

## Safer Recruitment Policy

### Safeguarding Policy Statement.

MAP is committed to safeguarding and protecting all children and young people and will do so by implementing robust safer recruitment, selection, induction, training, support and ongoing performance management of employees and volunteers.

### Responsibility

The responsibility for implementing, monitoring and promoting this policy is that of the Trustees, Chief Executive, Senior Managers, HR Team and line managers.

### Recruitment & Selection

We will always seek to discourage inappropriate people from seeking employment to work with children and young people by:

- Ensuring job adverts indicate our commitment to safeguarding children and young people;
- Stating clearly in our selection processes that rigorous checks on those applying to work within our organisations will be undertaken;
- Asking for any gaps in employment history to be explained on the job application form.
- Always undertaking a face to face interview with at least two people interviewing; one of whom will be trained in Warner interview techniques. If a physical face to face interview is not possible; an online interview will take place with video camera turned on.
- Seeking two written references, ideally going back over a 3 year period;
- Insisting DBS checks are undertaken as appropriate to identified posts as per a risk assessment of the establishment which will be reviewed regularly. Posts who have regular, unsupervised contact with children and young people will have an Enhanced DBS check which will check the barred lists for working with adults and/or children. Posts who do not have regular, unsupervised contact with children and young people will have a Basic Disclosure check.
- Requiring staff in relevant permanent roles to register for the Update Service and maintain this annual registration. As part of MAP's commitment to safeguarding the MAP will pay for this registration
- Only allowing staff to have unsupervised contact with children, young people and vulnerable adults when the results of the DBS check have been considered. For further guidance see the DBS Disclosure Policy.

### Managing disclosures during recruitment

In the event that:

- a job applicant has notified us of a disclosure and they have been successfully short-listed to attend interview; or
- a DBS check or Update Service status check contains a disclosure regarding the person who has supplied a DBS disclosure at the request of MAP (i.e. current employee, volunteer or sessional worker)



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HR and the relevant senior manager will undertake a risk assessment which will take into consideration:

- The nature of the offence (see Appendix A).
- The nature of the role to be undertaken.
- Guidance from the umbrella organisation responsible for the check.
- The elapsed time since the conviction or warning or other matter indicated on the DBS check.
- Evidence of the individual's conduct or employment record since the conviction or warning or other matter indicated on the DBS checks (if applicable).
- Any mitigating circumstances

The risk assessment will be carried out with the individual to allow them to answer the listed questions and provide further information. Failure to reveal any information relevant to the position of trust in question could result in a withdrawal of the employment/service provision offer or lead to invoking MAP's Disciplinary Procedure as per the Safer Recruitment policy flowcharts.

Following the risk assessment, HR and the appropriate SMT member will review whether the individual should be employed by, or remain employed by, or provide a service to MAP. No decision regarding continuing or terminating a contract or the offer of employment will be taken without HR having discussed the matter with the individual's SMT member and the individual concerned. The organisational Safeguarding Lead signs off the risk assessment form.

All DBS results and consequent risk assessments will be treated with discretion and any necessary discussions will be confidential; at no point will any person who does not need to know the result/content of the DBS disclosure be advised of or involved with any risk assessment that is considered necessary by HR.

### **Induction, Training and Support**

MAP will support all newly recruited and existing staff to understand the aims, objectives and boundaries of their role by:

- Providing induction to all newly appointed staff and issuing clear guidance on expected behaviour and personal conduct;
- Ensuring all staff are aware of safeguarding and other relevant policies and procedures;
- Ensuring relevant staff can access child protection adult safeguarding training;
- Ensuring all staff have access to guidance and support and that they are aware of the Safeguarding Lead within the organisation who has responsibility for all matters relating to child protection.

Please refer to MAP's [Adult Safeguarding](#) and [Child Safeguarding](#) Policies for further information.

### **Managing Allegations during employment**

MAP will ensure that children and young people are able to raise worries and concerns in order to achieve this we will:

- Ensure allegations are managed fairly by following Norfolk LSCB procedures;



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- Have named people who will be the contact point with the Local authority Designated Officer (LADO) in the event of an allegation being made against an employee or volunteer of MAP. The nominated people are the Director of Operations and the HR Manager;
- Cooperate and contribute fully to any investigation undertaken by the statutory agencies;
- Make sure that all staff understand what happens when an allegations is made, who will be involved and what support is available to those involved;
- Make sure that all staff have access to and are familiar with our [Confidential Reporting](#) (whistle-blowing) policy and are aware of how to apply whistle-blowing procedures to any concerns that they have about the conduct of a colleague.

### Recording & Information Sharing

MAP is aware of the importance of recording any information about an adult working with children and young people, which may impact upon their welfare. We will always follow the guidance about data protection which can be found at <https://ico.org.uk/>; we will also:

- Record information relating to allegations against staff;
- Retain information about an adult against whom an allegation has been made;
- Make sure that records are accurate, proportionate and securely held on the Safeguarding file
- Share information about an adult with statutory partners;
- Ensure confidentiality is maintained and information is shared with those appropriate people i.e. statutory partners.

