**Essex Safeguarding Children’s Board – Safer recruitment standard 2013**

**In response to ‘Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children – March 2013’**

**1 Introduction**

Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children.

Section 11 places a duty on:

* Local authorities and district councils that provide children’s and other types of services, including children’s and adult social care services, public health, housing , sport, culture and leisure services, licensing authorities and youth services;\*
* NHS organisations, including the NHS Commissioning Board and clinical commissioning groups, NHS Trusts and NHS Foundation Trusts;
* The police, including police and crime commissioners and the Chief Officer of each police force in England and the Mayor’s Office for Policing and Crime in London:
* The British Transport Police
* The Probation service
* Governors/Directors of Prisons and Young Offenders Institutions:
* Directors of Secure Training Centres; and
* Youth Offending Teams/Services

**\***These standards should also be applied to all agencies and organisations that deliver services on behalf of Councils. See standard eighteen ‘Commissioned Services’ below

**2 The Safe Recruitment standard**

Within the ‘Working Together’ document it is stated that these organisations should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children, including:

**‘Safe recruitment practices for individuals whom the organisation will permit to work regularly with children, including policies on when to obtain a criminal record check’**

This self-audit document sets out the standard for safe recruitment and what safe recruitment means in practice for organisations.

**Each organisation is encouraged to use this document to audit their practice against the standards and ensure that these standards are met. Reviews of each organisation’s practice by the Essex Safeguarding Children Board will be undertaken on an annual basis.**

**3 Individual organisational responsibilities as outlined in ‘Working Together to Safeguard Children’**

In addition to these section 11 duties, which apply to the named organisations above, further safeguarding duties are also placed on individual organisations through other statutes. The key duties that fall on each individual organisation are set out within chapter 2 of [Working Together to Safeguard Children March 2013](http://media.education.gov.uk/assets/files/pdf/w/working%20together.pdf). Each individual organisation should be familiar with these additional responsibilities and audit their practice.

**4 Non statutory organisations**

Other organisations within Essex who employ people working with children and young people are encouraged to use this document as a self-audit tool and to review their practice against these standards on an on-going basis.

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| Approved by |  |
| Approval date |  |
| Date of implementation |  |
| Review frequency | Annually or in line with legislation changes |

