

FamilyCare

Healing pasts • Building futures

An abstract graphic composed of several large, overlapping, rounded shapes in various colors: orange, pink, red, brown, green, olive, and blue. The shapes overlap in a way that creates a sense of depth and movement, with some colors appearing more prominent than others.

Safer Recruitment

www.family-care.co.uk

Safer Recruitment

Implemented/Reviewed: July 2025

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Family Care Group will recruit for employment only those individuals who can show the requisite level of education, qualifications, experience and aptitude, appropriate to the work they are required to undertake, and will not discriminate, unlawfully, in the provision of employment opportunities. The recruitment process inevitably involves the collection of personal information (and sensitive data) which is subject to the standards imposed under GDPR legislation and Codes of Practice. The Group commits to protect and keep secure all personal data, to process it in accordance with the Regulations, and to allow subject access when requested. This recruitment procedure must be followed at all times, and applies to everyone employed, without exception. Conduct which is contrary to the spirit, intentions and purpose of this Policy will be subject to disciplinary action, which could lead to dismissal.

When making recruitment decisions, Family Care Group ensures the children, young people and any adults at risk are safeguarded from harm by:

1. Making sure Family Care's commitment to safeguarding children and vulnerable young people is strongly promoted in order to deter unsuitable people
2. Having robust safeguards in place throughout the recruitment process to flag up candidates who may be unsuitable to work with children and vulnerable young people and reject them
3. Take up references and complete all relevant pre-employment checks for candidates to prevent unsuitable people from being appointed; and
4. Monitor new employees during the induction period to observe their behaviours and attitudes and following induction, implement an appropriate system of supervision and appraisal

Purpose

The purpose of this Safer Recruitment Policy is to set out the Family Care Group recruitment process which aim to:

- Recruit and develop outstanding candidates and staff
- Ensure that the recruitment of both permanent and fixed-term staff (including voluntary) is conducted in a fair, effective and efficient manner
- Ensure that all relevant equalities legislation is adhered to.
- Ensure that staff deal professionally with both external and internal candidates at all stages of the process.



The following principles are encompassed in this policy:

- All applicants will receive fair treatment and a high quality service
- The job description and person specification are essential tools and will be used throughout the process
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Selection will be carried out by a panel with at least two members of staff
- Appointment will be based on a minimum of a completed application form, short listing and interview, and receipt of right to work documentation and suitable references
- Monitoring and Evaluation are essential for assessing the effectiveness of the process
- Internal opportunities will be advertised with requests for internal expression of interests and all vacancies are made available to internal applicants who will also receive feedback on their application from the Hiring Manager.
- All external opportunities will be advertised for a minimum of 7 calendar days
- The Equality Act (2010) makes it a requirement to make reasonable adjustments to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment

The provisions of this policy should be read in conjunction with Family Care Group's policies on Equality & Diversity, Safeguarding, the Recruitment of Ex-Offenders and along with the use of Disclosure of information, Verification of Identity, Rights to Work and Disclosure and Barring Service checks, and any additional Pre-Employment Checks and verification requirement.

Applicants for positions will be asked to provide relevant information, documents and forms linked to the application of processes of candidate assessment in line with our General Privacy notice.

Scope

This policy applies to all jobs within Family Care Group, regardless of hours or role, excluding applications or CVs received from agency workers or agencies, unless Family Care Group has specifically commissioned them.

This policy is in place to promote good practice and to ensure that the recruitment and selection methods used by Family Care Group are fair, consistent and in line with relevant legislation. This Safer Recruitment Policy applies to all employees of Family Care Group who are responsible for and involved in the recruitment and selection of all staff.

The document contains the process for Family Care staff to follow in order to comply with legal duties, to ensure the recruitment process is transparent and fair and to ensure that the welfare of children and young people in the Group's care are protected. Everyone within the Family Care Group community has a responsibility to adhere to it.



Policy Objectives

Family Care Group will ensure that the recruitment and selection of staff is carried out in a professional, timely and effective manner and the Human Resources department will monitor the recruitment process.

All candidates will be assessed in a fair, consistent and robust manner, free from discrimination. Family Care Group supports the principle of open competition, and will seek to appoint the best person for the job, based on individual merit. Candidates will be assessed in the same way, against the requirements of the role, including internal candidates, or others personally known to the interview panel. A predefined job description and person specification is prepared for each job, based upon objectively justifiable criteria in terms of the skills, knowledge and abilities required to do the job. Assessment of each applicant for short-listing and at interview will be undertaken objectively against the pre-defined criteria in the person specification and must be recorded.

All job applicants are required to complete application form alongside their CV. Family Care Group will not employ anyone of compulsory school age, other than those who are entering into an approved Apprenticeship.

