of employment:

Employment commenced:

Employment ended:

Please rate the Applicant against the following criteria:

Needs substantial development

Needs development

Acceptable

Strong

Out-standing

Attitude to work

Reliability

Working relationships

Skills					
Experience					

<p>Does the applicant have any current disciplinary warnings on file? If yes, please provide details.</p>	<p>Yes / No *delete as appropriate</p>
<p>Please provide details of any concerns that have been raised about the applicant which relate to the safety and welfare of children or young people.</p>	
<p>With reference to the attached job description, are you satisfied that the applicant has the ability and is suitable to undertake this role? If not, please give specific reasons for your concerns.</p>	<p>Yes / No *delete as appropriate</p>
<p>Are you completely satisfied that the applicant is suitable to work with children? If not, please give specific reasons for your concerns.</p>	<p>Yes / No *delete as appropriate</p>

<p>Would you be willing to re-employ the applicant? If your answer is "No", please explain why.</p>	<p>Yes / No *delete as appropriate</p>
<p>Please provide any other information which you consider relevant:</p>	
<p>Signed:</p>	<p>Please print name:</p>
<p>Job Title:</p>	<p>Dated:</p>
<p>Telephone No:</p>	<p>Extension:</p>
<p>E-mail address:</p>	