

Safer Employment Checklist

1. Introduction

We are committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults in our care.

2. Checklist

The checklist below summarises what you need to do to ensure that all individuals are recruited and managed appropriately. These actions aim to deter, identify and reject individuals who might seek to abuse children, young people or vulnerable adults in our care.

Safer Employment Process	Evidence	Tick when complete
Recruitment		
<p>Write a clear job description and person specification for the role.</p> <p>The job description must include safeguarding criteria.</p> <p><i>Suggested wording for job descriptions:</i></p> <ul style="list-style-type: none"> • <i>We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.</i> <p><i>Suggested wording for person specifications:</i></p> <ul style="list-style-type: none"> • <i>Demonstrate an understanding of the safe working practices that apply to this role.</i> • <i>Ability to work in a way that promotes the safety and well-being of children and young</i> 		

Appendix 6

Safer Employment Process	Evidence	Tick when complete
<i>people/vulnerable adults.</i>		
Shortlisting is undertaken by a minimum of two people		
Check all gaps in employment history - note any gaps/discrepancies as you will need to ask the candidate to explain these at interview.		
Explore gaps/discrepancies in employment history at interview.		
Interviews		
Undertake all Interviews face to face and interview with at least one other person		
Ask candidates at interview about: <ul style="list-style-type: none"> • any anomalies, discrepancies identified on their application form • any gaps in their employment history • criminal convictions and/or concerns/allegations/investigations • their motivation for working with the vulnerable client group and their understanding of the roles safeguarding responsibilities. 		
Make clear notes of the candidates' responses at interview and keep these securely.		

Appendix 6

Safer Employment Process	Evidence	Tick when complete
References		
<p>Take up professional references for the preferred candidate.</p> <p>One reference for internal candidates (except regulated posts).</p> <p>Two references for external candidates or any candidate applying for a regulated post.</p> <p>You need to seek these directly from the referee; one reference must be from the candidate's current or most recent employer.</p> <p>Note:</p> <ul style="list-style-type: none"> • Character references (from friends or relatives) are not acceptable. • 'Open-ended'/'To whom it may concern' references are never accepted. 		
<p>Check that any written references are from the named referee.</p>		
<p><u>You should specifically ask the referee:</u></p> <ul style="list-style-type: none"> • If there has ever been any allegations, investigations or concerns about the individual's conduct with vulnerable clients in the past, even if no further action was taken • If they have any concerns about the applicant 		

Appendix 6

Safer Employment Process	Evidence	Tick when complete
working with the specific client group		
Employment Checks		
Verify the candidate's identity and qualifications by carefully checking their original documents. Take and keep copies of these.		
Undertake a DBS check at the appropriate level.		
Where a DBS Disclosure trace is returned follow the risk assessment procedure to determine whether or not the individual is suitable to undertake the role.		
Training		
Ensure that employees receive appropriate safeguarding training and make sure that this is kept up to date.		
In Employment		
Give all employees will a thorough induction which includes clear information about safeguarding and safe working practice in relation to the vulnerable client group.		
Comply with all policies/procedures in relation to safeguarding and ensure that employees you manage do so – deal with any breaches of policy accordingly.		

Appendix 6