

Safe Employment Guidance

CCBC staff

Approved at				
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Purpose

This guidance has been developed by the Corporate Safeguarding Safe Employment Task and Finish Group to provide a framework for all departments in Conwy to ensure that all staff, volunteers and contractors are recruited and supervised in a manner that best ensures the safety of children, young people and vulnerable adults.

Scope

This procedure is designed to be used by all those involved in recruiting and employing anyone involved in working with children and vulnerable adults, for example:

- Staff in Conwy, including managers and human resources personnel;
- Governors and members of management committees;
- Employment agencies and businesses supplying staff to CCBC.

Responsibilities

This procedure is concerned with the recruitment and supervision of all those who regularly come into contact with children and vulnerable adults in the course of their job, but also includes those who regularly work in other roles in settings where children and vulnerable adults are present. These staff will be deemed as 'safe and trustworthy' due to their presence, as much as those who regularly work with children, such as school reception staff or taxi drivers. Therefore, this procedure covers everyone in any type of employment, i.e. permanent, temporary or short term paid staff, agency and locum staff, contractors, and volunteers.

Abbreviations

CCBC- Conwy County Borough Council Guidance

CP- Child Protection

AWCPP- All Wales Child Protection Procedures

POVA – Protection of Vulnerable Adults

Equalities

The Equalities policy must be applied to ensure there is no discrimination on the basis of race and ethnicity, disability, age, gender, sexual orientation, religion and belief, Welsh Language or human rights.

Related Documents:

Safeguarding in Employment – Good practice toolkit for Wales

Body of Policy/Procedure:

1.0. Introduction

- 1.1. This guidance has been developed by the Corporate Safeguarding –Safe Employment Task and Finish Group to provide a framework for partner agencies to ensure that all staff, volunteers and contractors are recruited and supervised in a manner that best ensures the safety of children, young people and vulnerable adults.
- 1.2. As outline in the Corporate Safeguarding policy, the Corporate Safeguarding Panel will have responsibility:
 - To coordinate what is done by each department represented on the panel for the purposes of safeguarding and promoting the welfare of children and vulnerable people in the local authority; and;
 - To ensure the effectiveness of what is done by each department for those purposes..
- 1.3. As also outlined in ‘Corporate Safeguarding Policy, each department has a duty to ensure the effectiveness of their department to safeguard and promote the welfare of children and vulnerable adults. In order to do so the corporate panel will monitor the local authorities work by a process of performance indicators and internal audits. This will include work on safer recruitment and employment practice
- 1.4. This procedure is designed to be used by all those involved in recruiting and employing anyone involved in working with children and vulnerable adults, for example:
 - Staff in organisations, including managers and human resources personnel;
 - Governors and members of management committees;
 - Employment agencies and businesses supplying staff to CCBC.
- 1.5. Each department in Conwy should follow Corporate HR recruitment procedures. This procedure does not replace those; it is additional guidance. Further advice about information and support available to those recruiting and supervising staff, contractors and volunteers, should be available from their own human resources department.
- 1.6. This guidance is concerned with the recruitment and supervision of all those who regularly come into contact with children and vulnerable adults in the course of their job, but also includes those who regularly work in other roles in settings where children are present. These staff will be deemed as ‘safe and trustworthy’ due to their presence, as much as those who regularly work with children, such as school reception staff or taxi drivers. Therefore, this guidance covers everyone in any type of employment, i.e. permanent, temporary or short term paid staff, agency and locum staff, contractors, and volunteers.
- 1.7. Regular work or contact is defined as three or more times in a period of 30 days, or once a month or more, or including overnight (Safeguarding Children and Safer Recruitment in Education p 49).

2.0. Contractors

- 2.1. The contacts department in CCBC will need to ensure that the terms of any contract oblige the contractor to adhere to safe recruitment guidance. This should be audited internally by

the contracts department; for some services it may be part of an external inspection e.g. CSSIW. Some contractors will be providing a service to organisations where their staff will not be in contact with children/ vulnerable adults. However, any contractual staff that comes into contact with children/ vulnerable adults should undergo the checks appropriate for the level of work undertaken

3.0. Volunteers and Agency staff

3.1. Volunteers are defined as:

"a person who is engaged in any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives" (**DBS website**).