| **Standard and description** | **Assessment criteria** | **Assessment**  **Red** (not met)  **Amber** (partly met)  **Green** (met) | **Self-assessment - action required to achieve Green level** | **Further sources of helpful advice and guidance** |
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| **Standard one**  **Roles and responsibilities for safe recruitment**  **Description**  Roles and responsibilities within the organisation for safe recruitment are clearly defined with a senior board level lead/senior responsible person \*within the organisation to take leadership responsibility for the organisation’s child welfare and safeguarding arrangements  \*For Early years this role will be the Designated person who should have received training to enable them to fulfil their responsibilities | The organisation should identify the person within the organisation who has:  1 Responsibility for monitoring the effectiveness of the recruitment policy to prevent unsuitable people from working with children and young people;  2 Responsibility for the review of the policy should legislation requirements change;  3 Leadership responsibility for the organisation’s safeguarding arrangements and that this is clearly defined in their job description  4 Professionals with safeguarding responsibilities are given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively | Green  CJH/KW  CJH/KW  JIC  JIC |  | **Early Years**  The website designed as a source of information and advice for the early years sector is [here](http://www.essex.gov.uk/Business-Partners/Early-Years-Childcare/Pages/Default.aspx) |
| **Standard two**  **Recruitment Policy and Safeguarding policy**  **Description**  The organisation has a sound recruitment policy which serves the purpose of preventing unsuitable people from working with children and young people  The organisation’s Safeguarding policy is regularly reviewed and updated as necessary | The policy should include a statement by the organisation confirming :  1 Their commitment to safeguarding and promoting the welfare of children and young people;  2 That all appropriate pre-employment and safeguarding checks will be undertaken for both internal and external candidates;  3 That all candidates will be required to disclose any previous, current or pending criminal convictions, reprimands or other relevant information that might impact upon their suitability to do the job;  4 That recruiting managers will be appropriately trained in their responsibilities;  5 That recruiting managers will follow the procedure within the policy to ensure that all recruitment undertaken is based upon good practice, in line with legislation and is consistent with the principle of safeguarding and promoting the welfare of children. | Yes – paragraph 2  Yes – Paragraph 2 and 5.6  Yes – paragraph 5.6  Yes – appendix I(i)  Yes – appendix I(i) |  | [DfE Safeguarding Children and Safer Recruitment in Education](http://www.education.gov.uk/aboutdfe/statutory/g00213145/safeguarding-children-safer-recruitment)  This is statutory guidance from the Department which sets out the responsibilities of all local authorities, schools and Further Education (FE) colleges in England to safeguard and promote the welfare of children and young people.  This document is currently being considered for review and a public consultation  **Early years**  A 'Best practice ' recruitment course is available to all Early Year’s staff (including committee members responsible for recruitment) and is specifically recommended for settings where their Ofsted outcome is judged as 'requires improvement' or 'inadequate.' The on-line training brochure is available [here](http://www.essex.gov.uk/Business-Partners/Early-Years-Childcare/Pages/Early-years-and-childcare-careers.aspx) |
| **Standard three**  **Training for recruiting managers\***  **Description**  Managers are appropriately trained to make sound recruitment decisions, understand the organisation’s commitment to safeguarding and can apply the organisations safe recruitment policy  \*For schools the current requirement is that one member of interview panels should have undertaken training provided by Schools Learning and Development. (Please note this training requirement is due to be repealed but remains best practice). | The organisation should ensure that all recruiting managers:  1 Have received appropriate training in their responsibilities and understand their role in safeguarding and promoting the welfare of children and young people;  2 Can apply the organisation’s safe recruitment policy. | Yes – currently senior staff and some governors are trained and once the training requirement is repealed, the school will continue to follow ‘best practice’. |  | **Early years**  A 'Best practice ' recruitment course is available to all Early Year’s staff (including committee members responsible for recruitment) and is specifically recommended for settings where their Ofsted outcome is judged as 'requires improvement' or 'inadequate.' The on-line training brochure is available [here](http://www.essex.gov.uk/Business-Partners/Early-Years-Childcare/Pages/Early-years-and-childcare-careers.aspx) |
| **Standard four**  **Job details**  **Description**  The information contained within the job description and person specification is accurate and correctly identifies safeguarding responsibilities within the role. | The organisation should undertake the following :  1 The job description and person specification for each role, including volunteers, is reviewed before undertaking recruitment to determine if the role has changed;  2 An explicit statement is provided on the job details (job description, person specification and any further information provided about the role) about:  a)the organisation’s commitment to safeguarding  b) that the role is subject to a DBS check (if appropriate)  c) the duties which the post holder is required to undertake with children and young people | Yes – Appendix C (ii)  As above. |  | **Early Years**  Information for Early Years is available [here](http://dnn.essex.gov.uk/eycp/Home.aspx). |
