

Ongoing Supervision

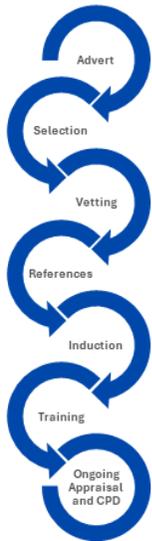
DBS Checks

Safer Recruitment doesn't end with the appointment of a member of staff or volunteer. In order to keep everyone safe, your RLG should have probationary arrangements and ongoing training and supervision processes in place.

Induction

Make sure all new staff and volunteers:

- Have read and understand your safeguarding and child protection policies and procedures
- Know how to spot the signs that someone may be experiencing abuse
- Know how to respond appropriately if someone makes a disclosure about abuse
- Know what to do if they have concerns about a person's wellbeing.



Ongoing Supervision and Training

Supervision and training should be regular and ongoing:

- This gives everyone a chance to reflect on and improve their child protection practice and keeps safeguarding at the front of their minds.
- Ensures everyone is kept up-to-date with any changes that are made to your safeguarding and child protection policies and procedures.

Contact our Training Department to discuss all your training needs

training@religious
safeguarding
.org



Cameron Saunders is the RLSS DBS Lead and is available to answer all your questions regarding DBS Checks. The RLSS use the online services of uCheck to process DBS checks for our Religious Life Groups. Cameron runs regular training sessions for our members so they can learn how to use the service and process their own DBS applications quickly and efficiently. Contact Cam at dbs@religioussafeguarding.org

There are different types of criminal record checks depending on the nature of the work being carried out:

- **Basic** – showing unspent convictions and conditional cautions
- **Standard** – showing spent and unspent convictions and adult cautions
- **Enhanced** – showing the same as a standard check plus any information held by local police that's considered relevant to the role.

There is also the option for an enhanced with barred list check for anyone doing "regulated activity".

This includes information about whether the person has been barred from working with children or vulnerable adults.

Regulated Activity with children means carrying out any of the below activities frequently or with intensity:

- Unsupervised activities: teaching, training, instructing, caring for children; providing advice or guidance on wellbeing.
- Working for places with the opportunity for contact with children and young people, for example schools.

Some activities are **always regulated activities**, regardless of frequency or supervision:

- Engaging in intimate or personal care of children.
- Health care by, or under the supervision of, a registered health care professional.

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Safer Recruitment Guide



All the information Religious Life Groups need to know about Safer Recruitment practices, focusing on the importance of Safeguarding in the hiring process of paid staff and volunteers.

What is Safer Recruitment?

NSPCC

*Safer recruitment is a set of practices to help make sure your **staff and volunteers** are suitable to work with children and young people. It's a vital part of creating a safe and positive environment and making a commitment to keep children safe from harm.*

- Anybody who might come into contact with children, young people or vulnerable adults should go through safer recruitment practices.
- You must carry out the necessary checks on anyone who will be around children, young people or vulnerable adults. A role might not be eligible for a criminal records check if it does not involve regular contact with these vulnerable groups but you should still carry out other appropriate checks such as having interviews and checking references.
- Anyone who will be coming into contact with children, young people and vulnerable adults should undertake training so they know how to recognise and respond to safeguarding concerns.

Where a role involves engaging in regulated activity relevant to vulnerable groups, RLG's should include a statement in the application form or elsewhere in the information provided to applicants that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to the post.

The Recruitment Process

Advert

RLG's should think about including the following information when defining the role (through the job or role description and person specification):

- The skills, abilities, experience, attitude, and behaviours required for the post.
- The safeguarding requirements, i.e. to what extent will the role involve contact with children and will they be engaging in regulated activity with vulnerable groups.

The advert should include:

- The RLG's commitment to safeguarding and promoting the welfare of vulnerable groups and make clear that safeguarding checks will be undertaken.
- The safeguarding responsibilities of the post as per the job description and personal specification.

RLG's should use a range of selection techniques to identify the most suitable person for the post. Those interviewing should agree structured questions.

These should include:

- Finding out what attracted the candidate to the post being applied for and their motivation for working with children, young people or vulnerable adults.
- Exploring their skills and asking for examples of experience of working with vulnerable groups which are relevant to the role.
- Probing any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this.

Selection

The Recruitment Process

Vetting

All offers of appointment should be conditional until satisfactory completion of the mandatory pre-employment checks:

- Verify the candidate's identity.
- Obtain the correct DBS check.
- Verify the candidate's mental and physical fitness to carry out their responsibilities.
- Verify the person's right to work in the UK. (Contact the RLSS for information regarding robust overseas checks).
- Verify professional qualifications as appropriate.

RLG's should:

- Not accept open references
- Ensure references are from the current employer and have been completed by a person with appropriate authority.
- Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed.
- Verify information with the person who provided the reference.
- Ensure electronic references originate from a legitimate source.
- Contact referees to clarify content where information is vague or insufficient.
- Compare the information on the application form with that in the reference and take up any discrepancies with the candidate.
- Establish the reason for the candidate leaving their current or most recent post.
- Ensure any concerns are resolved satisfactorily before appointment is confirmed.

References