3.2. Volunteers working with department will also be seen as safe and trustworthy adults. Some volunteers may already be well known to the organisation; others may only be involved for a short period of time or had no previous contact. Some will not be left alone with children/ vulnerable adults; others may have extensive contact and regularly left alone. Whilst it is necessary to ensure adequate checks are made, it may not always be necessary to adhere to the same recruitment procedures as for paid staff.

3.3. In deciding what checks need to be made, the following should be considered:

- The duration, frequency and nature of the contact with children/vulnerable adult;
- What the organisation already knows about the volunteer, including formal and informal information from other staff and volunteers;
- Whether anyone is aware of any behaviour at any time by the volunteer, that has given cause for concern;
- Whether the volunteer is in paid employment or other voluntary work from whom references can be sought;
- Any other available relevant information.

Regular work or contact is defined as three or more times in a period of 30 days, or once a month or more, or including overnight.

3.4. Using the above information, along with professional judgement, managers will need to decide whether a DBS Disclosure is required. However, it should be noted that **under no circumstances should a volunteer who has not provided an Enhanced DBS Disclosure be left unsupervised with children/ vulnerable adult**

3.5. N.B. DBS Disclosures are free for volunteer staff. This includes management committee partners and governors. For further information visit the **DBS website**

3.6. Agency Staff

3.7. Each Department should ensure that agencies provide written notification to confirm that their workers have a clear DBS disclosure or, in the case of a positive disclosure, that a risk assessment has been undertaken in relation to the information disclosed.

- 3.8. In addition departments will be asking for the agency worker to bring a copy of their DBS check as an additional safeguard on the first day of employment in Conwy
- 3.9. No agency worker should be permitted to work until the agency has confirmed relevant checks are in place.

4.0. Summary of Safer Practice and Recruitment

- 4.1. Reference to safeguarding children and vulnerable adults should now be considered by each department at all stages of the recruitment process. A commitment to safeguarding and promoting the welfare of children/ vulnerable adults needs to be made clear throughout. Adhering to a consistent process of collating, analysing and evaluating information about job applicants is also a vital part of the commitment to safeguarding children.

This should include:

- Ensuring the job description refers to safeguarding and promoting the welfare of children/ vulnerable adults;
- Ensuring the person specification refers specifically to working with children, or in a setting where children/ vulnerable adults are present;
- Obtaining comprehensive information from applicants, which should be scrutinised, particularly for any discrepancies or anomalies. These should be checked until a satisfactory outcome is reached;
- Obtaining independent professional and character references, that specifically request information about an applicant's suitability to work with children/ vulnerable adults, or around, children/ vulnerable adults and take up any concerns;
- Verify an applicant's identity;
- Verify the applicant has the professional or vocational qualifications as claimed;
- Check their employment history and other experience since leaving secondary school;
- Verify they have the levels of health and physical capacity required for the post;
- Obtain the required checks, undertaking a mandatory check of the Disclosure and Barring Service Children Barred List, and where appropriate an Enhanced DBS Disclosure

5.0. Safe Recruitment Practice

- 5.1. All departments in Conwy should refer to the Corporate Recruitment and Selection Policy.

5.2. Planning and Advertising

- 5.3. Detailed planning of all stages of the recruitment process is vital to ensure that the successful applicant is the right person for the job, and is committed to safeguarding and promoting the welfare of children/vulnerable adults. It is essential that adequate time is allocated for all associated tasks so that safeguarding issues are not overlooked or skimmed upon. For example, the date of interview should be set to allow adequate time for references on candidates to be obtained prior to their attendance at interview.