| **Standard five**  **DBS checks with barred list checks\* as appropriate and keeping an accurate and up to date list \*\* of checks made**  **Description**  Roles within the organisation (including those filled by volunteers, contractors, consultants and agency workers) which require a DBS check (and barred list check as appropriate) are identified, reviewed as necessary and the appropriate level of check is undertaken in a manner which is consistent with the organisation’s policy and the DBS Code of Practice  DBS checks should be undertaken if an existing member of staff moves to work in regulated activity and for their previous role they were not checked or if they are moving from voluntary work to permanent work. A DBS check and a barred list check will need to be undertaken if an applicant is moving from a role working with adults to one working with children and young people.  DBS checks must be completed **before** a person takes up the position. Pending the arrival of a criminal records check the employer has the discretion to employ the person with appropriate safeguards (see Standard 12) if that is the policy of the organisation\*\*\*.  An accurate and up to date list of all roles in the organisation which require a check is kept together with the details of the person occupying that role and the required information about their check. (For some organisations all roles will need an enhanced DBS check).  \*For the Police these checks will be the Police vetting procedure which includes a check of criminal convictions, a check against the barred lists and other vetting checks commensurate with the roles of Police Officers and Police Staff  \*\* For schools this list will be the single central record  \*\*\*For Early Years providers it is recommended that the policy of the organisation should be that staff cannot start work until the DBS check is completed. | Explanatory note: Organisations registered with the Disclosure and Barring service can only apply for a DBS check if the position is included in the list of offices, employments, work and occupations that are known as the exceptions to the Rehabilitation of Offenders Act 1974.  The organisation should:  1 Review the role against the definition of regulated activity for those roles working with children and young people to determine if the role would be eligible for a DBS check;  2 Review if a role was previously DBS checked and determine need for future check and if so record the role on the list of eligible roles for the duration of the time the employee is in that role  3 Review if the role is to work in their own home and ensure the appropriate information is provided about other house occupants  4 Determine the level of DBS check required and whether this should include a barred list check;  5 Review the list of roles which are eligible for a DBS check and barred list check each time a job role changes and amend the list of roles as necessary;  6 Keep accurate information about the check history for any employee, volunteer or other worker who occupies a role which requires a DBS check.  7 Nominate a person within the organisation who will have responsibility for agreeing those roles which will be subject to DBS checks and barred list check;  8 For applicants who do not have a DBS check or who have not subscribed to the DBS update service, ask the applicant to bring to the interview original documentation which can be checked to process a DBS check and barred list check;  9 For applicants who have subscribed to the DBS update service, obtain certificate details from the original certificate provided by the applicant and check this information against DBS records  10 Have a policy on handling DBS checks including obtaining copies of original DBS certificates from applicants for the purpose of dealing with positive[[1]](#footnote-1)\* DBS outcomes or to carry out online DBS status checks if using the DBS update service and including the destruction of documents. The policy should also include the requirement to hold records of DBS checks undertaken in an accurate and up to date list.  11 Have a policy on handling positive DBS checks;  12 Nominate an officer who will deal with positive DBS checks in line with the organisations policy and/or the DBS Code of Practice;  13 Have a policy in place for reviewing conditional offers to applicants where the applicant does not produce their DBS certificate to the organisation or where the applicant does not give prompt permission to do an on line check.  14 Have a policy in place and obtain consent to undertake future on line status checks or DBS renewals in line with organisation policy | Yes – all registered on the SCR  Responsibility for overseeing the SCR – JIC  Yes - Appendix A  Yes – Appendix A  KW  Yes – Appendix A  Yes – Appendix A |  | [DBS checks](https://www.gov.uk/disclosure-barring-service-check)  [DBS checks - eligible positions guidance](https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance)  [DBS Update Service](https://www.gov.uk/dbs-update-service)  [Gov.uk regulated activity children and adults](https://www.gov.uk/government/publications/dbs-regulated-activity)  Regulated activity decision tree:    [Gov.uk/dbs check/documents-the-applicant-must-provide-](https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide-)  [Gov.uk Handling of DBS Certificate information](https://www.gov.uk/government/publications/handling-of-dbs-certificate-information)  [DBS Code of Practice](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/143662/cop.pdf)\*  \*Code of practice for registered persons and other recipients of disclosure information through the Disclosure and Barring Service (DBS) checking service.  Please note: Although the code of practice document, which is published under section 122(2) of the Police Act 1997, has not been rebranded with the DBS logo or new terminology, organisations who receive certificate information from the DBS should still comply with the obligations set out in the document.  There are some minor terminology inconsistencies in the glossary which is now outdated due to the introduction of the Protection Of Freedoms Act 2012. Please see the latest DBS glossary for the most up to date descriptions of terms.  **Early Years**  Information for Early Years is available [here](http://dnn.essex.gov.uk/eycp/Home.aspx). |