### Monitoring & Reviewing

This policy is non-contractual and may be amended from time to time in line with operational requirements, with staff consultation, to ensure it meets MAP's aims and objectives, changes in employment legislation and other best practice initiatives.

MAP will continually promote our culture of safeguarding children and young people. We will always be alert to our need to learn from others and seek advice and guidance from our partners within Norfolk LSCB. We will:

- Review this policy and other practices and procedures relating to safe recruitment, induction, training and the management of allegations at least once a year;
- Agree to regularly review and monitor our safer recruitment policy and process as determined by the LSCB;
- Make any necessary changes to keep the policy up to date and practicable.

### Other policies and procedures that accompany this policy:

- Recruitment Policy
- Adult Safeguarding Policy
- Child Safeguarding Policy
- DBS Disclosure Policy
- Confidential Reporting (Whistle-blowing) Policy



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- Equality, Diversity & Inclusion Policy
- GDPR Data Protection Policy
- Induction Policy
- Social Media Policy
- Volunteer Selection Policy
- Volunteer Management Policy

#### **Useful links**

[Norfolk Safeguarding Children Partnership](#)

[LSCB Safeguarding Children Programme](#)

[LSCB Protocol: Allegations Against Staff, Carers and Volunteers](#)

[Allegations Management Advisors \(AMA\) Guidance for Safer Working Practices for Adults who Work with Children and Young People](#)

[NSCB Safer Recruitment Guidance](#)

#### **Appendix 1**

##### **Flowchart of the recruitment process**

Job advert is placed clearly indicating our commitment to safeguarding children and young people and stating clearly in our selection processes that rigorous checks on those applying to work within our organisations will be undertaken