- 5.4. Once membership of the interview panel has been agreed upon, a timetable should be drawn up at this stage of what is to be done when and by whom. It is good practice to include one member of the panel who has been accredited or trained in safer recruitment. It is also recommended that the panel members are involved at all stages of the recruitment process, to ensure continuity. This should also reduce the possibilities of errors or oversights being made, in appointing a candidate who is committed to safeguarding.
- 5.5. All documentation that forms the candidate application pack should clearly state the extent of relationships and contact with children/ vulnerable adults required for the post and the degree of responsibility that such involvement takes.
- 5.6. Advertisements should clearly state the department's commitment to safeguarding and the need for a **DBS** check, as well as the usual information in relation to job title, salary, and qualifications etc

6.0. Application Form

- 6.1. Application forms should be used in preference to curriculum vitae. In some organisations, CV's are not accepted. Applicant packs should contain guidance stating this, and instructions on how to complete the application form. This ensures that a core set of data is available for each candidate. Discrepancies or anomalies are, therefore, more easily spotted. Application forms should require the following:
 - Identity details: full current and former names, date of birth, current address, and National Insurance number. All of these help to ascertain a candidate's correct identity. It is recommended that details of date of birth are also included on the equal opportunities monitoring form, in order to avoid age discrimination. Responsibility for checking this should be assigned to one member of the selection panel;
 - Relevant academic/professional/vocational qualifications, date and awarding body;
 - Full chronological history of full or part time employment since leaving secondary school, including voluntary work, education and training. Reasons for leaving jobs should be requested, and any gaps should be clearly accounted for;
 - A declaration of any family or close relationships to existing employees or employers, including voluntary workers;
 - Two referees, one of which should be the current or most recent line manager. If an applicant is not currently working with children/ vulnerable adults but has done previously, a reference should be obtained from their line manager from that employment. It should be made clear that references will not be acceptable from relatives or from people clearly writing as just a partner or friend. Personal references should be considered as a last resort;
 - A statement should be requested in relation to the candidate's suitability for the post. They should state what qualities and experience they have that, they believe, makes them suitable for the post. It should clearly relate to the person specification for the post.
- 6.2. The application form should state that the post is a 'regulated position' and therefore the Exceptions Amendment Order of the Rehabilitation of Offenders Act 1974 applies. Therefore any convictions, cautions, bind-overs that would normally be considered 'spent' should be declared for the purpose of applying for the post. Any such details disclosed

should be sent with the form in a separate envelope marked 'confidential'. A statement should be signed by the applicant to state that they are not on DBS Children Barred List, subject to sanctions imposed by a regulatory body, e.g. the Health and Care Professions Council (HCPC), the General Medical Council (GMC), the Nursing and Midwifery Council, and the General Teaching Council (GTC), and that they are not disqualified from working with children. It should also state that:

- The successful candidate will be required to provide a DBS Disclosure at the level appropriate for the post. In some organisations or directorates all posts will require Enhanced Disclosures;
- References will be sought on those short listed and that previous employers may be approached to verify details provided before interview;
- If the candidate is currently working with children/ vulnerable adults, or has done in the past, either on a paid or voluntary basis, employers will be asked if there have ever been any disciplinary offences against children or there have been any child protection concerns. If so, the outcome of the enquiry or disciplinary procedure needs to be ascertained;
- Providing false information is an offence which could result in the application being rejected, or summary dismissal if the applicant has already taken up the post. The matter could be reported to the police. For further advice please contact the **Local Authority Designated Officer**

6.3. Applicants with professional qualifications and registration to regulatory bodies should provide details of registration, which should be verified by the said body, such as the HCPC, GMC or GTC.

7.0. **Application Form**

7.1. The job description must clearly state the main duties and responsibilities of the post, as well as the post holder's responsibilities in terms of safeguarding and promoting the welfare of children and young people with whom they come into contact. The degree of responsibility for safeguarding children/ vulnerable adults held by the post holder must be clearly outlined.

8.0. **Checks before Interviews**

8.1. Any other information that the applicant has included on their application form that cannot be verified by references, should be checked independently prior to interview. This may include specialist qualifications, or previous employment experience working with children for example. In such cases, telephone enquiries should be made requesting written confirmation to be sent to the interviewing agency. Membership of professional bodies should also be verified at this time. This should be done prior to an offer of appointment.

9.0. **Involving Children and Young People**

9.1. It is recommended that the recruitment process involves children and young people, whenever possible. This may take the form of separate interview panels of young people, supervised and observed by a member of staff. Another option would be for candidates to conduct a session with children or young people as they would be expected to do so if they were employed. At the least it should involve a young person giving a tour of the establishment to prospective employees, accompanied by a member of staff, or experienced volunteer.

