



JUVENTAS

General Policy: All Services (June 2020)

Safe Recruitment Policy

This policy clarifies our approach to ensuring all reasonable measures are taken to assess the suitability of all potential staff. The emphasis is upon promoting the safety and welfare of children and young people.

Contents

	Introduction	2
	Agency Staff	2
ONE	Policy Statement	3
TWO	Equality & Diversity	4
THREE	Scope of Policy	4
FOUR	Implementation	4
FIVE	Clarification of Administrative Processes	6
SIX	Legislation	7
SEVEN	Roles and Responsibilities	8
EIGHT	Implementation	9
NINE	Selection and Shortlisting	10
TEN	Interviews	14
ELEVEN	Post Interviews	14
TWELVE	DBS Flowchart	16
THIRTEEN	Criminal Convictions	17
FOURTEEN	Allegation/Notification of Non-Disclosed Dismissal by a Former Employer	19
FIFTEEN	Allegation of Non-Disclosed Previous Disciplinary Action	19
SIXTEEN	A Final Word	19

"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"

Richard Report (2004) (p.12, para 79)

Juventas aim to ensure that they don't succeed. People that seek to harm children are not welcome and nor will they ever be.



Introduction

This policy applies to all Juventas staff.

The systems and procedures identified within this policy are mandatory. Staff duties and responsibilities are clarified. All stakeholders should understand the importance of safe and robust recruitment.

Juventas are committed to:

- Ensuring the safeguarding of children and young people remains paramount. This policy is part of a wider duty to protect young people;
- Zero tolerance of any inappropriate behaviour towards children or young people by staff;
- A belief that prevention is essential in safeguarding children and young people and promoting their welfare.

The purpose of this policy and integrated procedures is to ensure the continued safety and welfare of all children and young people accessing our services.



Agency Staff

It is general policy that Juventas will not use agency staff. This is to maintain consistency of approach and ethos, but importantly it contributes towards trust and assurance.

Juventas aim to maintain a bank of floating staff, whom may be deployed to services as required. Senior management will provide cover where possible. This is good practice, as it is an opportunity for senior managers to experience frontline practice, which will contribute towards overall service development through an increased understanding of day-to-day practice within a service.

In extreme circumstances agency staff may be used, but only when all other options have been exhausted.

Managers must note that all agency staff will require all checks in place as required by safe recruitment protocol. These checks must be evidenced and held 'on site'. No individual is permitted to work with children or young people without an up-to-date, enhanced DBS check in place.

Section One: Policy Statement

Staff are our most important resource. In serving the needs of children and young people accessing our services, we can only be as effective as the people we employ.

Successful and thorough recruitment and selection has a fundamental role to play in ensuring the people with the right combination of knowledge, competencies and personal attributes are appointed.

Juventas managers and appropriate senior staff must ensure that their recruitment functions are carried out with a view to safeguarding and promoting the welfare of children and young people.

Our recruitment and selection procedures are in place to help deter, reject or identify people who might abuse children or young people or who are otherwise unsuited to work with them. A relevant member of the Senior Management Team (SMT) will lead the process of making staff appointments and delegate duties and responsibilities as appropriate, in consultation with the Operations Director.

Appointments are only made after mandatory procedures have been followed (e.g. references, Enhanced Disclosure Check, and proof of identification and qualification).

Juventas Services Limited are committed to safeguarding and promoting the welfare of young people who access our services. All staff are expected to share this commitment.

Our Safeguarding Statement

All adults employed by Juventas are subject to an enhanced DBS check. All staff, contractors or volunteers will be expected to report any concerns relating to the safeguarding of children and young people in accordance with established procedures.

If any conduct in relation to the safeguarding of children or young people gives cause for concern, the company's agreed Child Protection procedures will be followed, alongside implementation of the company's Disciplinary Procedure.

No form of inappropriate behaviour around children or young people will be tolerated.

Section Two: Equality & Diversity

Promoting Equality and Diversity

Juventas Services Limited are committed to ensuring anti-discriminatory and equal opportunities recruitment and selection practices.

We will actively promote anti-discriminatory, anti-racist and anti-oppressive practices and policies. In addition, Juventas Services Limited will seek to ensure that the gender balance of staff, etc., is appropriate to the needs of our service users and their respective services and/or provision.



Section Three: Scope of Policy

Compliance with the expectations of this policy is required by all staff.