All offers of employment are conditional upon the Family Care's recruitment, Pre-employment and vetting checks, as outlined in the offer letter.

Roles and Responsibilities

It is the responsibility of Human Resources and the Responsible Individual to:

- Ensure Family Care Group has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with current guidance and legal requirements.
- Monitor the Family Care Group's compliance with them. It is the responsibility of all staff involved in recruitment to:
- Ensure that Family Care Group operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work within the group
- To monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure

Statutory Responsibility

Family Care will avoid unlawful discrimination in all aspects of employment including recruitment and opportunities for selection and promotion.

Family Care Group is committed to promoting a culture of Diversity and Inclusivity for all our employees and potential employees. We welcome applications from people of all backgrounds. In recognition of our commitment, we would particularly encourage applications from groups who are currently under-represented, including those from the Black, Asian and Minority Ethnic (BAME) communities.

The Recruitment and Selection Policy complies with the Groups' Safeguarding, Child Protection and Prevent Policy, which requires that appropriate action is taken to prevent unsuitable people working with children, young people and adults at risk.

As an organisation using the Disclosure and Barring Service (DBS), the Group complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Group is permitted to ask questions about whether an applicant has any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974, and/or whether they have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.



The Group is required under the Immigration, Asylum and Nationality Act 2006 to verify that all new employees are legally entitled to work in the UK. All candidates attending an interview will be required to bring proof of their eligibility to work in the UK so that their entitlement can be checked before any offers of employment are made. The management of information obtained through the recruitment and selection process will be undertaken in accordance with the Group's Data Protection, Document Retention and Employee Data policies.

On-line checks of candidates or staff on social networking sites or through a third party are not permitted, unless in exceptional circumstances when an authorised member of staff, e.g. a member of the Human Resources team or an investigating manager, might be required to do so.

Pre-recruitment process

Where a vacancy has arisen as a result of a leaver this role can be submitted to Human Resources for advertising once appropriate due diligence has been conducted by the Hiring Manager. This includes an assessment as to whether a like for like replacement is required and/or whether there is an opportunity to fulfil the role internally. Should the replacement role have fundamental differences to the position being vacated this will require authorisation from the Board.

All new or additional posts will also require the Board's authorisation prior to recruiting. It is the responsibility of the Hiring Manager to ensure that this has been obtained prior to contacting Human Resources.

Recruitment Process

1) Advertising Posts

All vacancies are normally advertised via our Internal Recruitment Officer, and applications received using Breathe HR system as a standard, vacancies are advertised on the following platforms, company website, Indeed, Facebook, and LinkedIn. For difficult to fill vacancies, additional advertising platforms maybe considered, including the use of role specific platforms or sites supporting specific underrepresented groups along with approved external agencies in accordance with our policies and strategies.

2) Application Form

All applicants will complete an application form as part of the candidate application process. This includes details to:

- Fully identify the individual concerned.
- Details of their latest employer and current role.
- Confirmation that the individual has the right to work in the UK.

Additional information will also be collected including the applicant's CV, any Cover Letter provided and any responses to role specific selection criteria questions linked to the position.



3) Job description and Person Specification

Every vacancy advertised will include an accurate job description that includes:

- The Job Title
- Job Title of the post that the role reports to
- Purpose of the role
- Main duties and responsibilities
- The salary range
- The post holder's individual responsibility to safeguard and promote the wellbeing of children and young people in their care.
- The post holders' individual responsibilities in respect of Data Protection and information security.
- The person specification will highlight the knowledge, skills, experience and qualifications relevant to the role
- The person specification will also highlight any essential requirements relevant to the role.

The job description and person specification are essential features of the advertising and recruitment process, and this will be reviewed by the Responsible Individual/Service Heads and Board to ensure that they are up to date and verified by a member of the Human Resources.

4) Shortlisting

To support safer recruitment and to ensure fairness in the process, the recruitment panel should take adequate time to properly scrutinise the applications.

- For consistency it is recommended to assess each application against the criteria for the role, including any criteria specific to working with children using a checklist.
- Consider whether each application is fully completed– if not, it may be returned to the applicant or discarded from the process.
- Highlight any gaps (in employment etc.) to be explored further at interview should the candidate be long/shortlisted.
- Look for evidence provided against the criteria set out in the person specification and the job description to support their recruitment decision.
- Normally only shortlist those applications that meet all the essential criteria set out in the person specification. However, where information is not clear or partial in relation to any applications received, it may be decided by the panel to shortlist and explore the issues further at interview. A note should be added to the record to indicate where this decision has been taken.