10.0. Invitation to interview

- 10.1. The letter of invitation to interview, as well as practicalities such as time, venue, directions, panel members etc, should detail the structure of the interview and make reference to the specific methods of assessing candidates' suitability to work with children/ vulnerable adults. This may be an interview panel with young people, leading a session, or giving a presentation for example, which will be used as part of the recruitment process.
- 10.2. The letter should also emphasise if a DBS Disclosure is required, the successful candidate will be required to complete the DBS form immediately after accepting the offer of employment. It should also state that identity checks will need to be undertaken and what documentation is, therefore, necessary to bring to the interview. This should be either a current passport, or photo driving licence, or full birth certificate with an accompanying recent utility bill or financial statement with candidate's name and current address. Where appropriate, documentation to substantiate a change of name should be provided to the panel. (See **Appendix 2: Acceptable Identity Documents** for a list of acceptable documents).
- 10.4. Original certificates of professional, vocational and academic qualifications should only be accepted. If originals cannot be produced by the candidate, the candidate should obtain a replacement document or written confirmation from the awarding body.
- 10.5. Copies of all identifying documents and certificates must be taken by the interview panel and kept in the applicants' files.

11.0. Interview Panel

- 11.1. In most cases it is recommended that three interviewers sit on the panel, as this allows for a wider range of opinions on each candidate. This lessens the possibility of disagreements over what a candidate said, or differences of opinion in a person's suitability to work with children. However, more or less than three are acceptable, although one is not recommended.

It should be ensured that panel members:

- Are sufficiently senior to make decisions about appointments;
 - Are suitably trained to interview for posts that involve working with children, i.e. that one panel member has undertaken safer recruitment training;
 - Have met prior to interview to ensure that they are all in agreement about the necessary standards for the post; have agreed what questions to ask candidates and who will pose which questions; and have agreed how to assess candidates against the person specification;
 - Establish specific supplementary questions for each candidate based on issues arising from application form or references, if appropriate.
- 11.2. A standard set of questions should be drawn up for all candidates. However, it is good practice to ask supplementary questions, to draw out attitudes or experiences of working with children. Hypothetical questions should be avoided, because they allow theoretical answers. It is more useful to ask competency based questions, to ascertain how they have responded to certain situations in the past, or to assess their level of understanding of particular issues.

12.00. Interviews

12.1. Face to face interviews should always be conducted, even if there is only one suitable candidate. Competency based interviewing should now be used. This requires that a standard set of questions are compiled to ask all candidates, but that supplementary queries can be used to drill down further to ascertain candidates suitability for working with children and their attitudes to safeguarding and promoting the welfare of children. In certain circumstances, such as residential homes, additional questions should be asked (Warner interviewing).

13.0. Scope of Interview

13.1. As well as ascertaining each candidate's suitability for the post through structured interviewing, and any other assessment procedure, it is essential that the panel should also examine (see appendix 4 Personal Safeguarding Interviews):

- The applicant's attitude towards children and young people/ vulnerable adults;
- His/her capacity to endorse the organisation's stance on safeguarding and promoting the welfare of children/ vulnerable adults;
- Any anomalies or concerns arising from the application form;
- Any gaps in employment or study since leaving secondary school.

13.2. Candidates should be asked if they wish to declare anything prior to a DBS Disclosure being requested. They should also be asked if there are any issues they wish to discuss in relation to references, if they have not already been received.

14.0. Pre-appointment Checks

14.1. Once a decision has been made on the most suitable candidate, the process of ensuring that s/he is committed to safeguarding and promoting the welfare of children should continue. It is recommended that no offer, conditional or otherwise, is made until all of the following have been received, if they have not been provided prior or at interview:

- Two satisfactory references
- Confirmation of the candidate's identity (see **Appendix 2: Acceptable Identity Documents**);
- A check of DBS Children/Adults Barred List and, if required, a satisfactory DBS Disclosure;
- Confirmation of medical fitness as required for the post e.g. physical activities with children/vulnerable adults;
- Confirmation of qualifications;
- Confirmation of membership of a professional organisation.

