

## Safe Recruitment Policy

### Introduction

The purpose of this policy is to set out the minimum requirements of a recruitment process for paid employees of Disability Assist to:

- Attract the best possible applicants to vacancies;
- Deter prospective applicants who are unsuitable for work with young people, vulnerable adults or older people;
- Identify and reject applicants who are unsuitable for work with young people, vulnerable adults or older people.

### Statutory Requirements

Where there are some statutory requirements for the appointment of staff in community and outreach centres, they must always be met, recognising that those requirements will change from time-to-time.

### Identification of Recruiters

Subject to the availability of training, Disability Assist will move towards a position in which at least one member of the recruitment team has successfully received accredited training in safe recruitment procedures.

### Inviting Applications

Advertisements for posts – all posts will be notified to Job Centres and the DEAs, careers offices and disability networks as well as advertised online and in the local press subject to funding constraints and will include the statement:

*“Disability Assist is committed to safeguarding children, young people, vulnerable adults and the elderly. All postholders are subject to a satisfactory DBS Check (Disclosure & Barring Service).”*

All vacancy advertisements will include an appropriate statement on equal opportunities:

*“Disability Assist aims to be an equal opportunities employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.”*

Prospective applicants will, as a minimum, be supplied with or given access to the following:

- Job description and person specification;
- Disability Assist's safeguarding policy;
- Disability Assist's safe recruitment policy;
- The selection procedure for the post.

All applications must be in writing (either on paper or by e-mail) unless by prior agreement, reasonable adjustments will be made to ensure the recruitment process is accessible.

#### Short-listing and References

Short-listing of candidates will be against the person specification for the post. Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted. Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges. Where necessary, previous employers who have not been named as referees will be contacted 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 young people, vulnerable adults or the elderly;
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of young people, vulnerable adults or the elderly;
- The candidate's suitability for this post.

As a Disability Confident Organisation Disability Assist guarantees to give an interview to all disabled people who meet the selection criteria.

## The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates. Interviews will be face-to-face whenever possible. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates will always be required:

- To explain satisfactorily any gaps in employment;
- To explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- To declare any information that is likely to appear on a DBS check;
- To demonstrate their capacity to safeguard and protect the welfare of young people, vulnerable adults and the elderly where appropriate.

## Equal Opportunities statement

It is part of the philosophy of Disability Assist that disabled people or those who have been enablers/carers will bring particular skills and life experience to posts within Disability Assist. Therefore it is particularly important that Disability Assist aims to be an equal opportunities employer and has a working policy to ensure that this happens effectively.

In order to ensure the effective operation of the Equal Opportunities Policy (and for no other purpose) a record will be kept of all job applicants' gender, racial origins, disability and/or caring responsibilities. Such records will be analysed regularly and appropriate follow-up action taken.

Disability Assist operates a positive action policy in respect of disabled people. When applying for any post within the organisation, the central criteria of the post must first be fulfilled. However, if a disabled person and a non-disabled person are deemed to be equally qualified for any given post, the disabled person will be given favourable consideration.

## Employment Checks

All successful applicants are required:

- To provide proof of identity;
- To complete a DBS (Disclosure & Barring Service) check and receive satisfactory clearance as appropriate;
- To provide actual certificates of qualifications when appropriate;
- To provide proof of eligibility to live and work in the UK;
- To tell Disability Assist what support or adjustments are required for them in order for them to accept the post, should they be offered it. Wherever possible, efforts will be made to identify and remove unnecessary or unjustifiable barriers to provide appropriate facilities and conditions of service to meet the particular needs of disadvantaged and/or underrepresented groups.

## Induction

All staff new to Disability Assist will receive induction training that will include Disability Assist's safeguarding policies and guidance on safe working practices.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

## Change Record

Date of Change:	Changed By:	Comments:
17/08/2021	S Fournel	Update of Recruitment and redundancy 2016 policy. NB the policy to be split to create two new policies: Safe Recruitment Redundancy
15/3/2022	S Fournel	Review and rebrand
24/4/2023	S Fournel	Review; minor changes

For Office Use Only:

Date Drafted	August 2021
Date Adopted by Trustees	August 2021
Date Effective	August 2021
Latest Review Date	24 <sup>th</sup> April 2023
Date Revisions Adopted by Trustees	
Next Review Date:	April 2024 or upon changes in legislation, whichever is sooner