| **Standard six**  **DBS checks\* - recruiting overseas applicants or UK applicants who have lived abroad**  **Description**  Roles within the organisation (including those filled by volunteers, contractors, consultants or agency workers) which require a DBS check are identified, reviewed as necessary and the appropriate level of check is undertaken in a manner which is consistent with the organisation’s policy and the DBS Code of Practice  In addition employers must make such checks as they consider appropriate due the person having lived outside the United Kingdom. These checks should be obtained from overseas sources and completed prior to the individual starting work.  \*For the Police these checks will be the Police vetting procedure which includes a check of criminal convictions, a check against the barred lists and other vetting checks commensurate with the roles of Police Officers and Police Staff | In addition to the guidance in standard five above the following also should be undertaken:  1 If the organisation is recruiting people from overseas, or UK applicants who have spent a period of time living abroad, an overseas criminal record check or certificate of good conduct should be obtained by the applicant from the relevant body of the country in question. The standard of foreign police checks varies. To find out the standard, the organisation should contact either the authorities in a particular country, or their embassy.  In some cases it may also be possible for employers to get such a check through the relevant embassy in the UK but the applicant must give their permission.  2 Either the organisation or the employee should obtain a certified translation of the certificate of good conduct or criminal record check.  3 Where an applicant is from or has lived in a country where criminal record checks cannot be made for child protection purposes, or is a refugee with leave to remain in the UK, and has no means of obtaining relevant information, the organisation should take extra care in taking up references and carrying out back ground checks. For example, additional references should be sought, and references followed up by phone as well as letter. Following up references with telephone calls is good practice for all recruits and a written record made of all telephone conversations. Each case should be considered on a case by case basis and all checks undertaken to the satisfaction of the organisation. | Yes - KW |  | [Gov.uk list of foreign embassies in the UK](https://www.gov.uk/government/publications/foreign-embassies-in-the-uk)  You can also contact the FCO Response Centre Helpline on 020 7008 1500.  [Gov.uk guidance on criminal records checks for overseas applicants](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants)  [Overseas qualification checking agency](http://www.ecctis.co.uk/naric/default.aspx)  **Early Years**  Information for Early Years is available [here](http://dnn.essex.gov.uk/eycp/Home.aspx). |
| **Standard seven**  **Consideration of criminal records**  **Description**  Due consideration of criminal records should be undertaken which is consistent with the duties of the post and in line with the organisations policy on the recruitment of ex-offenders | The organisation should:  1 Provide applicants with information about declaration of criminal convictions which is consistent with guidance about the filtering of old and minor offences and which is in accordance with the list of roles which require a DBS check  2 For those roles which are exempt from the Rehabilitation of Offenders Act 1974 ask applicants to self-declare spent and unspent criminal convictions and cautions  2 Have a policy on dealing with applicants with a criminal record | Yes - KW |  | [Gov.uk sample policy on the recruitment of ex-offenders](https://www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders)  [Gov.uk Filtering rules for criminal records checks certificates](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/206690/Filtering_rules_for_criminal_record_check_certificates_v2.1.pdf)  [Gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check](https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check) |
| **Standard eight**  **Recruitment advertisements**  **Description**  Recruitment advertisements should advise applicants of the organisation’s commitment to safeguarding and if the role is subject to a DBS check | The organisation should provide details in the advertisement or clearly state in the recruitment documents that :  1)The organisation is committed to safeguarding and  2) The role is subject to a DBS check (if appropriate) | Yes - KW |  | Suggested wording to be used is given here:    **Early Years**  Information for Early Years is available [here](http://dnn.essex.gov.uk/eycp/Home.aspx). |