14.2. It should be noted that it can be some time before DBS Disclosures are completed. If it is essential for an employee to start work before such checks are received, please see **Appendix 3: DBS Risk Assessment Pro-forma - Employees and Volunteers**. Also please see **Appendix 2: Acceptable Identity Documents** for a checklist of suitable documents to confirm identity.

- 14.3. If any information is received about a candidate at this stage, which disputes anything they previously stated, clarification about the situation should be sought by the human resources/personnel department of the organisation. For voluntary sector organisations, the manager should discuss it with their management committee.
- 14.4. All checks should be confirmed in writing, and records kept in the candidate's personnel file.
- 14.5. If any of the following occur, the candidate must be reported to the police:
- His/her name is on DBS Children/Adults Barred List or a DBS disclosure states s/he has been disqualified by a court from working with children;
 - There are serious concerns about his/her suitability to work with children/ adults.
- 14.6. The police may also be contacted if an applicant has provided false information on their application form. However, this depends on the particular circumstances..
- 14.7. The candidate should also be reported to the agency's relevant government e.g. CSSIW

15.0. Identity

- 15.1. The employer must ask for proof of identity, to confirm that the candidate is who s/he claims to be. Identifying documents such as passport, driving licence or birth certificate must be provided in conjunction with documents that prove current address. In summary, proof of identity must include name, date of birth, and address. Some form of photographic identity should also be seen. See checklist at **Appendix 2: Acceptable Identity Documents**, for a list of acceptable documentation.

16.0. DBS Disclosure

- 16.1. Certain posts and voluntary work are subject to the Rehabilitation of Offenders Act Exceptions Amendment Order. These include the following 'regulated positions':
- Any work in schools, youth or children's centres or other places of work where children and young people are present;
 - Any post that requires unsupervised contact with children made under arrangements by the child's parents/carers, the child's school or registered day care providers;
 - A position of governor or member of management committee for an organisation that regularly works in the presence of, or care for, children, or training, supervising or being in sole charge of children;
 - Any post which involves regularly caring for, training, supervising or being in sole charge of children under the age of 18.
- 16.1. Disclosure of any convictions, cautions, bind-overs which they have received should be requested on the job application form Any such details must be declared even if they would be considered 'spent' in other circumstances. If a person who has made such disclosures is selected for appointment, they should ask be asked to apply for an Enhanced DBS Disclosure to verify their declarations.

17.0. Commencing employment awaiting DBS Disclosure

- 17.1. If a person is on the Disclosure and Barring Service's Children/Adults Barred List details of this will be included on an Enhanced DBS Disclosure, provided the appropriate box has been ticked on the DBS application form. A separate check of the Disclosure and Barring Service's Children/Adults Barred List will not be necessary unless the DBS Disclosure has not been received at the commencement of employment. If employment is commenced before the DBS Disclosure is obtained, the new member of staff/volunteer may need supervision when working with children, depending on what is already known about them, their previous experience and level of responsibility. If little is known about them and references have provided limited information the level of supervision prior should be high. For those with more experience, and comprehensive satisfactory references the level of supervision may be less.
- 17.2. Whatever level of supervision is required should be planned at the commencement of employment, communicated to the new member of staff/volunteer as to the level of supervision, why this is necessary and who will be the supervisor. This should be reviewed every two weeks until the Disclosure is received.

18.0. Portability of DBS Disclosures

- 18.1. Some departments, e.g. SSD, only accept checks that have been carried out, and by them, e.g. in the last three years with no break in service longer than three months. A new check would also be required if there is a significant change in duties or level of access to children. Therefore in such cases, portability of DBS Disclosures is not acceptable.
- 18.2. The **Disclosure and Barring Service (DBS)** states that portability should be restricted to working with children, or working with vulnerable adults, but not transferable between the two areas. Otherwise, portability of DBS Disclosures should be at the discretion of the organisation. There may be circumstances, e.g. for volunteers or agency workers, when DBS Disclosures may have already recently been obtained by other organisations. It is recommended that if all other checks prove satisfactory i.e. comprehensive references and evidence of identity then, if a DBS Disclosure has been obtained and seen, there is no requirement to obtain a new one. However, it is recommended that the Counter signatory on the Disclosure should be contacted to confirm that there has been no information of concern regarding the candidate since it was obtained. Disclosure and Barring Service Children Barred List should be consulted in such circumstances.
- 18.3. It should be noted that the Disclosure and Barring Service state that organisations accepting previously obtained Disclosures do so at their own risk. Also a comprehensive risk assessment, as outlined above, should be undertaken. See **DBS website** 'portability framework' for further details.