It is vital that measures detailed in this policy are applied thoroughly whenever someone is recruited to work with children and young people.

This means people who regularly come into contact with children and young people, as well as those who regularly work in a setting with children and young people. This is particularly important where they will be regarded as safe and trustworthy because of their regular presence.

Section Four: Implementation

All staffing requirements will be identified and agreed by Senior Management Team (SMT) in formal consultation with the Directors, following receipt of an Application for Approval to Recruit form, completed by a member of the Operational Management Group (OMG).

This policy and procedures have been designed to provide detailed guidance to staff with recruitment responsibilities to develop and maintain high standards of professional, safe and effective recruitment practice. No part of this policy or related procedures can be compromised, regardless of circumstances. Safe recruitment is a fundamental component of effective and safe practice.

Good practice and equality of opportunity are integral to Juventas' recruitment and selection processes. Recruitment and selection will be approached in a fair, consistent, equitable, transparent and effective manner, with due regard for Equal Opportunities legislation, including the Equality Act 2010.

Step-by-Step Guidance

All personnel, prior to a formal offer of employment:

- Must complete an application form before they are formally offered any position within the organisation. This should be completed prior to interview, to ensure that any areas requiring further scrutiny (e.g. gaps in employment history) are suitably addressed;
- Must provide no less than TWO references. One of those references must be from a most recent employer. Additionally, if the candidate has experience of working within a social care environment, a reference should be provided from that employer. This is essential if the person has been employed within a social care setting within the last five years;
- Will be subject to follow-up telephone reference verification by management within the service or setting. N.B. It is not appropriate for Human Resources staff to facilitate a reference verification;
- Are required to declare any previous instances of dismissal or proven/substantiated allegations of misconduct. If a person has been historically subject to dismissal or allegations of misconduct, they must be able to demonstrate their suitability to work with children and young people. All discussion and assurances must be recorded. If any explanation is not satisfactory, any offer of employment will be withdrawn;
- Will be subject to an Enhanced Disclosure and Barring Service (DBS) check and subject to Vetting & Barring Scheme when in place. DBS Outcomes with a Positive Trace will evoke an assessment of the individual's suitability to work with children and young people. This completed and recorded using a DBS Positive Trace Form. All discussion and assurances must be recorded. If any explanation is not satisfactory, any offer of employment will be withdrawn;
- Must bring/provide evidence of relevant qualifications, training and experience, which will be copied and retained to personnel files;
- Must confirm that they have the right to work in United Kingdom (UK) and there will be further checks for those who have lived outside the UK;
- Must provide evidence of proof of identity, such as (for example) original copies of their:
 - i. Driving Licence;
 - ii. Car Insurance and MOT Certificates for copying;
 - iii. Passport;
 - iv. Birth Certificate.
- Required to present a fitness to work certificate/letter from a General Practitioner (GP) (depending upon the individuals' circumstances).

For successful applicants, all records will be retained and monitored through the implementation of a Single Central Register (SCR). It is the responsibility of the Human Resources Team to maintain the SCR and ensure that it is up to date.



In addition to maintaining administrative diligence in recruitment, staff must remember to take account of a person's presentation and their instincts about whether or not an individual is suitable to work with vulnerable children.

Section Five: Clarification of Administrative Processes

This part aims to clarify the roles of Head Office (HO) staff and operational managers in issuing and handling recruitment administration. Staff are reminded that they will be handling personal data that is subject to the conditions of the General data Protection Regulations (2018).

Unless prior permission has been granted by a Director, the following documents must be issued by Head Office Staff only:

- Application Form;
- Character Reference Request Form;
- Confidentiality Agreement;
- DBS Positive Trace Form;
- Disciplinary Action Notification Form;
- Dismissal Notification Form;
- Employment Health Questionnaire;
- Employment Reference Request Form;
- Health and Safety Employee Recognition;
- Invitation to Interview;
- Job Description and Person Specifications;
- New Starter Form;
- Notice of Successful Application;
- Notice of Unsuccessful Application;
- Protected Characteristics Form;
- Reference Request Form and Letter (Personal);
- Reference Request Form and Letter (Professional);
- Telephone Reference Follow Up;
- Vaccination Form.

