



Bath and North East Somerset
Local Safeguarding Children Board

LSCB -Safer Recruitment Principles

Introduction

All LSCB member agencies have agreed broad principles for safer recruitment and selection. It is the responsibility of each agency to put those principles into action within its own recruitment processes.

The operation of effective safeguarding practice relies on having safer selection and recruitment policies in place, which are implemented on each occasion a person is employed or volunteers to work with children or young people.

The need for safer recruitment policies within any organisation is paramount and anyone with responsibility for employing staff to work in regulated activity should be trained in safer recruitment. The Department for Education has a link to [on line training](#) and training can also be accessed through the LSCB.

All members have a collective commitment to safe recruitment and safer working practices and the principles agreed by the LSCB member agencies are incorporated into the Safer Recruitment and Selection policy, set out below.

LSCB Safer Recruitment & Selection Policy

All LSCB member agencies recognise the importance of implementing safer recruitment and selection policies to ensure that those who are unsuitable from working with children are prevented from doing so. LSCB member agencies have in place a safer recruitment policy that adheres to the principles set out below. Where any agency policy does not meet these standards, LSCB member agree to ensure that their policy is adjusted so that it does meet these minimum standards, or adopt those set out below:

1. References are always verified, and at least one referee will be contacted in person to verify the reference and this properly recorded in staff files. Character references or references from friends or colleagues should not be considered as acceptable.
2. An application form is always used and a full employment history is available on file for every member of staff, any gaps in employment history are checked and accounted for and qualifications are checked.
3. Checks will be carried out to establish identity and Right to Work in the UK for all employees and the relevant documents verified to establish they are certified originals and retained securely a personnel file.

4. An Enhanced DBS check will be undertaken for any staff working in [“regulated activity”](#) who have not previously been subject to these checks, including temporary, agency or contract staff.
5. Where an individual already holds an Enhanced DBS Check an on line check should be undertaken through the [DBS Update Service](#) to ensure the information held on the certificate is up to date.
6. Any disclosure that reveals information is dealt with through the recommended Positive Disclosure process and a thorough risk assessment is carried out in all cases.
7. Induction will include an introduction to the child protection procedures and attendance at the appropriate child protection course, as relevant to the post.
8. Staff involved in recruitment and selection will attend the relevant training provided/arranged.
9. LSCB agencies will ensure that all staff, new and existing, are aware of the Allegations Management procedures and who to report concerns to.
10. Where behaviour of the individual or allegation may indicate that the person meets the criteria for consideration under allegations management, they will be referred to that process via the Senior Manager.
11. All agencies ensure that new staff are provided with a copy or are made aware of the Guidance on Safer Working Practices as part of their induction.
12. A model whistle-blowing policy is available across agencies and known by staff.
13. When commissioning work from organisations who will come into contact with children and young people, member agencies will ensure that those contractors comply with the LSCB's safeguarding requirements and are able to provide written assurances prior to awarding contracts.

Related Documents

Safer Recruitment Toolkit - Toolkit for use by voluntary and community organisations.
Safer Organisations Checklist