19.0. DBS Disclosures for Visitors

- 19.1. It is not required to obtain DBS Disclosures for visitors who will only have contact with children/ vulnerable adults on an ad hoc or irregular basis for short time periods. But it is recommended that they sign in and out of visitor books, and are accompanied whilst on the premises by a member of staff or volunteer. Independent Safeguarding Authority's Children Barred List should be consulted in such circumstances.
- 19.2. Examples of people who do not need DBS Disclosures are:
- Visitors to the organisation, who have brief contact with children and will be accompanied by a member of staff or volunteer;

- Visitors or contractors who come on site to carry out repairs or maintenance and who will not be in the company of children/ vulnerable adults unsupervised;
- Volunteers, including parents, who accompany staff on one off trips, outings, or events e.g. sports days, school fetes etc that do not include overnight stays;
- Children under the age of 18 who are undertaking work placements in another establishment e.g. in a school. However, there may be some exceptions as some children do have criminal records. The placing organisation should ensure that the child is suitable for the placement and the host establishment is entitled to ask for evidence of a check if there is any concern;
- People who are on site after hours, when children/ vulnerable adults are not on the premises e.g. cleaners, or people hiring the accommodation for local events.

20.0. Independent Safeguarding Authority's Children Barred List/DBS Disclosures on Overseas Candidates

- 20.1. Independent Safeguarding Authority's children Barred List and DBS Disclosures should be obtained on all overseas candidates who are being considered for appointment. This includes applicants who were born in the UK, but whose most recent period has involved living abroad.
- 20.2. In addition, criminal records checks should be undertaken with countries where the candidate has lived or worked. This should take the form of a certificate of good conduct. These will usually be in the administration language of the country, and therefore may require translation into English. The candidate is responsible for bearing the cost of obtaining the certificate of good conduct from their embassy, as well as the translation. Advice can be obtained from the DBS Overseas Information Service in relation to criminal record checking overseas (see **DBS website**).

21.0. Managing Disclosure Information

- 21.1. If information is revealed on a DBS Disclosure, the panel should consult with their human resources department, DBS registered body or management committee. An initial assessment should be undertaken by a member of the panel. In making a decision about the relevance of disclosed information, the following should be taken into consideration:
- The nature of the conviction/caution etc.;
 - The nature and circumstances of the offence;
 - The age at which the offence took place;
 - The frequency of the offence.

22.0. Renewing DBS Checks for Existing Staff/Volunteers

- 22.1. Renewing DBS checks on existing staff/volunteers is at the discretion of the organisation. Good practice suggests that they should be renewed every three years. However, if information comes to light of any concern, an Enhanced DBS Disclosure should be requested immediately. See **DBS website** for further information.

22.2. Only when all checks have been made and the panel is satisfied that to the best of their knowledge the candidate is committed to safeguarding and promoting the welfare of children, should an unconditional offer of appointment be made.

23.0. Retrospective DBS Checks

23.1. Whilst the majority of agencies will be carrying out DBS Disclosures on new staff, or renewing them for existing staff, there may be some circumstances when agencies will be undertaking retrospective checks on staff. In such situations, there needs to be agreement between personnel departments and senior management as to how this will be processed. This includes a definite list of which posts need to be retrospectively DBS checked, and a timetable for checking. Records should be kept of which staff have been checked, although the results of the Disclosures should not be included on the list. Dates of the next checks should be made, and a method of flagging such reminders established.

