



Safer Recruitment & Employment Policy

1. Policy Statement

Wirral Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

2. Background

2.1 Safer Environments

The Council strives to develop and maintain an environment that deters and prevents the appointment or employment of unsuitable people and challenges inappropriate behaviour. Safeguarding and promoting the welfare of children and vulnerable adults is an essential part of creating 'safer' environments.

In order to achieve this, the Council has robust recruitment and employment practices which comply with the following statutory duties:

- Rehabilitation of Offenders Act (ROA)
- Disclosure and Barring Service (DBS) Code of Practice
- Safeguarding Children and Vulnerable Adults Legislation
- Protection of Freedoms Act
- General Data Protection Regulations (GDPR)

2.2 Principles

The Policy is underpinned by a commitment to the following principles:

- Safeguarding children and young people and the protection of vulnerable adults.
- A duty of care to the Council's employees, prospective employees and volunteers.
- Adherence to a system of safeguarding that is proportionate, balanced and effective.
- Maintaining confidentiality standards about individual's DBS Disclosure information. All personal information will be treated with the strictest of confidence and in accordance with the General Data Protection Regulations (GDPR) (statement of fair processing and privacy notice).
- To demonstrate our commitment to safer recruitment and employment.
- To comply with current legislation, statutory duties and codes of practice.
- To protect the children and vulnerable adults within our community.

- To give assurance that unsuitable people are deterred and prevented from working or volunteering with children or vulnerable adults within our community.
- To make clear the standards to which the Council is expected to work to.
- To complement the Recruitment & Selection Policy.
- To ensure that employees and prospective employees understand what information in relation to criminal offences needs to be disclosed.
- To ensure that pre-employment checks are satisfactorily completed prior to appointment.
- To undertake DBS Disclosure rechecks on a regular basis.
- To deal with Positive DBS Disclosures on a case by case basis in a fair and indiscriminate manner.

3. Commitment to Equality

Please identify which, if any, of the following Equality Duties this policy addresses:

Eliminate unlawful
discrimination,
harassment and
victimisation



To advance equality of
opportunity



To foster good
relations between
different groups of
people



One of the main purposes of the Policy is to ensure that all recruitment and employment decisions follow a standard process which affords a fair, rigorous, consistent, transparent and legitimate assessment of whether an individual should be prevented from working with children and/or vulnerable adults.

It aims to ensure that people who work/apply to work for the Council or use its services are not discriminated against in their work or in their access to those services.

4. Procedures

The Safer Recruitment and Employment Policy is underpinned by the Safer Recruitment and Employment Framework.

The Framework details the following:

- Access to Criminal Records
- Roles and Responsibilities
- Disclosure and Barring Service (DBS) Disclosures
- Filtering Guidance
- Disclosures for Recruitment
- Disclosures for Existing Employees
- Charges or Convictions during employment
- Disclosure for Non-Council Employees
- DBS Disclosure Rechecks
- Guidance on Portability of Disclosures

- Dealing with Positive Disclosures
- Duty to Refer

Eligibility and compliance for DBS Disclosures is managed and monitored by Human Resources. Disclosure checks are administered by the Resources Teams.

Procedures are also monitored to ensure that vigilance is retained in recruitment and employment practices.

All eligible employees will be required to have a DBS check. There will be no exceptions and if DBS checks are not in place, employees will not be able to continue in their role.

Any abuse of the procedures within this policy will be dealt with through the Disciplinary policy.

5. Supporting Documentation

- Safer Recruitment & Employment Framework
- Job Application Form
- Positive DBS Disclosure - Decision (DBS6) (DBS Countersignatory use only)

6. Related Policies

- Recruitment & Selection
- General Data Protection Regulations (GDPR)
- Gender Identity

7. Consultation

The Policy was reviewed due to the implementation of a DBS e-Broker solution in January 2020. Further review and process amendments due to the successful implementation and DBS Compliance assurance were made in January 2021 and May 2022.

8. Communication and Awareness

This policy is considered:

Internal
[For Members, Officers and
Contractors]
☒

External
[For our Residents, Customers and
Service Users]
☒

All employees and volunteers **must** be made aware of, and understand the need for, the Council's policies which relate to the wellbeing and safety of children, young people, vulnerable adults, employees/prospective employees and volunteers.

The Council will send out a clear message about its commitment to safer recruitment and employment and ensure that there is an ongoing culture of vigilance within the organisation.

9. Monitoring and Review

The Safer Recruitment and Employment Policy will be reviewed every three years as part of the Human Resources Policy Review Programme. However, the Policy may be reviewed as and when required, for example, due to legislative changes or if an issue arises around its effectiveness.

Document Ownership	
Policy owned by:	Assistant Director of Human Resources & Organisational Development
Policy written by:	Andrea Morrell-Foulkes, Human Resources
Date policy written:	June 2013 (reviewed)
Policy due for 1st review:	June 2016

Version Control Table			
All changes to this document are recorded in this table.			
Date	Notes/Amendments	Officer	Next Scheduled Review Date
June 2013	<ul style="list-style-type: none"> Policy reformatted No change to policy 	Andrea Morrell-Foulkes, Human Resources Officer	June 2016
February 2017	<ul style="list-style-type: none"> 2.1 Data Protection Act added. 2.2 Reference to Data Protection Act (statement of fair processing) included. Reference to DBS Update Service added. 	Andrea Morrell-Foulkes, Human Resources Officer	February 2020
November 2019	<ul style="list-style-type: none"> Organisational Development removed from reference to HR & OD Removed Transaction Centre, from reference to Resources Team CRB6 form renamed DBS6 2.1 & 2.2 Data Protection Act updated to General Data Protection Regulations (GDPR) 2.2 DBS Privacy Policy added 	Andrea Morrell-Foulkes, Senior Human Resources Officer / Team Leader	January 2020

	<ul style="list-style-type: none"> • Document ownership changed to Head of HR to reflect current structure/titles 		
February 2020	<ul style="list-style-type: none"> • 2.2 privacy notice added to statement 4. • 2.2 requirement to sign declaration and link to privacy notice removed (now managed on uCheck system) • 2.2 statement 13 removed. • 2.2 statement 13 (was 14) 'via Update Service removed.' • 5 Supporting documents removed: <ul style="list-style-type: none"> • Disclosure & Barring Service - ID Evidence (DBS1) • Disclosure & Barring Service - Application Form Continuation Sheet (DBS2) • Disclosure & Barring Service - Ongoing Consent – DBS Update Service (DBS3) • 7 Consultation updated – system implementation. 	Andrea Morrell-Foulkes, Senior Human Resources Officer / Team Leader	February 2023
January 2021	<ul style="list-style-type: none"> • Reviewed prior to DBS Compliance Questionnaire submission January 2021 • Document ownership changed to from Head of HR to Assistant Director of HR & OD to reflect current structure/titles 	Andrea Morrell-Foulkes, Senior Human Resources Officer / Team Leader	January 2024
May 2022	<ul style="list-style-type: none"> • Reviewed prior to DBS Compliance Questionnaire submission May 2022 • Consultation updated 	Andrea Morrell-Foulkes, Senior Human Resources Officer / Team Leader	May 2025