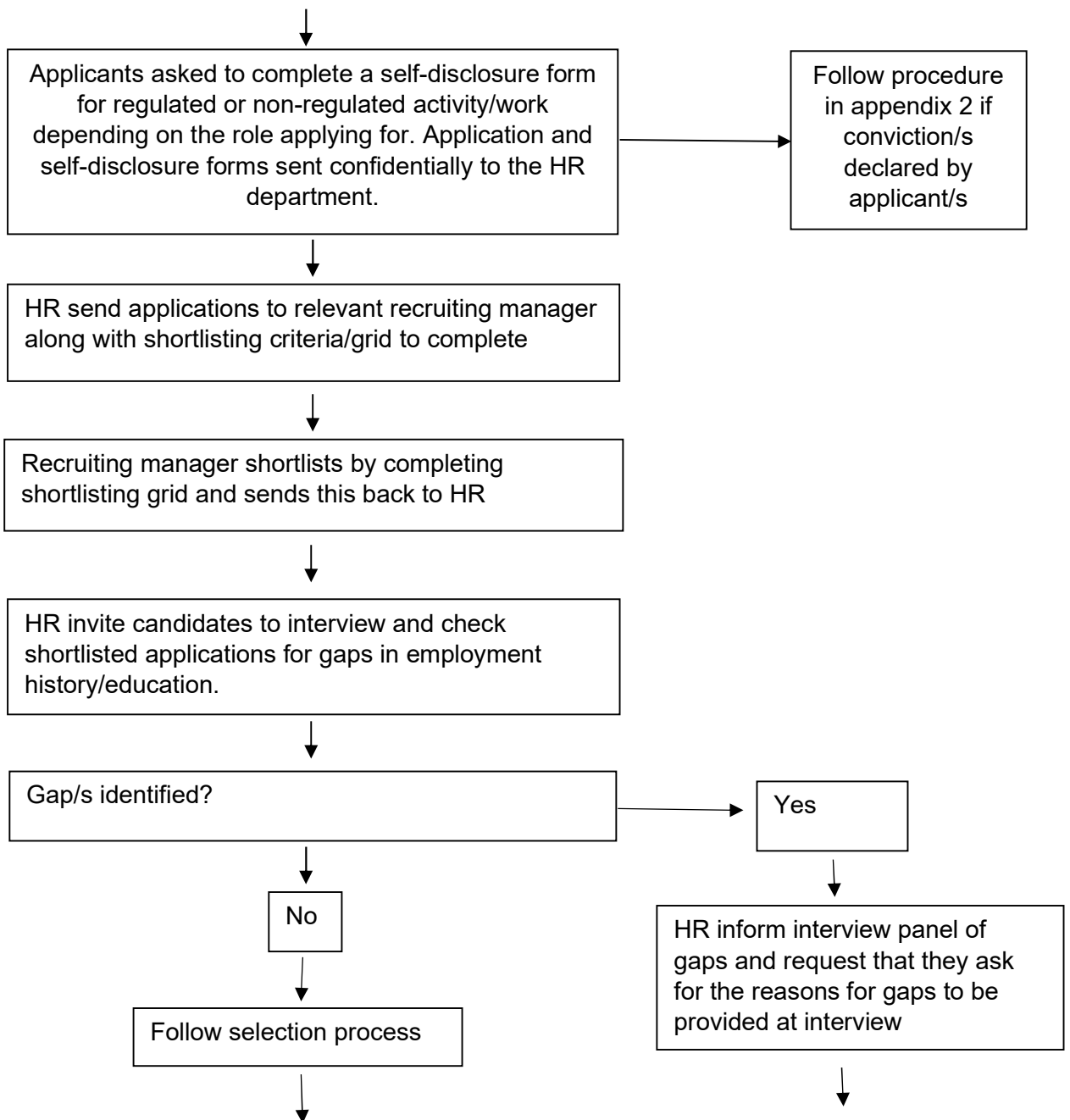
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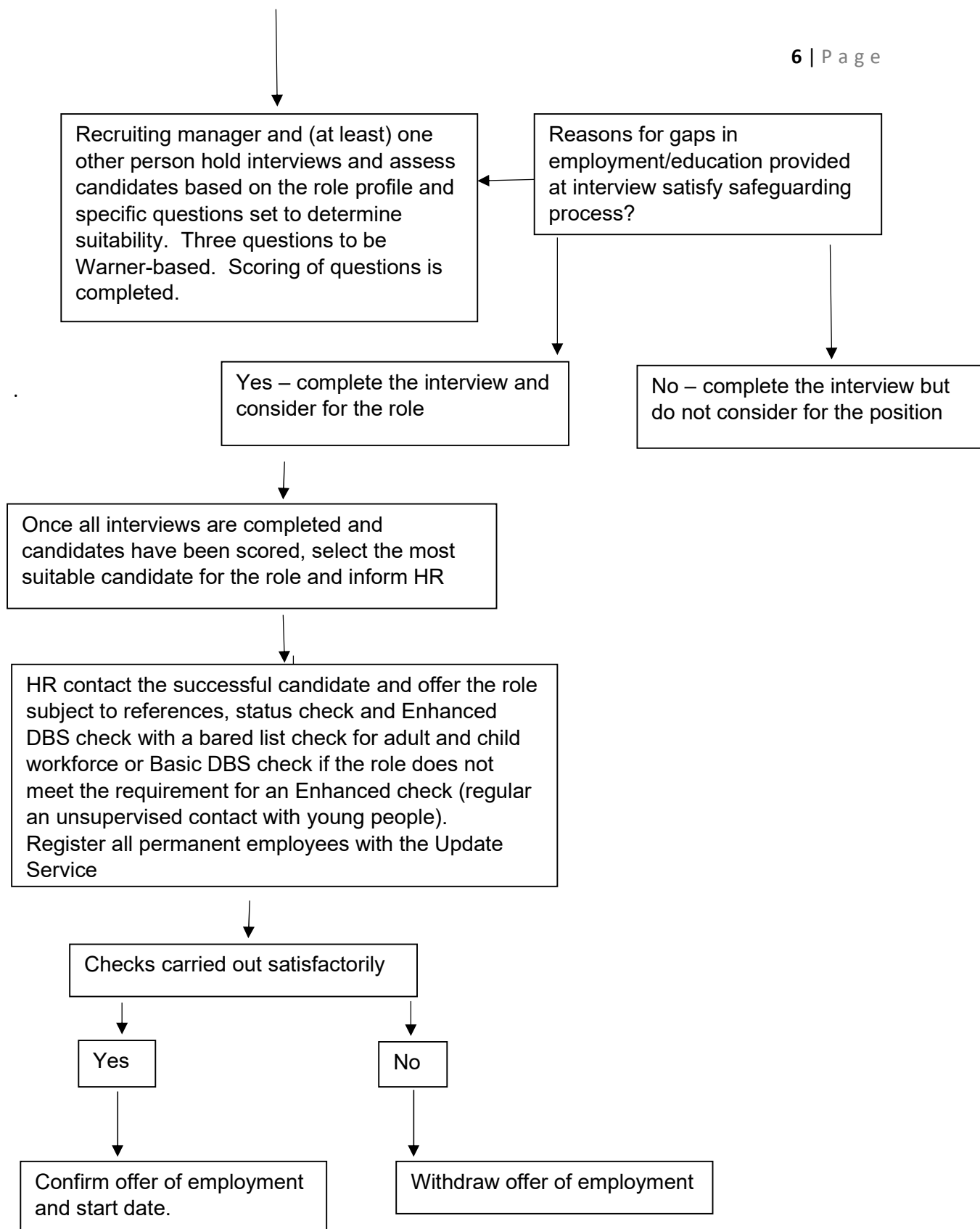
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## Appendix 2

### Flowchart of responding to a disclosure



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