# Safer Recruitment Training Apprenticeships

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**“For those agencies whose job it is to protect children and vulnerable people, the harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed...”**

*Bichard Report, 2004, p 12, para. 79*

# Safer Recruitment

| | No. of referrals | | | | |
|---|---|---|---|---|---|
| | April 07 - March 08 | April 08 - March 09 | April 09 - March 10 | April 10 - March 11 | April 11 - March 12 |
| **Older people** | 187 | 533 | 597 | 874 | 287 |
| **Learning disabilities** | 89 | 104 | 184 | 257 | 96 |
| **Physical / sensory disabilities** | 17 | 36 | 76 | 145 | 34 |
| **Mental health** | 23 | 10 | 47 | 81 | 16 |
| **Other vulnerable people** | 1 | 6 | 9 | Not available | 25 |
| **Total of** | 325 | 689 | 913 | 1357 | 458 |

# Framework for the session

- Applying the Finkelhor model
- Features of a safer recruitment process for:
  - Employees
  - Contractors / Agencies
  - Volunteers
- Vetting checks: References, CRBs, List 99.
- Pre and post CRB Risk Assessments
- Review and next steps

# Applying the Finkelhor model

- Deters applicants with inappropriate motivations.
- Prevents opportunities for abuse in the work context.
- Detects inappropriate behaviour or abuse at the earliest opportunity.

# Features of a safer recruitment process

- Time set aside for planning and to structure the process
- Clear job, role and person specifications to include safeguarding references
- Clear messages about safeguarding included on job advert
- Use of applications forms – self disclosure
- A selection process involving an interview and another selection tool
- Using probing interview questions to explore motives, attitudes and behaviours
- Using reference information
- Appropriate use of information surrounding criminal history
- Not being over-reliant on vetting checks
- An ongoing culture of vigilance within the organisation

# References

**Important part of process of gathering information**

- Reference from current employer
- If not working with children or vulnerable adults, at least one reference from previous employers where the role involved working with children or vulnerable adults
- Ask whether aware of any behaviour that might give rise to concern
- Ask specifically about allegations about their behaviour towards children or vulnerable adults
- Any disciplinary action
- Specific confirmation of the details and responsibilities of previous post given by applicant
- Consideration of any request by an applicant to delay seeking references

# Pre-appointment checks

- Identity
- List 99, PoCA list * POVA, POVA First
- Criminal background and Disclosures
- Qualifications
- Status: GSCC,  QTS, GTC, etc
- Eligibility to work in the UK
- Overseas applicants
- Drivers Checklist – where required

**A conditional offer of employment can be made pending any of the above**

**In exceptional circumstances a person may start if a Pre CRB Risk Assessment is completed and signed by the Head of Service.**

# Relevance of criminal records

When assessing applicants' criminal records, consider the offence in terms of:

- The nature, seriousness and relevance
- How long ago it occurred
- If it was a one-off or part of a history
- The circumstances of it being committed
- The changes in applicant's personal circumstances
- Country of conviction
- Remorse/Values

# Pre CRB Risk Assessment

- **All safer recruitment actions carried out.**
- **Evidence needs to be provided.**
- **Handout gives example of how not to do it.**

# Post CRB Risk Assessment

- **All safer recruitment actions carried out**
- **Date of Offence or Incident:**
- **We need to know who was involved, when it occurred, what occurred, where the incident or offence was committed and why it was committed. It is also necessary to explain how the applicant now feels about the incident or offence.**

# Voting buttons

**How many of you are aware of what's in your contract.**

Q. How often must a CRB disclosure be renewed?

A. Every year

B. Every two years and one year for agency staff.

C. Every three years and one year for agency staff.

Answer: C Every three years and one year for agency staff.

# Voting buttons

Q. What do you do when a positive disclosure comes through?

A. Have a look at it and say that's interesting

B. Discuss with the individual and carryout a risk assessment.

C. If a conviction comes up they cannot work for you.

Answer: B Discuss with the individual and carryout a risk assessment.

# Voting buttons

Q. Who can sign off a risk assessment for a worker with OCC service users?

A. Manager interviewing the applicant

B. Director of the company.

C. OCC Deputy Director? .

Answer: C. OCC Deputy Director

# Key points

- Importance of planning your recruitment process
- Importance of having clear frameworks in place for making the right decisions
- Not relying on recruitment and selection processes alone to ensure your organisation is safe. Must put other safeguards in place

# Safer workforce culture and cycle

# Features of a safer culture

- Open, no secrets
- Belief that ‘it could happen here’
- Clear procedures for reporting concerns
- Support in raising concerns and commitment to take action
- Setting acceptable standards of behaviour
- Policies and procedures put into practice
- Induction and probationary periods
- Commitment to safeguarding and an ongoing culture of vigilance

# Structure for managing allegations against people who work with children or vulnerable adults.

Local Safeguarding Children Board or Oxfordshire Safeguarding Adults Board

↑

Named Senior Officers for all LSCB partner organisations

↑

Local Authority Designated Officer

↑

Organisations Senior Managers

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# BREAK

- **Training and Qualifications**
- **Apprenticeships**