| **Standard nine**  **Recruitment application forms**  **Description**  The organisation should ensure that the application form is appropriately worded to enable applicants to demonstrate their suitability to work with children and young people and to enable managers to identify any gaps in employment history etc. which should be explored at interview. | 1 The application form should ask the applicant for information related to:  a) their educational history;  b) their work history including any gaps in employment, reasons for leaving employment and including any volunteering or unpaid work experience;  c) sufficient personal data to enable identification and verification of information through the pre-employment check process including professional registration and relevant qualifications  2 The organisation should not accept CV’s instead of an application form as it may not contain all the relevant details needed | Yes - KW |  |  |
| **Standard ten**  **Shortlisting**  **Description**  The organisation should apply a structured shortlisting process which enables the recruiting manager to compare applicants against the requirements of the role. | The organisation should:  1) Have a documented process in place which enables the recruiting manager to record the requirements of the role and shortlist applicants against those requirements.  2) Ensure all recruiting managers keep an accurate record of shortlisting decisions including issues which should be addressed with the applicant if called for interview e.g. gaps in employment history for example. | Yes - KW |  | **Early Years**  Information for Early Years is available [here](http://dnn.essex.gov.uk/eycp/Home.aspx). |
| **Standard eleven**  **The selection interview**  **Description**  The selection interview should be structured to explore the applicant’s attitude, motives and suitability to work with children and young people | The organisation should ensure that:  1 Selection interviews for roles which work with children and young people:  a) will always be conducted face to face with an interview panel of at least two people and these two people should be involved for the whole of the recruitment process  b) will include appropriate questions which explore the candidates suitability for the post such as motivations to work with children and young people, self-awareness about professional role; ability to sustain professional standards and relationships and their understanding of their safeguarding responsibilities  2 Supplementary questions should be used as necessary to probe the candidates suitability to work with children and young people  3 If there are any gaps in the applicant’s employment history this should be explored at interview and verified wherever possible  4 If the status of the referee is unclear on the application (i.e. if it is not clear if this is the applicants previous employer) or if a previous employer has not been asked to provide a reference an explanation should be sought from the applicant  5 If there are concerns or discrepancies arising from information provided by the applicant(application form, answers to questions) these should be explored to the satisfaction of the organisation  6 The applicant should be asked if they wish to declare anything in light of the requirements of the DBS disclosure (i.e. if there is any doubt about the self-declaration of criminal convictions or if there is anything to declare since the form has been submitted.  7 If references are not available at the time of the interview, the applicant should be asked if there is anything s/he wishes to declare or discuss prior to the organisation seeking information from their referees.  Candidates’ responses to the question should be accurately recorded by the recruiting manager | Yes - KW |  | Example interview questions which can be used to explore the candidate’s suitability for a post working with children and young people are given here:    **Early Years**  Information for Early Years is available [here](http://dnn.essex.gov.uk/eycp/Home.aspx). |
| **Standard twelve**  **Pre-employment checks\***  **Description**  Offers of employment should always be conditional upon satisfactory completion of pre-employment checks. Those relating to safeguarding include:   * References * DBS check and barred list check * Eligibility to work in the UK * Identity checking * Medical fitness   Checks might also include a check on qualifications or professional membership/registration dependant on the role  These checks must be completed before a person takes up the position. Pending the arrival of a criminal records check, and other pre-employment checks, the employer has the discretion to employ the person with appropriate safeguards (see standard 12 below) if that is the policy of the organisation.  \* The [NHS Employment Check Standards](http://www.nhsemployers.org/RecruitmentAndRetention/Employment-checks/Employment-Check-Standards/Pages/Employment-Check-Standards.aspx) outline the employment checks employers must carry out before appointing staff into NHS positions, across England. | The organisation should ensure that conditional offers of employment are made subject to receiving a satisfactory outcome of pre-employment checks. These checks include:  **1 References**  1 For roles working with children and young people, where possible, references should be taken up prior to interview.  2 If references cannot be taken up until after the interview the organisation should not appoint until satisfactory references are received.  3 For posts working with children and young people the organisation should ask the referee specific questions related to their role in working with children and young people (see last column for guidance)  4 Sufficient job details should be provided to the referee to enable them to understand the role that the applicant has applied for and to enable them to comment on their suitability for that role  5 References, of a standard acceptable to the organisation, should be from appropriate sources verified by the organisation and a written record made of any reference information obtained by telephone.  **2 Eligibility to work in the UK**  The organisation should ensure a process of checking original documents which confirm the right of the applicant to work in the UK and undertake on-going check as appropriate related to a time limit related to the documents provided by the applicant  **3 DBS check and barred list check**  Please see Standard five relating to obtaining DBS checks  **4 Identity checking**  The organisation should ensure a process of checking original documents such as a passport, birth certificate and driving licences and utility bills which confirm the identity of the candidate and establish that their identity is genuine. Verified copies should be taken of all original documents and held on the employees personal file  **5 Medical fitness**  It is the responsibility of employers to satisfy themselves that individuals have the appropriate level of physical and mental fitness before an appointment offer is confirmed. Please note health information about an applicant should only be sought once a conditional offer of employment has been made. | Yes - KW |  | Further advice and guidance on references is given here:    Eligibility to work in the UK - further guidance is given here:  [Gov.uk/check-an-employees-right-to-work-documents](https://www.gov.uk/check-an-employees-right-to-work-documents)  [UKBA Full guide to employers on preventing illegal working in the UK](http://www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/preventingillegalworking/currentguidanceandcodes/comprehensiveguidancefeb08.pdf?view=Binary)  **Early Years**  Information for Early Years is available [here](http://dnn.essex.gov.uk/eycp/Home.aspx). |
| **Standard thirteen**  **Risk assessment process**  **Description**  1 Where a decision is made to allow the applicant to start work prior to the completion of the checks process\* this is not done until a comprehensive risk assessment has been undertaken. Such appointees should not be allowed unsupervised access to children and young people  2 Where a positive DBS outcome has been received a risk assessment process should be undertaken to determine if the convictions would preclude the applicant from working with children and young people  \*For Early Years providers it is recommended that the policy of the organisation should be that staff cannot start work until all satisfactory pre-employment checks have been received. | The organisation should in the case of :  **Incomplete pre-employment checks**  1 Establish a risk assessment process which is the responsibility of a named senior person in the organisation. This process should be used in all circumstances where pre-employment checks have not been completed prior to the employee’s start date or where checks could not be completed in their entirety  **Positive DBS outcomes**  2 Establish a risk assessment process which is the responsibility of a named senior person in the organisations. This process should be used in all circumstances where a positive DBS outcome has been received. This process should be consistent with the Organisations policy on the employment of ex-offenders. | Yes - KW |  |  |
| **Standard fourteen**  **Reporting issues and concerns**  **Description**  A policy is in place which outlines the process to report issues, concerns or complaints against employees, contractors, consultants or volunteers who work with children and young people and this process is the responsibility of a named senior person | 1 The organisation has a whistleblowing policy or similar policy, which is compliant with the Public Interest Disclosure Act 1998, which states the action to be taken if an allegation/ concern/ or complaint is raised during the recruitment or commissioning process about   * an employee * a contractor or consultant * a volunteer   to enable reporting of any behaviour towards children or young people which is abusive, inappropriate or unprofessional.  2 Within the confidential reporting or whistleblowing policy, designated officers are named and those officers are aware of and understand the organisation’s safeguarding policy and can take appropriate action when an issue or concern arises.  3 This policy should be the responsibility of a named senior person who will ensure that it is reviewed and updated in accordance with legislation or the organisations procedures.    4 The policy will contain the name of the senior person within the organisation to whom safeguarding allegations should be reported and that officer has the responsibility to ensure that allegations/concerns or complaints are appropriately investigated.  5 The senior person will have responsibility for referral to the DBS as appropriate  6 Staff understand the organisation’s confidential reporting and whistleblowing policy and know how, and to whom, to raise an issue or concern. | Yes – JIC/CJH |  | [Gov.uk dbs-referral-chart](https://www.gov.uk/government/publications/dbs-referrals-referral-chart)  [Gov.uk dbs-referrals-guidance](https://www.gov.uk/government/organisations/disclosure-and-barring-service/series/dbs-referrals-guidance--2) |
| **Standard fifteen**  **Code of conduct/standards of behaviour**  **Description**  The standards of behaviour which are expected of employees/volunteers/contractors or consultants when working with children and young people are provided in a written document and clearly communicated through the recruitment/commissioning process. | 1 The organisation has a code of conduct or other appropriate document (such as a safeguarding policy) which sets out the required standards of behaviour of all employees/contactors/ consultants and volunteers in relation to working with children and young people.  2 The employee/contractor/consultant or volunteer is given access to this document during the early stages of the induction process.  3 The organisation can demonstrate that all people working with children and young people have had access to this information\*.  4 The organisation checks the understanding of the employee/contractor/consultant or volunteer of their safeguarding responsibilities  \*Early Years staff are expected to sign a document to state that they have read and understood the Code of Conduct (or similar document) | Yes - CJH |  |  |