24.0. Post appointment Induction/ Probationary Period

24.1. All newly appointed staff and volunteers should undergo an induction programme as part of the probationary period. This is specific to the organisation and, therefore, is regardless of previous experience. The induction period should be designed to:

- Provide training and information about the organisation's policies and procedures, particularly in relation to safeguarding children/ vulnerable adults;
- Provide corporate safeguarding training for new staff/volunteers;
- Support new staff/volunteers in the most appropriate manner for their position;
- Inform new staff/volunteers of the conduct and behaviour that is expected;
- Allow new staff/volunteers opportunities to discuss any problems or anxieties that may arise;
- Ensure that any concerns that the line manager or mentor may have about the person's suitability or capability to undertake the work is addressed from the outset;
- Ensure that any concerns about the person's commitment to safeguarding and promoting the welfare of children/ vulnerable adults are addressed immediately.
- How to access organisational policies and procedures, as well as those agreed by LSCB/ Adults safeguarding board. As well as those directly related to safeguarding, these will also include disciplinary, capability and whistle blowing;
- What standards of conduct, behaviour and safe practice are expected by staff, volunteers and children/ adults; and
- How to raise any concerns, and with whom

24.2. If an employee is new to the Authority they are required to serve a probationary period of six months counting from the date they start work.

24.3. The probationary period may be extended at the discretion of the Head of Service, following consultation with Corporate Human Resources.

- 24.4. The main purpose of the probationary period is to give the employee an opportunity to establish their suitability for the job.
- 24.5. An individual's employment will not be confirmed until the satisfactory completion of the probationary period.
- 25.0. **Maintaining a safe culture**
- 25.1. Safeguarding issues do not stop once someone has been successfully recruited. It is vital that all staff and volunteers are appropriately trained and inducted in relation to safeguarding and promoting the welfare of children and vulnerable adults. This ensures that they have a level of awareness appropriate to the type of job they are doing and the seniority of the post they hold. If they have any concerns about the welfare of children and adults, they should feel confident that in raising such concerns they will be taken seriously.
- 26.0. **Training**
- 26.1. All departments should ensure that their staff and volunteers are adequately trained from the beginning of their employment, so that they can recognise when a child/ vulnerable adult may need safeguarding, and know how to respond to such concerns. Staff, volunteers and managers should be able to work effectively within their own agency, as well as in the multi-agency arena. This will be best achieved by a combination of single agency and multi-agency training courses.
- 26.2. Departments should ensure that their staff involved in recruitment undergo safer recruitment training, to ensure that those employed are committed to safeguarding children and vulnerable adults
- 29.0. **Supervision**
- 29.1. All departments in Conwy, whose staff and volunteers work with children or families and vulnerable adults, must have policies that set out standards of formal supervision. Supervision should take place with a line manager, or designated other. If the supervisor is not the line manager, systems of communication should be agreed so that the line manager is fully aware of the progress of the member of staff/volunteer, or highlight areas of concern. Supervisors should be available to staff/volunteer to provide advice and expertise, and be able to make decisions in relation to areas of difficulty for their staff/volunteer. This may be dependent on their level of experience.
- 29.2. All concerns regarding the safety and wellbeing of children and vulnerable adults should be raised by the member of staff/volunteer immediately they become apparent, with the line manager. Ongoing child protection/ POVA issues should be discussed in supervision, so that good practice of staff/volunteers in relation to safeguarding children and adults can be maintained. Roles and responsibilities should also be discussed, to ensure that staff/volunteers are operating within their designated job descriptions. Managers or other supervisors with safeguarding responsibilities should also regularly audit case recording in files to ensure standards are maintained.
- 29.3. If a member of staff/volunteer has developed physical or psychological problems that they feel are having an effect on their professional competence, they have a duty to report this to their line manager. Personal and professional support should then be offered. However, confidentiality cannot be guaranteed if such difficulties raise concerns about the safety of children and adults.

29.4. There may be particular circumstances in which additional support should be available, e.g. allegations against colleagues or complex cases of abuse.

29.5. Risk assessments should also be conducted in relation to staff/volunteer safety and wellbeing. Whilst it is the duty of employers to ensure that their staff/volunteers are safe, it is also the responsibility of employees to inform their managers of any concerns they may have in this area, so that remedial action can be taken.