The following may be issued by the relevant manager or delegated senior personnel, such as deputy managers and senior professionals with a service (at the discretion of the manager):

- Induction Book;
- Induction Health and Safety Checklist;
- Interview Assessment & Comment Form;
- Recruitment Checklist;
- Staff Concerns and Speaking Up Form;
- Supervision Book.

Copies of the above must be sent to Head Office upon completion.

Section Six: Legislation & Guidance

The conditions of this policy apply to all staff working with children and young people, as well as to those who have contact with children and young people. The basis of our approach is drawn from Working Together (2018) and Keeping Children Safe in Education (2019), as well as other relevant guidance.

This policy has been implemented with regard to the following legislation and regulations:

Applied Legislation, Guidance & Regulations

Care and Education

- Care Act 2014
- Care Leavers (England) Regulations 2010
- Children's Homes (England) Regulations 2015
- Fostering Services (England) Regulations 2011
- The Children Act 1989 (Volume Three)
- The Education (Independent School Standards) (England) Regulations 2010 as amended by SI 2012/2962
- The Education (Non-Maintained Special Schools) (England) Regulations 2011
- The Further Education (Providers of Education) (England) (Regulations) 2006
- The Protection of Children Act 1999
- The School Staffing (England) Regulations 2009 as amended by SI 2012/1740 and SI 2013/1940
- Working Together to Safeguard Children (2018)

Police

- 1) Police Act 1997
- 2) The Police Act 1997 (Criminal Records) Regulations 2002, as amended
- 3) The Police Act 1997 (Criminal Records) (No 2) Regulations 2009, as amended

Other

- 1) Safeguarding Vulnerable Groups Act 2006
- 2) Sexual Offences Act 2003 (Sections 16 & 17)
- 3) Protection of Freedoms Act 2012
- 4) Equality Act 2010
- 5) The Common Law Duty of Care
- 6) The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended
- 7) General Data Protection Regulations (GDPR) 2018

Please note: Juventas may introduce further standards, providing they do not conflict with these essential requirements. The above lists are not exhaustive.

Section Seven: Roles & Responsibilities

The SMT is responsible for the management and implementation of this policy, in consultation with the Board of Directors. The SMT lead will ensure that any staff involved in recruitment and selection are made aware of their responsibilities within this policy.

This will be delivered by:

- Mandatory Training in Safe Recruitment for managers and relevant senior staff;
- Supervision and managers' meetings;
- Firm expectations of professional behaviour and conduct.

Any instances of professional and/or wilful neglect regarding safer recruitment will result in disciplinary action, which may constitute gross misconduct and ultimately dismissal.

Staff with recruitment responsibilities, in whatever capacity, have a duty to ensure that people selected to work with children and young people:

- Are subject to rigorous scrutiny regarding their fitness and suitability to work with children and young people;
- Are of integrity and good character;
- Have the appropriate experience, qualifications and skills for the work;
- Are mentally and physically fit for the purposes of the work that the individual is to perform.

The SMT is responsible for providing regular reports to the Operations Director on recruitment and selection decisions, as well as reports on the composition of her/his workforce (incl. anonymised analysis of any data held for monitoring purposes on the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation).

A Weekly Update Form (WUF) must be completed and submitted to the Operations Director/Managing Director every Monday. (See Appendix A)





Section Eight: Implementation

The children and young people for whom we provide care and/or support deserve highly motivated and skilled individuals, whose values and approach are safe, professional and effective.

Our recruitment and selection procedures and other human resources management processes must help to deter, reject, or identify people who might abuse children, or are otherwise unsuited to work with them. Our Safeguarding Policy Statement applies to everyone who is employed by Juventas Services Limited. Juventas are committed to safeguarding and promoting the welfare of all children and young people who access our services. All staff working with children or young people are expected to share this commitment.

The Directors, in liaison with the Senior Management Team (SMT), will:

- Review the staffing structure at least once a year;
- Oversee recruitment procedures;
- Monitor and review this policy on an annual basis; and
- Agree or delegate agreement of membership of recruitment panels. There will no less than two interviewers and in some cases (e.g. for senior or specialist posts) a larger panel will be required.

The Finance Department, in consultation with HR, will:

- Ensure that all decisions about salaries are based on evidence and are applied equitably;
- Comply with arrangements as defined by the DBS Finance Policy;
- When formulating the budget, ensure that training needs have been identified through performance management and that they budgeted for.