| **Standard sixteen**  **Induction**  **Description**  Induction is undertaken which confirms the standards expected of all people in relation to the organisation’s safeguarding commitment. In addition all people who work with children and young people have early access to appropriate learning and development appropriate for the role  Please note that sector specific induction may provide further guidance on what is recommended as best practice for induction by that sector. | The organisation should ensure that all new employees/contractors/consultants and volunteers and those changing role:  1 receive information to explain the organisation’s commitment to safeguarding  2 understand their role in ensuring safeguarding  3 have access to a copy of the organisations safeguarding policy  4 have information about how to report issues of concern to the line manager or senior person  5 the organisation can demonstrate that all people working with children and young people have had access to this information and that this can be evidenced. | Yes - JIC |  |  |
| **Standard seventeen**  **Probation process**  **Description**  The probation process enables the assessment of the new recruit against the requirements of the role and the organisation’s expectations about behaviour. The probation process enables the employee’s line manager to recognise any concerns or issues about the person’s ability or suitability for the work with the client group at the outset and address them immediately. | The organisation should:  1 have a policy which sets out the management of the probation period for new recruits  2 ensure that managers understand their responsibilities under the policy to manage the probation period for new recruits  3 provide opportunities for a new employee to discuss any issues or concerns about their role and responsibilities  4 enable the employee’s line manager to recognise any concerns or issues about the person’s ability or suitability for work with the client group at the outset and address them immediately | Yes - KW |  |  |
| **Standard eighteen**  **Commissioned services**  **Description**  When a service is commissioned or a contractor engaged, it is the responsibility of the commissioning organisation to check that the recruitment practice for that organisation is in accordance with the ESCB safe recruitment standard as a minimum and that this standard should be demonstrated through the procurement process and on-going monitoring of that contract as appropriate.  The organisation should ensure that all workers are aware of the safeguarding policy and their responsibilities within it | Where the organisation commissions services it should ensure:  1 The contractor/supplier has a sound recruitment policy which serves the purpose of preventing unsuitable people from working with children and young people. This policy should determine the roles which are eligible for a DBS check.  2 That workers who are providing services or working with children and young people have appropriate pre-employment checks which have been carried out to the organisation’s satisfaction  3 That a safeguarding policy which sets out the organisations arrangements for safeguarding is provided to all contractors or commissioned staff or the organisation otherwise ensures that contractors and consultants have seen and understood your organisation’s safeguarding policy and their responsibilities within it | Yes KW |  |  |
| **Standard nineteen**  **Agency staff**  The organisation should ensure that any workers engaged through an agency have the relevant checks as required for the role.  The organisation should ensure that all workers are aware of the safeguarding policy and their responsibilities within it. | When the organisation engages an agency worker it should:  1 ensure that workers who are providing services or are working with children and young people have appropriate pre-employment checks which have been carried out to the organisation’s satisfaction and are re-checked in accordance with any renewal policy  2 ensure that a safeguarding policy which sets out the organisations arrangements for safeguarding is provided to all agency staff or the organisation otherwise ensures that agency workers have seen and understood the safeguarding policy and their responsibilities within it | Yes - KW |  |  |
| **Standard twenty**  **Volunteers**  **Description**  The organisation has a sound recruitment policy which applies to volunteers which serves the purpose of preventing unsuitable people from working with children and young people  The organisation should ensure that all volunteers are aware of the safeguarding policy and their responsibilities within it | 1 Where the organisation uses volunteers in any role which works with children and young people , the organisation should undertake an assessment of each role against the definition of regulated activity to determine if the volunteer requires a DBS check  2 The organisation should ensure that appropriate checks (including DBS checks and barred list check as appropriate for those volunteering in roles which meet the definition of regulated activity) are carried out in line with the safe recruitment policy.  3 Induction should be undertaken to ensure volunteers understand their role in safeguarding of children and young people.  4 Keep accurate information about the check history for any employee, volunteer or other worker. | Yes - KW |  |  |

1. A ‘positive’ DBS check (sometimes referred to as a trace DBS check) means a DBS certificate containing details of offences/cautions or any other information relating to an individual (i.e. applicant/employee/volunteer) disclosed by the police. [↑](#footnote-ref-1)