

COURSE CONTENT OVERVIEW

# Safer Recruitment



This safer recruitment training is designed to help those who work with children and families to actively try to protect their welfare when selecting new people for the workforce.

The course is suitable for anyone who works with the recruitment, supervision and management of new employees or volunteers and must ensure that safeguarding children remains a top priority.

#### **Module One: Introduction to Safer Recruitment**

This module looks at why having a safer recruitment process in place is so important, and explains which children are most likely to be at risk from harm. The module also details the stories of three famous cases where safer recruitment procedures were insufficient.

- Who is this course for?
- Why safer recruitment is important
- Children most at risk
- Case examples - Matthew Mowbray, Yat-Sen Chang and Ian Huntley
- Raising awareness
- Key guidance

#### **Module Two: Step 1: Create the Job Description and Application Pack**

This module looks at what should be included in an applicant information pack and provides guidance on how to write a job description, person specification and safeguarding statement so that the pack deters unsuitable candidates. The module also looks at advertising the job role.

- Preparing to recruit
- Common recruitment mistakes
- Applicant information packs
- The job description
- The person specification
- The safeguarding statement
- Self-disclosure forms
- The selection process outline
- Application forms
- References
- Creating a successful job advert

#### **Module Three: Step 2: Shortlist Candidates, Contact Referees, and Review Disclosures**

This module details what should be done once completed applicant packs have been received. The module outlines what to look out for that may be of concern, and explains what to consider when contacting referees, obtaining references and reviewing self-disclosure forms.

- Considering applications
- Online searches
- Example application
- Contacting referees
- Example reference
- Reviewing self-disclosure forms
- Preparing for the interview process

#### **Module Four: Step 3: Interview Shortlisted Candidates**

This module highlights the importance of being prepared for the interview process. The module looks at different question styles to ensure the questions you use are effective, and raises awareness of statements that may be a cause for concern.

- Before the interviews
- Asking questions
- Question styles
- Listening well
- Causes for concern
- Closing the interview

#### **Module Five: Step 4: Pre-Appointment and DBS Checks**

This module explains what happens next after the interviews have been completed. The module details how to carry out each of the necessary pre-appointment checks, including DBS checks, so that you can ensure the candidate you want to hire is suitable for the role.

- After the interviews
- Pre-appointment checks
- Eligibility to work in the UK
- DBS checks
- Verifying qualifications
- Professional status
- Overseas checks
- Hiring through third parties
- Making a conditional offer

#### **Module Six: Step 5: The Induction Process and Maintaining a Safe Workplace**

This module explains how the safer recruitment process continues after the new candidate has started work, and highlights the importance of a thorough induction process. The module also looks at how to promote a safe working environment.

- The induction process
- The code of conduct
- Monitoring and supervision
- Maintaining a safe workplace
- Dealing with allegations
- Low-level concerns

## Aims of the training

This course will ensure learners:

- Understand the importance of having strict safer recruitment practices in place to safeguard children.
- Know how to put together an effective applicant information pack, including a job description and safeguarding statement.
- Know what to look for when shortlisting candidates.
- Understand how to contact referees and know what is needed from a reference.
- Know how to successfully interview candidates.
- Understand what is involved in the pre-appointment checks, including DBS checks.
- Understand the importance of a thorough staff induction process, including safeguarding children training.