If a greater than anticipated number of applicants meet all the essential criteria for the post, it may be decided to use any specified additional desirable criteria to select for the final shortlist.



5) Invitation to interview

Candidates called to interview will receive:

- Written correspondence confirming details of the interview/assessment and any other selection techniques to be used, as well as asking candidates whether Family Care Group needs to make any reasonable adjustments to facilitate their attendance and participation in the interview and selection process.
- An opportunity for candidates to ask any questions prior to the interview.

6) The selection Process

Selection techniques will be determined by the nature and duties of the post, but all vacancies will require a minimum of an interview of short-listed candidates. All interview questions asked by Family Care Group will be recorded on an Interview question and template. Scoring will be carried out objectively, with the highest scoring candidate being offered the position in the first instance.

Interviews will always be face-to-face. This can include the use of technologies to facilitate this process when candidates are currently living and/or working abroad or at large distances away from the interview location within the UK and unable to travel (e.g. Teams, Google Hangouts, Zoom, Skype).

During the interview, the panel will ask candidates to:

- Explain satisfactorily any anomalies or discrepancies in the information available to the panel which has not been explained already on their application form.
- Declare any information that is likely to appear on the DBS disclosure, which has not been disclosed already on their application form.
- Demonstrate their ability to safeguard and protect the welfare of children and young people. This will include safeguarding questions asked by the interview panel where applicable to the role.
- All candidates will be subject to a range of standardised role specific interview questions and assessment tasks. In addition, Candidates may also be asked individual questions relating to gaps in their employment history, and/or relevant criminal history disclosed that require clarification.

7) Pre-employment checks

Appointable and successful candidates will receive a conditional offer of employment that is subject to the following conditions and checks:

- References: We need at least two references to cover employment, one referee being the current or most recent employer. In cases where this is a first job, we can accept references from Volunteer Managers, College/University Lecturers or School Headteachers.
- Full employment history from leaving full-time education with all gaps explained and accounted for
- Request Schedule 1 (Fostering) & Schedule 2 (Residential) checks where applicable for all previous social care jobs.
- Proof of Qualifications: Specifically, those relevant to the role
- Right to Work: We need to verify identity to ensure you have the Right to Work in the UK. To do this we need to see an original copy of either candidate's passport (and Visa if

applicable); Or, a full birth certificate (issued within 1 month of birth) alongside your National Insurance Card, P45 or P60.

Further details on accepted ID can be found here, <https://www.gov.uk/prove-right-to-work>.



- DBS: The level of DBS check required will be identified based on the nature of your role, however all staff are required to undergo a DBS check. Family Care Group will only accept existing DBS that is registered on the update service and a valid check against the original certificate can be conducted.
- Overseas Checks: If an applicant has worked overseas for a period of over 4 months within the last 5 years the applicant should request a Certificate of Good repute/Letter of good conduct/Police Check.
- Health; In general the Equality Act 2010 prohibits the disclosure of health and health-related information prior to a job offer.
- As part of our commitment to safeguarding and promoting the welfare of children, the school may carry out social media checks on shortlisted candidates. These checks are limited to publicly available information and are used to assess a candidate's suitability for working with children, ensuring alignment with our professional and safeguarding standards. All checks will be conducted in a fair, proportionate, and non-discriminatory manner, in line with data protection and privacy regulations.

There are certain exceptions, such as; -

1. In order to find out if any applicant needs reasonable adjustments for the recruitment process, such as in order to attend an interview
2. To find out if a person (whether they are a disabled person or not) can take part in an assessment as part of the recruitment process
3. For monitoring purposes to check the diversity of applicants
4. To ensure that an applicant who is a disabled person can benefit from any measures aimed at improving disabled people's employment rates
5. Because having a specific impairment is an occupational requirement for a particular job
6. To establish a person's ability to carry out a function that is absolutely fundamental to a job
7. To vet applicants for reasons of national security

Family Care Group will therefore, only seek, prior to the offer of a job, physical or mental health information which is related to one of the lawful purposes listed above. Family Care Group will however, on occasion, make job offers which are conditional. In such cases the offer will be explicit as to the condition imposed, which may be the receipt of satisfactory evidence that the individual is fit for work and is fully capable of carrying out the duties of the position, if necessary, with reasonable adjustments. Applicants in receipt of conditional job offers will be advised not to resign from any current employment that they may have until such conditions have been removed.



8) References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee and preferably from a senior person with appropriate authority, not just a colleague.

References will be requested at the conditional offer stage with candidates being required to list referee details via the application form. Open references will not be relied upon. References will only be accepted from legitimate email addresses. References will be scrutinised, and any concerns will be resolved satisfactorily before the appointment is confirmed. Where it is not possible to obtain two employment references, the recruitment team will seek to obtain one employment reference and may seek an additional personal reference.

