Form Title: Safer Recruitment Policy
Form Ref: POL_028
Author: SafeHR
Date: March 2025
Version: V2.0

Safer Recruitment Policy for NIS Group

Version	Reviewed by	Date
Version 2.0	Adele Morris-Robinson	March 2025

Review date: March 2026

Contents

1. Purpose 3
2. Advertising 3
3. Confidential declaration and screening 4
4. Interviewing 4
5. References 4
6. DBS and Right to Work checks 5
7. Appointment 5

1. Purpose

The aim of this policy is to have appropriate procedures in place to ensure all individuals we recruit are suitable to work with children, vulnerable adults, our customers and our service users.

This policy will be applied fairly and consistently when appointing a staff member or sub contractor and ensure where appropriate our duties in relation to safeguarding, carrying out suitable pre-employment checks and any other regulatory duties are met.

This policy should be read in conjunction with our safeguarding policy (Pol-26).

This policy does not form part of any employee's contract of employment and it may be amended at any time. We may also vary elements, such as any time limits, as appropriate in any case.

This policy applies to all job applicants, employees, directors and other officers, workers, agency workers, self-employed consultants and volunteers.

While we ask all managers to take responsibility for making sure this policy is complied with, its successful operation also depends on you. Please take the time to read and understand it and to go back to your manager with any questions you may have.

2. Advertising

When any form of advertising is used to recruit staff or volunteers, the following information will be reflected:

- aims of the organisation and where appropriate, the particular programme involved
- a detailed role description including the qualities, qualifications and standards required in the successful candidate, and details of the checking procedures to be carried out
- our organisation is an equal opportunities employer, operating within safeguarding standards

Advertisements will make clear, in both wording and illustration, that the positions are open to all suitably qualified candidates, regardless of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation.

3. Confidential declaration and screening

Where the work involves working with vulnerable people, we may ask applicants to complete a 'confidential declaration' which asks if there is any reason why he/she should not be working with vulnerable groups.

If the applicant does not wish to complete the confidential declaration, the application will not proceed further.

Screening will be carried out by matching details of applicants to the requirements of the job. The screening criteria will be applied consistently to all applicants. Records of screening will be retained in accordance with our Data Retention Policy.

4. Interviewing

The interviewing process will be carried out in the following way:

- No assumptions will be made on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation.
- Questions will relate to the requirements of the job as established in the job description and/or the person specification.
- We may include questions about an applicant's motivation and attitude to working with vulnerable groups. We will also ask if he/she knows of any reason why they should not be working with vulnerable groups and whether there are any pending cases or matters which could affect their ability to carry out the role.
- Wherever possible interviews will be carried out face-to-face by more than one person and the interview panel will preferably comprise of individuals of both genders.
- Applicants will be assessed at the end of interviewing against pre-defined criteria.
- Interviewers will complete Interview Evaluation Forms for each candidate.
- Records of the interview process will be retained in accordance with our Data Retention Policy.

5. References

All employment offers are conditional upon receipt of two satisfactory professional references prior to appointment (usually from the past two employers).

We will sometimes accept one professional and one character reference, however this will be looked at on a case by case basis. References will be checked in accordance with the standard reference checking form.

Referees must not be contacted without the permission of the candidate to whom they relate.

Where necessary, referees will be contacted by telephone or e-mail 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 about:

- the candidate's suitability for working with children, young people or adults at risk.
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people and adults at risk.
- the candidate's suitability for this post.

Should the applicant be unable to provide references within the UK, overseas references and where appropriate, a risk assessment must be completed alongside a DBS and/or barring check will be undertaken.

6. DBS and Right to Work checks

If the role is subject to a DBS check, the Individual will be advised that the appointment is conditional upon the appropriate checks being carried out.

If the individual is coming from overseas or has spent time overseas, we may ask the applicant to obtain additional evidence of good character from the appropriate national authorities.

For any reason the applicant needs to start before the appropriate checks have been completed, a risk assessment needs to be completed with final approval from a director.

We will only employ staff who are legally entitled to work in the United Kingdom. All offers of employment will be subject to the successful candidate providing evidence of their right to work in the UK, regardless of their nationality, by providing the necessary original documentation or online share code where appropriate.

7. Appointment

All new staff will be subject to a probationary period of six months (which may be extended where necessary) to assess the individual's suitability for the role.

All staff and volunteers will undergo a formal induction, which will cover our Safeguarding and other relevant policies and procedures. Training needs will be established as part of the induction and refreshed on an ongoing basis. The requirement for ongoing mandatory training includes, but is not limited to, Safeguarding, Prevent, and Safer Recruitment for Managers.

NIS Group ensures all paid staff are given regular supervision by their line manager. NIS Group provide volunteers with regular support sessions, which could include one-to-one or group support, mentoring or shadowing opportunities.

NIS Group provide all staff and volunteers with a job description/role profile as appropriate outlining their main responsibilities. This includes a requirement to comply with the organisation's safeguarding policy and procedures, as well as ground rules for appropriate behaviour.

We will retain all records arising from the recruitment process in accordance with our Data Retention Policy.