Section Nine: Selection & Shortlisting

The following Section provides a step-by-step walkthrough regarding our selection and shortlisting process. Staff must be diligent in applying the below conditions of good practice.

Pre-Interview

- Confirm post is agreed by relevant senior staff. This must be aligned to the current budget;
- Source, advertise for post(s), with our safer recruitment statement on all advertisements;
- Shortlist;
- Agree Interview Panel and Date and time of interviews;
- Appoint/agree Panel Chairperson;
- Agree who is to ask what questions, factoring in a Warner style approach (See Appendix B);
- HR Administration send out Interview letters;
- HR Administration confirm interview day details, those attending and provide application forms, questions for Interview Panel, scoring and comment form.

Prior to interview ensure that the following is copied and retained to file:

- Birth Certificate, Driving Licence and Passport;
- Relevant Original Professional and Academic Qualification Certificates;
- Marriage Certificate (where relevant);
- Divorce Details (where relevant);
- GCSC Registration Number and Certificate;
- Two Utility Bills showing current address;
- Salary Slip (or other such document) which contains National Insurance number;
- Work Permit/Permission to Work in the UK.

Please Note:

- Failure of applicant to ensure the provision of original documents of the above will result in interview not proceeding.

Recruitment Panel

The recruitment panel will:

- Ensure the safeguarding statement appears in public facing literature, including our website;
- Consist of (as a minimum) a lead practitioner and a member of the Human Resources team;
- Ensure sufficient knowledge of the formal Job Description that clearly states the main duties and responsibilities of the post, as well as the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with;
- Ensure sufficient knowledge of the formal Person Specification, which should include a specific reference to suitability to work with children and young people. This should also:
 - i. Include the qualifications and experience, and any other requirements needed to perform the role in relation to working with young people;
 - ii. Describe the competences and qualities that the successful candidate should be able to demonstrate.

Working in partnership with the SMT lead manager, Human Resources personnel will send out an application pack upon receipt of a request.

- A letter to the applicants, requiring them to provide references as part of the application will be sent with every application pack. The process of scrutinising evidence of a candidate's suitability will be completed following successful interview. This requirement is also identified within the Application Form (Below). The letter should make it clear that at least one referee should be the applicant's current or most recent employer and that any offer of employment will be subject to intense scrutiny of the application form, evidencing (qualifications, ID checks, Enhanced DBS, successful and verified references, etc.);
- Where an applicant who is not currently working with children or young people has done so in the past, a reference will be sought from the employer by whom the person was most recently employed in work with children and young people;
- References will not be accepted from relatives or from people writing solely in the capacity of friends;
- An application form must be completed for every member of staff (a CV will not be accepted).



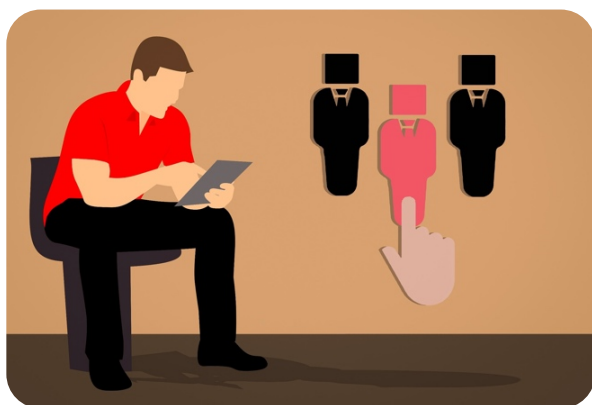
Shortlisting

The recruitment panel will:

- Obtain and scrutinise all information from applicants, including discrepancies or anomalies;
- Assess any references received and verified in advance of any interview;
- Assess and scrutinise public access social media accounts, such as Facebook for example. This will support the process of considering a person's suitability to work with children and young people, based upon how they present their values and attitudes within a public forum. All checks should be recorded;
- Not accept a Curriculum Vitae as part of the safe recruitment process;
- Obtain independent professional and character references that answer specific questions to help assess an applicant's suitability to work with young people and resolve any arising concerns. The panel should not rely on references or testimonials provided by the candidate, or open references and testimonials, i.e. "To Whom It May Concern";
- Assess candidates equally against the Person Specification criteria without exception or variation and without unlawful discrimination;
- Either discuss or arrange a meeting to discuss the details of the interview.

