



## Appendix B – Safer Recruitment

Having safer recruitment practices in place is a vital first step towards keeping those who have contact with your staff and volunteers safe.

The measures you put in place should be proportionate to the potential risk of harm. The points below relate to an organisation that works in regulated activity. Organisations where there is no unsupervised contact should consider these principles and adopt what is applicable when planning recruitment of staff or volunteers.

Safer recruitment is based on four principles:

**Deter** - deter applicants with inappropriate motivations from applying for positions, by making it clear that the organisation is not a 'soft target' for abuse (e.g. by referring to safeguarding during the application processes, within application forms or advertisements);

**Reject** - identify and reject inappropriate people from the process.

**Prevent** - ensure that there are no opportunities for abuse in the organisation, by managing the environment, assessing risk, and establishing clear standards of behaviour (e.g. through appointment and induction processes);

**Detect** - Identify inappropriate behaviour or abuse within the organisation at the earliest opportunity and respond appropriately.

Plan your recruitment process in advance to make sure you have a consistent approach every time you recruit a new staff member or volunteer.

- Refer to safeguarding within your advertising.
- Provide an application/self-disclosure form.
- At least 2 references are taken up and checked.
- Identity and qualifications (if applicable) are verified.
- Face to face interviews.
- Previous employment/volunteer history is checked.
- Any anomalies or discrepancies are checked.



- Where necessary DBS checks are carried out –
  - UK Nationals
  - When employing staff from EU countries.

The Disclosure and Barring Service (DBS) was created to help prevent unsuitable people from working with vulnerable groups. It's a measure put in place to ensure any person working or volunteering on behalf of an organisation with children or adults at risk has no record of previous harm or risk.

A DBS check will be necessary for all people who have direct unsupervised access to, and/or a 'duty of care' for, children, young people or vulnerable groups (adults at risk). It is illegal to knowingly allow a person on the barred list to work or volunteer in regulated activity.

Before an organisation considers asking a person to make an application for a DBS check, they are legally responsible for ensuring that they are entitled to submit a check for the role. The different levels of DBS checks are Basic, Standard, Enhanced and or Enhanced with Barred List dependent on the role your volunteer or member of staff has been appointed to.

Before an organisation considers asking a person to make an application for a DBS check, they are legally responsible for ensuring that they are entitled to submit a check for the role.

The links below outline eligibility guidance and an eligibility tool shown in the guidance links along with links outlining eligibility guidance. This will indicate the level of check the role is eligible for.

<https://www.gov.uk/government/collections/dbs-eligibility-guidance>

For further guidance on safer recruitment:

Safer Recruitment Guidance | Cambridgeshire and Peterborough Safeguarding Partnership Board  
(safeguardingcambspeterborough.org.uk)

