



## **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

#### **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
- 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 and 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

DBS Disclosures are administered and monitored by Human Resources & Organisational Development.

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

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

## 5. Supporting Documentation

- Safer Recruitment & Employment Framework
- M05 Job Application Form
- CRB1 Disclosure & Barring Service - ID Evidence
- CRB2 Disclosure & Barring Service - Application Form Continuation Sheet
- CRB3 Disclosure & Barring Service - Consent to Apply for Disclosure
- CRB4 Disclosure & Barring Service Certificate Consent Form
- CRB6 Positive DBS Disclosure - Decision (DBS Countersignatory use only)

## 6. Related Policies

- Recruitment
- Data Protection
- Gender Identity

## 7. Consultation

The Policy has been reviewed due to legislative changes and DBS procedural changes. There are no changes to the policy at this time.

## 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 & Organisational Development 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.

<b>Document Ownership</b>	
<b>Policy owned by:</b>	Head of Human Resources & Organisational Development
<b>Policy written by:</b>	Andrea Morrell-Foulkes, Human Resources & Organisational Development
<b>Date policy written:</b>	June 2013 (reviewed)
<b>Policy due for 1<sup>st</sup> review:</b>	June 2016

<b>Version Control Table</b>			
All changes to this document are recorded in this table.			
<b>Date</b>	<b>Notes/Amendments</b>	<b>Officer</b>	<b>Next Scheduled Review Date</b>
June 2013	<ul style="list-style-type: none"> <li>Policy reformatted</li> <li>No change to policy</li> </ul>	Andrea Morrell-Foulkes	June 2016
	<ul style="list-style-type: none"> <li></li> </ul>		
	<ul style="list-style-type: none"> <li></li> </ul>		