The Panel Must:

- Reach a consensus about the required standard for the job to which they are appointing;
- Consider the issues to be explored with each candidate and who on the panel will ask about each of those;
- Agree their assessment criteria in accordance with the person specification.



The panel should agree a set of questions they will ask all candidates. These must relate to the requirements of the post and any issues they will explore with each candidate.

This will be based upon the information provided in the candidate's application and verified references (if available).

A candidate's response to a question about an issue will determine whether and how that is followed up.

Where possible it is best to avoid hypothetical questions because they allow theoretical answers. It is better to ask competence-based questions that ask a candidate to relate how s/he has responded to, or dealt with, an actual situation, or questions that test a candidate's attitudes and understanding of issues.

In addition to assessing and evaluating the applicant's suitability the interview panel should also explore:

- The candidate's projected attitude towards children and young people;
- His/her ability to safeguard the welfare of children and young people;
- Gaps in the candidate's employment history;
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee.

The panel should also ask the candidate if they wish to declare anything regarding the requirement for an Enhanced DBS Check.

If, for whatever reason, references are not obtained before the interview, the candidate should also be asked at interview if there is anything s/he wishes to declare or discuss regarding the questions that have been (or will be) put to his or her referees. It is essential that the references are obtained, scrutinised and verified before a person's appointment is confirmed.

Referees will be asked about disciplinary offences relating to the applicant and specifically those concerning children and young people, as well as vulnerable adults. This will include any offences for which the penalty is expired (i.e. where a warning could no longer be taken into account in any new disciplinary hearing for example). Referees will also be asked about whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.

The Human Resources Team will write a letter to shortlisted candidates, inviting them for an interview. This letter will contain the following information (In the form of a 'Recruitment Pack'):

- The arrangements for interviews, such as time and place, directions to the venue and membership of the interview panel;
- A reminder to the candidates about how the interview will be conducted and the areas it will explore including suitability to work with children;
- Notification that the identity of the successful candidate will need to be checked thoroughly to ensure the person is who s/he claims to be;
- Notification that an enhanced DBS check will be undertaken if an offer of employment is made. Consequently, all candidates will be instructed to bring with them documentary evidence of their identity that would satisfy DBS requirements;
- A request that the candidate must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or a certified copy of a certificate, or diploma, or a letter of confirmation from the awarding body);
- Notification that a copy of the documents used to verify the successful candidate's identity, right to work in the UK and required qualifications will be retained in personnel files;
- A copy of the current (up-to-date) Safeguarding Policy.

Section Ten: Interviews

The selection panel will:

- Carry out a face-to-face interview that explores the candidate's suitability to work with children and young people, as well as his or her suitability for the post. The selection process for people who will work with children and young people must always include a face-to-face interview even if there is only one candidate;
- Verify the candidate's identity from current ID information and proof of address;
- Verify the candidate's qualifications;
- Check enhanced DBS clearance information;
- Verify the candidate's right to work in the UK.

Interviews – and interview questions - must seek to establish and scrutinise a person's:

- Motivation to work with children and young people, which will be addressed at least in part by Warner style questions (See Appendix B);
- Ability to maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours;
- Attitudes towards the use of authority and maintaining discipline.

The interview should take account of their instincts when interviewing. If something doesn't feel right, it probably isn't. In addition, if professionals feel uncomfortable in a person's presence, then a child or young person is just as likely to experience such feelings.

Section Eleven: Post-Interview

The Panel discuss and confirm (or otherwise) the candidate's potential for employment nomination, referencing the scoring and comment form. Human Resources (HR) will be informed of the outcome.

Following the above, HR will process the preferred candidate's application by:

- Sending a conditional offer of appointment letter (subject to final suitability checks and assurances);
- Seeking references and verifying references, proof of professional qualifications and proof of academic qualifications;
- Checking all evidence provided and ensuring that the application form has been fully completed;
- Seeking HCPC or other Body for proof of Registration (inc. Registration Number & Certificate);
- Processing Disclosure and Barring Service (DBS) check.

HR will confirm that all the above information is in place for employment, following liaison with the SMT lead manager. HR must send out letters to unsuccessful candidates.