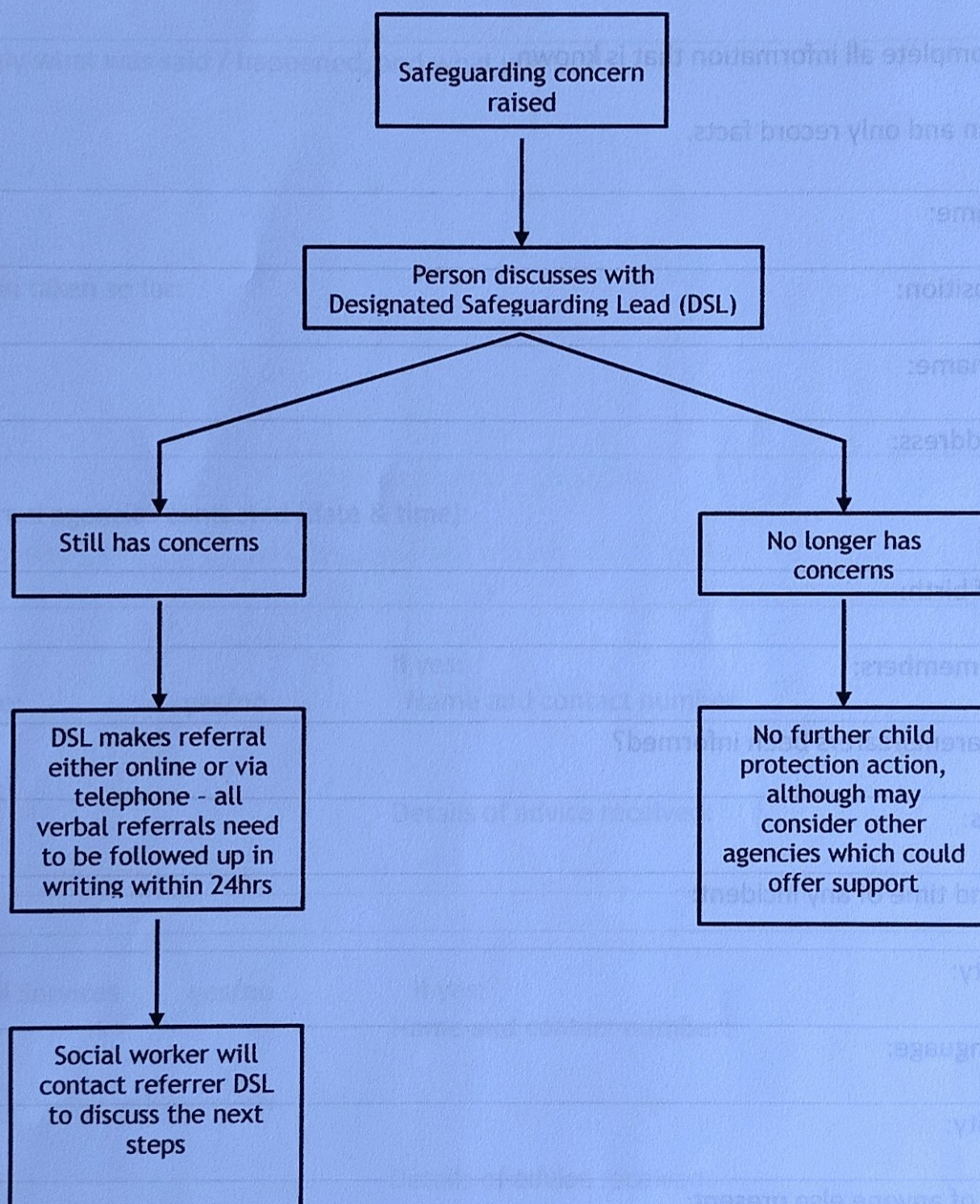
<https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment>

Safe Recruitment Process - ACT (anncrafttrust.org)



## Appendix C – Process Flowchart

### Process Chart Where There Are Concerns About A Child's Welfare





## Appendix D - Record Form

### *Confidential when completed*

This information is confidential and should only be shared with the DSL and used to record details of the safeguarding concern raised and aid the referral process if applicable.

Please complete all information that is known.

Use a pen and only record facts.

Your name:
Your position:
Childs name:
Their address:
Date of birth:
Family members:
Have parents/carers been informed?
Doctors:
Date and time of any incident:
Ethnicity:
First language:
Disability:
Details of anyone else present:



Has a body map been completed?		
Your observations:		
Exactly what was said / happened, and what you said:		
Action taken so far:		
External agencies contacted (date & time):		
Police:	yes/no	<div>If yes: Name and contact number:</div> <div>Details of advice received:</div>
Social Services	yes/no	<div>If yes: Name and contact number:</div> <div>Details of advice received:</div>



Other: ☐ yes/no  
(NSPCC 0800 800500)

Name and contact number:

Details of advice received:

Signature:

Print name:

Date:

**CONFIDENTIAL WHEN COMPLETED**

A copy of this form should be kept by the person completing it, and the original given to the Designated Safeguarding Lead.

Remember to maintain confidentiality on a **need to know** basis.

## Appendix E – Child Body Map

Name of Child/Young Person ..... Date of Birth (if known) .....  
 Person Completing Form ..... Signature .....  
 Designated Safeguarding Lead .....