All Referees will always ask specific questions about:

- The candidate's suitability for working with children and young people.
- Any issues, concerns or allegations, that relate to the safeguarding of children and young people.

References will be checked to ensure all specific questions have been answered satisfactorily and where required, the referee will be contacted to obtain clarification in order to ensure sufficient information is obtained. References will also be compared to information provided by the applicant in their application and during the interview and selection process. Any discrepancies will be discussed with the individual prior to appointments being confirmed.

Post Recruitment Process

1. Induction

All staff and volunteers who are new to Family Care Group will receive information on the relevant child protection policy and procedures, safeguarding policies, whistleblowing policy, data protection and guidance on safe working practices as part of their induction training.

All policies are available via the relevant departmental database.

All new staff will complete mandatory training in relation to:

- Child Protection / Safeguarding Young People.
- Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR)
- Equality and Diversity
- Additional training will also be carried out in respect of Family Care Group systems, Breathe HR, Charms, Clearcare and Behaviourwatch as well as a number of mandatory e-learning modules linked to health and safety and safe working.
- An additional induction and mentoring process will also be put in place for new staff to enable them to understand the broader requirements of the role.

All successful candidates will undergo a period of monitoring and (new staff) will:

- Meet regularly with their Line Manager.
- Attend any required virtual & in person training.

ADDITIONAL FOR EDUCATION ONLY:

Single Centralised Register of Members of Staff

In addition to the various staff records kept in School and on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with the Education (Independent School Standards) Regulations 2014 requirements.



The Single Centralised Register will contain details of the following:-

- The School Proprietor
- All employees who are employed to work at the School;
- All employees who are employed as supply staff to the School whether employed directly or through an agency;
- All others who have been chosen by the School to work in regular contact with children. This will cover people brought into the School to provide additional teaching or instruction for pupils, but who are not staff members e.g.: sports coaches, therapists, professionals, instructors or otherwise.

The relevant checks performed and recorded will be as follows: -

- An identity check
- A barred list check
- An enhanced DBS check

A prohibition from teaching check (see below)

- a prohibition check must be made for anyone undertaking 'teaching work' (with or without Qualified Teacher Status)
- whilst not statutory, a prohibition from teaching check may be made for teaching assistants to ensure they are not a prohibited teacher
- Further checks on individuals who have lived or worked overseas should be undertaken in line with the most current guidance from the DfE and the UK Home Office
- A check of professional qualifications
- A check to establish the person's right to work in the United Kingdom; and
- In Independent Schools (including academies and free schools), a section 128 prohibition check for people in management positions.
- Overseas Checks should be undertaken for individuals who have been out of the UK according to the school or HR provider's policy. In many cases, checks will be completed for people who have lived/worked overseas for 3 months or more in the last 10 years. It is their responsibility to obtain a Certificate of Good Conduct.

www.safeguardinghandbook.co.uk/overseas

The prohibition from teaching check is completed by accessing the NCTL Teacher Services www.safeguardinghandbook.co.uk/teacherservices

For UK citizens working overseas, International Child Protection Certificates (UK) can be obtained. For more information, go to www.safeguardinghandbook.co.uk/icpc



Entries in the Single Central Register will be evidenced by the person making the checks, but there is no requirement for a signature. The SCR should record what has been seen, when it was seen and by whom it was seen.

Definition of Regulated Activity and Frequency

Any position undertaken at, or on behalf of the School will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30 day period; and
- provides the opportunity for contact with children.

Roles which are carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

The School is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". The School is required to carry out an enhanced DBS check for all staff, supply staff who will be engaging in regulated activity. However, the School can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

The School's Head Teacher, Proprietor will be responsible for auditing the Single Centralised Register and reporting his/her findings to the Board of Directors/Proprietor/Proprietor.

Relevant legislation and guidance

- Keeping children safe in education (DfE 2024)
- Safeguarding Vulnerable Groups Act 2006
- Education (Health Standards) (England) Regulations 2003
- Education Act 2002
- Working together to Safeguard Children 2018
- Care Standards Act 2000
- Safeguarding Children and Young People – Children's Home Regulations/Quality Standards 2015
- Children's Homes Regulations
- Safeguarding Children and Young People – The Fostering Services Regulations 2011
- Equality Act 2010
- Protection of Freedoms Act 2012
- DBS Code of Practice (amended 2016)
- Rehabilitation of Offenders Act 1974 (exceptions order 1975) (as amended 2013 & 2020)
- UK General Data Protection Regulations (UK GDPR) 2018