An Offer of Appointment

An offer of appointment to the successful candidate will be conditional upon:

- A fully completed application form, with any employment gaps scrutinised (and evidenced as having been scrutinised);
- The receipt of at least two satisfactory references (if those have not already been received), and reference verification is completed with each referee);
- Verification of the candidate's identity (if that could not be verified on the day of the interview), using current photographic evidence as well as evidence of address;
- A satisfactory Enhanced DBS check for staff who will have contact with children and young people;
- A check of the barred list;
- A right to work check;
- Verification of qualifications (if not verified on the day of the interview);
- Verification of professional status where required.

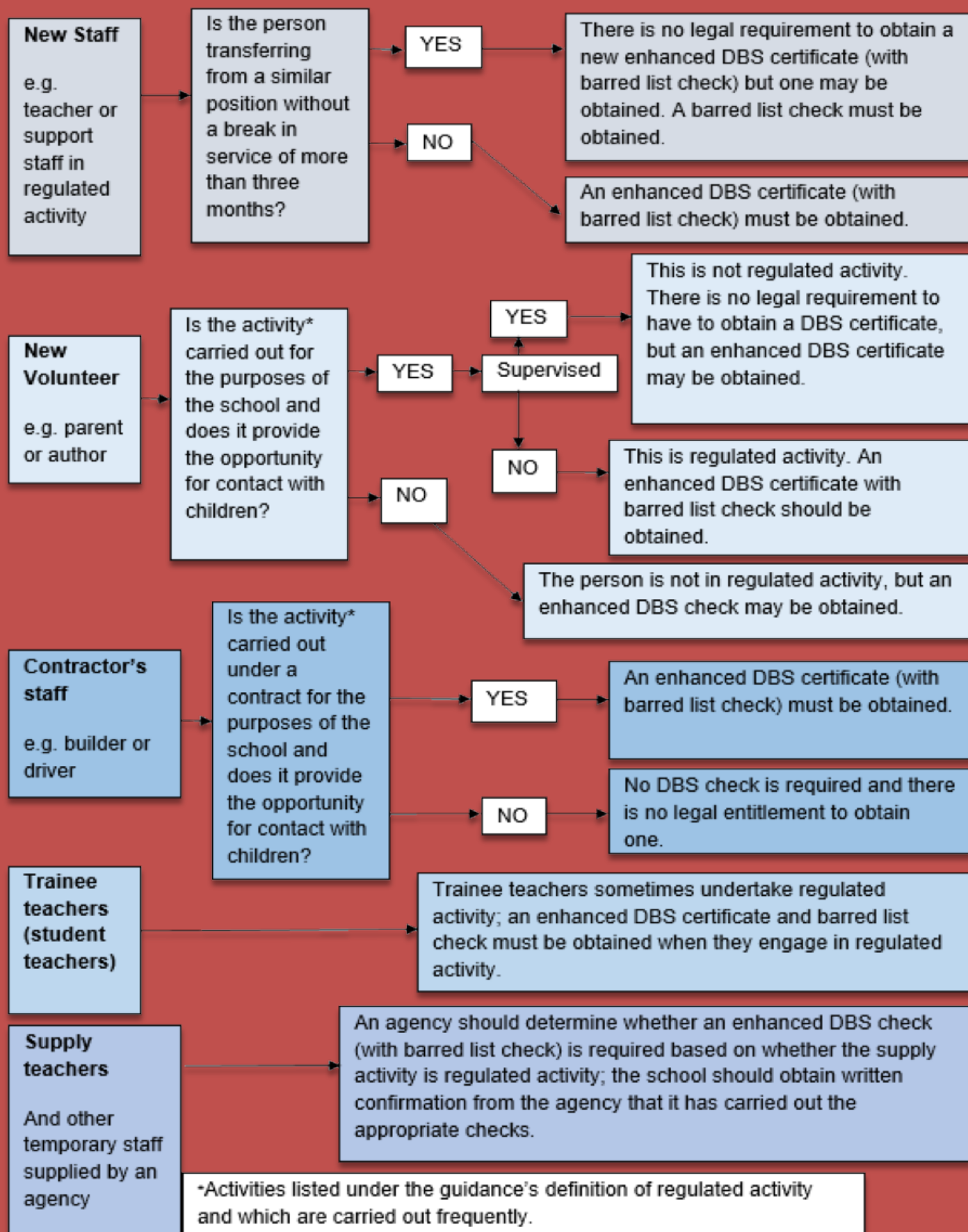
All checks must be:

- Confirmed in writing;
- Documented and retained on the personnel file, with relevant entries made in the Single Central Register (SCR); and
- Followed up where there are discrepancies in the information provided.