30.0. **Unsuitable Staff and Volunteers**

30.1. If concerns are highlighted regarding a member of staff/volunteer's suitability to work with children, reference should be made to the AWCPP and POVA procedures

31.0. **Responsibilities of Managers**

31.1. Senior management and management committees/board of governors in all organisations should ensure that the following are in place for all staff and volunteers to safeguard and promote the welfare of children:

- Adequate training for all staff/volunteers working/in contact with children and families;
- Up-to-date safeguarding procedures that should be adhered to when there are concerns that a child/adult is at risk of, or is suffering, significant harm;
- Easy access to expert advice in relation to safeguarding concerns.
- Formal support and supervision for those working with children/adults and families. This should address practice standards, professional conduct, and issues related to working with children/adults and families;
- Complaints and whistle blowing procedures for service users, staff and volunteers to raise concerns

32.0. **Whistle Blowing**

32.1. All staff/volunteers have a duty to highlight matters of concern or suspicion regarding the conduct of others to their managers. This may result in other agencies being contacted, should the concerns involve them. It is acknowledged that taking such action against any professional is very difficult, especially if there is a concern about harassment or victimisation should such allegations be made. But **the safety of children/adult is paramount** and everyone has a statutory duty to safeguard and promote the welfare of children/adults. However concerned an individual member of staff or volunteer may be, this must never result in a child/adult being unnecessarily put at risk. It is important to remember it is often the most vulnerable children who are targeted. They need vigilant staff and volunteers to act on their behalf.

Appendix 1-

Pre-recruitment check list

Pre-recruitment checks must be completed by the service manager, or the most senior employee involved in the recruitment process.

The following documents should be received and copies/details kept in successful applicant's personnel file. No offers of employment should be made until the following have been received:

- Two written references, one from current/last employer and/or one from previous employer when worked with children, plus one other reference
- Proof of identity (please see check list for accepted documentation)
- Proof of qualifications
- Proof of registration to professional body
- DBS Disclosure, if required

<u>Documents required</u>	<u>Please Tick</u>
<u>Job description & person specification</u>	
<u>Completed application form</u>	
<u>Two written references: current/last employer on headed paper</u>	
<u>DBS form</u>	
<u>Proof of Identity</u>	
<u>Permission to work in this counry</u>	
<u>P45/P46</u>	
<u>Bank details</u>	
<u>Proof of qualifications</u>	
<u>Proof of registration to professional body</u>	

Appendix 2-

DBS list of acceptable documents

There are 3 routes that can be taken; each route must be taken in chronological order

Route 1

Three documents in total must be seen; one document must come from Group 1 and a further two documents from Group 1, 2a or 2b. One document must verify the applicant's current address.

Route 2

One document must be seen from Group 2a and two further documents from Group 2a or 2b.

Route 3

A Certified copy of a UK Birth Certificate (UK and Channel Islands, issued 6 weeks after date of birth by the General Register Office/relevant authority) required to be seen plus four further documents must be seen from Group 2 comprising of one document from Group 2a and three further documents from Group 2a or 2b; one of which must verify the applicant's current address.

Group 1 – Primary Trusted Identity Credentials

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK, Isle of Man /Channel Islands) (Full or provisional)
- Birth Certificate (UK and Channel Islands) - issued WITHIN 6 weeks of date of birth;

Group 2a – Trusted Government/State Issued Documents

- Current UK Driving Licence (old style paper version)
- Current Non-UK Photo Driving Licence (valid only for applicants residing outside of the UK at time of application)
- Birth Certificate (UK and Channel Islands) - (issued 6 weeks AFTER date of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Adoption Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA)** (Non-EEA statements must not be accepted)
- Bank/Building Society Statement (UK or EEA)* (Non-EEA statements must not be accepted)
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted)
- Financial Statement ** - e.g. pension, endowment, ISA (UK)
- P45/P60 Statement ** (UK & Channel Islands)
- Council Tax Statement (UK & Channel Islands) **
- Work Permit/Visa (UK) (UK Residence Permit) **
- Utility Bill (UK)* – Not Mobile Telephone
- Benefit Statement* - e.g. Child Allowance, Pension
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK and Channel Islands)
- Letter from Head Teacher or College Principal (16/17 year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted)

Please note:

If a document in the List of Valid Identity Documents is:

- Denoted with * - it should be less than three months old
- Denoted with ** - it should be issued within the past 12 months
- Not denoted – it can be more than 12 months old

Appendix 3- Process for Safe Recruitment

