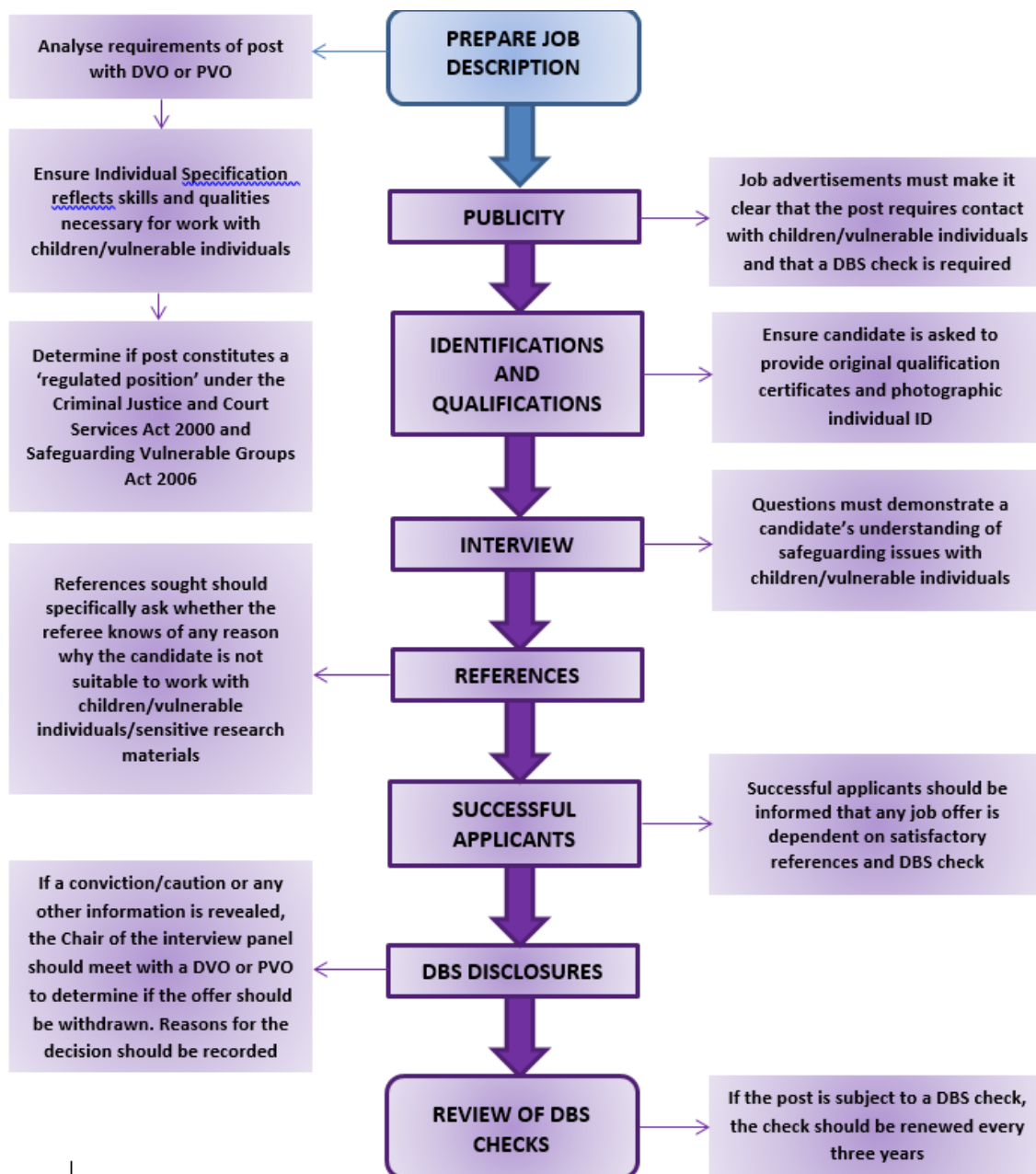


Protocol 1a- Administration and Procedure of Safeguarding Control; Recruitment

For roles involving contact with children or vulnerable individuals or researching sensitive and secure materials, the following steps must be taken when recruiting staff:-



Processing Applicants' Documentation

1. The Human Resources Department will issue a DBS form to the successful candidate for a post which requires the post-holder to have a DBS check. An authorised individual in the HR Team will ensure that the form has been completed and relevant documentation checked in accordance with the Completion of DBS Forms, Guidance and the DBS guidance notes which accompany applications to assist in accurate completion.
2. The appropriate department for student ambassadors, students, mentors etc. will issue a DBS form to the successful candidate if they are not already registered for a post which requires the post-holder to have a DBS check. The DSO in the department / Faculty will ensure that the form has been completed and relevant documentation checked.
3. If an individual is appointed to a post for which a DBS is required but clearance has not been received, the Head of Department will be informed so that a risk assessment can be undertaken and appropriate supervision put in place on a temporary basis, if necessary.
4. The appropriate Head of Department will discuss with the Lead Signatory information provided on a Disclosure that may mean that the offer of employment has to be withdrawn. In this situation the Disclosure information will be fully discussed with the applicant before withdrawing the offer of employment.

The recruitment checklist below outlines steps which should be taken at different stages of the staff recruitment process.

Preparing the job description	Analyse the requirements in conjunction if necessary with a Head of Department or PSO of the post in relation to contact with children and or vulnerable persons. See attached Recruitment KEY document Appendix 3.
	Ensure that the person specification reflects the skills and qualities necessary to work with children.
	Determine whether the post constitutes a 'regulated position' under the Criminal Justice and Court Services Act 2000, [1] and Safeguarding Vulnerable Groups Act 2006.
Publicity	Job advertisements and information to candidates should make it clear if the post requires contact with children.
	Information to candidates should make it clear if a DBS check is required.

Identification and qualifications	Ensure that the candidate is asked to provide original certificates of qualifications and photographic personal ID.
Interview	Where a job requires contact with children, consider asking questions to demonstrate the candidate's understanding of child protection and working with children.
References	Where roles involve contact with children or vulnerable persons (Vulnerable Groups), references sought should specifically ask whether the referee knows of any reason why the individual is not appropriate to work with children/vulnerable persons. This is in line with DCSF recommended recruitment procedures.
Successful applicants	Successful applicants should be informed that any job offer is dependent on satisfactory references and a satisfactory DBS check.
DBS disclosures	If a DBS check reveals a conviction, caution or any other information, the chair of the interview panel should meet with a PSO or DBS Lead Signatory to determine whether the offer of the post should be withdrawn. Reasons for the decision should be recorded.
Review of DBS checks	Where a post is subject to a DBS check, the DBS may be renewed every three years.