No potential appointment can be confirmed until all the above checks have been completed and verified.



Section Twelve: DBS Flowchart



DBS Update Service

Individuals are encouraged to join the DBS Update Service when applying for an enhanced DBS check.

This will allow them to re-use this check when applying for similar jobs. With the individual's consent, the manager can go online and carry out a free, instant check to see if a new certificate is required:



[Click or tap here to access the DBS Update Service Guidance](#)

Section Thirteen: Criminal Convictions

All applicants are required to complete a declaration of criminal record using company declaration form. Details of a person's criminal record will always be maintained as strictly confidential.

Questions are asked at an early stage in the recruitment process about criminal records to ensure that people with such records are not inadvertently placed in unacceptable/inappropriate positions within the organisation.

Having a criminal record would not necessarily prevent a person from being appointed to any post unless the offence bars the person. However, where it is felt that a recent or serious offence might mean that a person presents a risk to young people then that person would not be appointed.

In cases where the applicant has made a disclosure of a criminal offence, checks are made to ensure that the applicant has disclosed offences in full giving details as requested. If the details given are incomplete it may be necessary to return the application form for completion.

When selecting applicants with criminal convictions for interview the following areas should be considered:

- The date of the convictions;
- The type of conviction;
- The number of convictions;
- The detail of information given.

For example: If an employee has an offence for criminal damage, but it is the only offence and it happened 20 years ago when they were 18 years old, then this would not be as serious as someone that has been convicted of Actual Bodily Harm 3 times in the last 3 years. Driving convictions and disqualifications normally appear on police checks, but speeding convictions, etc. are common and would not normally be considered serious enough alone to not consider an applicant for a post.

Pre-Interview Personal Disclosure Relating to an Offence

If an applicant is selected for interview and discloses that they have a previous criminal conviction, the details and circumstances of the offence should be obtained and must include information about:

- Why, When and How it happened;
- The outcome of the offence; and the
- Applicant's reflections (thoughts and feelings) upon the former questions, etc.

The above questions and responses must be recorded at the interview. If explanations and details given are acceptable then this should be noted on the application form notes section.

The following offences would ordinarily warrant automatic de-selection, as consistent with the nature and impact of the crime:

- Murder, manslaughter, kidnap, hijack, money laundering;
- Violence;
- Sexual crimes and exploitation;
- Safeguarding or child protection matters

Please Note: If there is any doubt about whether or not an application should be progressed following a personal disclosure or positive trace (DBS recorded conviction), it must be escalated to a Director for a final decision on that person's suitability for employment.

DBS Positive Trace

A DBS Positive Trace Form must be completed in all instances where a DBS check is returned with a Positive Trace, whether disclosed in the Application Form or otherwise.

If the Disclosure raises any specific concerns and it is decided not to employ the applicant a letter must be sent explaining the reason for them being unsuccessful. The content of the letter should only confirm that the DBS check was unsatisfactory. All correspondence will be sent by Head Office and kept on file and a copy with the DBS check and application form.

All staff when shortlisting, interviewing and appointing any applicant have a primary duty to the safety and welfare of young people. This remains the primary consideration when making any of the former decisions

A Director will make the final decision in respect to any appointment being made concerning these matters.

Section Fourteen: Allegation/Notification of Non-Disclosed Dismissal by a Former Employer

If an individual discloses that they have been previously dismissed by a former employer or colleagues are subsequently made aware that an individual has been previously dismissed by a former employer, an interview must take place and a Dismissal Notification Form must be completed.

The form must be used to record information made available during the interview. Following the interview, a decision will be made regarding the individual's suitability for the position, which must be agreed by the Service Manager or a Director. A Risk Assessment must be set in place around the individual concerned until matters are concluded, as appropriate to the circumstances.

Section Fifteen: Allegation of Non-Disclosed Previous Disciplinary Action

If an individual discloses that they have been previously subject to disciplinary action by a former employer or a member of staff alleges that an individual has been subject to disciplinary action by a former employer, an interview must take place and a Disclosure/Allegation of Previous Disciplinary Action Form must be completed.

The form must be used to record information made available during the interview. The form will clarify:

- What has been done and by whom;
- Any action that needs to be taken;
- A decision regarding the individual's appropriateness for employment.

Following the interview, a decision will be made regarding the individual's appropriateness for the position, which must be agreed by the SMT Lead Manager or a Director.

Section Sixteen: A Final Word

Everyone who works with children and young people has a responsibility for keeping them safe. Juventas is fully committed to safeguarding the welfare of all children and young people in our services.

The company is clear that this expectation is the primary duty of all staff and volunteers.



All employees and volunteers must sign below to demonstrate that they have read, understood and aim to adhere to the expectations of this **Safe Recruitment Policy**. This must include sessional employees, as well as those with extended responsibilities.

[illegible]

WEEK ENDING:

WEEK NUMBER:

COMPLETED BY:

	TOTAL	TREND
Total number of referrals received:		

	TOTAL	TREND
GREEN		
AMBER		
RED		

DESCRIPTORS
Placement is suitable due to matching and meets exact location requirements
Placement is suitable due to matching; location is close to specified requirements
Placement is suitable due to matching; location is not close to specified requirements

Placements & Referrals

	K4	N36	FS	TBC	TBC	TBC	TBC
Total number of placements per service							
Number of young people in placement							
Percentage of young people in placement							
TREND (i.e. young people in placement)							
Total number of placements available							
Number of referrals aligned to services							
Number of placements offered by each service							
Number of offers accepted							
Number of offers declined							

Occupancy Details

Placements at Risk

Transition from Tier One to Tier Two: Possible Move-On

--

New Services Update (i.e. new properties/services planned)

--

Health & Safety Briefing

	Confirm	Comment
Weekly H&S Report Completed?		
Maintenance Issues?		

Notifications

	Confirm	Comment (including service and sector notifying)
Serious Safeguarding Concerns		
Local Authority (i.e. Commissioner, Social worker, etc.)		
LADO		
The Police		
Emergency Services (Other than the Police)		

Number of Detailed Record Sheets (DRS) Completed

		K4	N36	FS	TBC	TBC	TBC	TBC
RED	Serious Incident							
AMBER	Concern or Potential Concern							
GREEN	Success or Achievement							



Summary

A Warner interview is a Safer Recruitment Process and aims to minimise the possibility of appointing individuals who may pose a risk to children or young people. Therefore, a Warner approach to interviewing will support the wider process of protecting the welfare of children and young people, specifically in terms of keeping them safe from emotional and physical harm.

The purpose of the Warner interview is to identify whether or not the candidate is suitable to work with children or young people.

The Warner interview assists the employer to appoint staff whose values, attitudes and behaviours are consistent with the effective safeguarding of children and young people. The skill of conducting an effective Warner interview lies in the competence of staff to probe beyond the candidate's initial answer. This means interpreting and analysing the candidate's responses to questions effectively.

Principles

‘Employers should use preliminary personal interviews as a standard part of establishing a fuller picture of the character and attitudes of short-listed candidates for all posts in children’s homes’
(Warner 1992).

Warner interviews explore the candidate’s motives for working with children and young people, their values and behaviours, emotional resilience, ability to cope with stress, how they deal with anger, and how they form appropriate professional relationships and maintain boundaries. Warner interviews address attitudes to the control and punishment of children and young people, issues of power, sexuality, diversity, and probe candidate’s willingness to protect children and young people from those who may abuse.

The outcome of the Warner interview must be made available to the main interview panel before this part of the selection process commences. The main interview panel must be free to explore any areas of doubt about the person suitability to work with children raised by the Warner interview.

Training in these interviewing techniques is essential for individuals with responsibility for recruiting who undertake Warner interviews. ‘No person should be allowed to take part in interviews without having received thorough training in interviewing techniques.’
(Warner 1992)

Individuals with responsibility for conducting Warner interviews should have undertaken training in safe recruitment. They must have a sound knowledge and commitment to safeguarding children and young people, as well as an awareness of how sex offenders target and groom children and manipulate staff in organisations.

The letter of invitation to interview should make it clear that the selection process will involve a Warner interview and who will be conducting the interview.

It is unsafe to undertake Warner questioning in an interview unless the individuals with responsibility for recruiting are competent to interpret and analyse the candidate’s answers effectively. Interviewers should be prepared to support the candidate to deal with the impact of sharing their experience with the interview panel.

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