



NHP

Living connected and fulfilling lives

Safer Recruitment Policy

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Approver	NHP Board of Trustees
Purpose and Description	The policy and related procedures describe NHP's commitment to processing data in accordance with its responsibilities under the GDPR.
Audience	<ul style="list-style-type: none">✓ NHP staff, volunteers, consultants✓ Board of Trustees✓ Partners✓ Visitors✓ Prospective applicants
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1. Introduction

The purpose of this policy is to set out the minimum requirements of a recruitment process for employees of NHP that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with young people or vulnerable adults;
- identify and reject applicants who are unsuitable for work with children, young people and vulnerable adults.

2. Identification of Recruiters

The CEO and Director have both attended Safer Recruitment Training and have had strategic roles in the management of Safeguarding Policy, Procedures and Practice.

3. Inviting Applications

All recruitment and advertisements for posts – whether in newspapers, journals or online – will include the statement:

“The National House Project is committed to safeguarding children, young people and vulnerable adults. All postholders are subject to a DBS (Data Barring Service) check”

Prospective applicants will, as a minimum, be supplied with or given access to (eg: on NHP website) the following:

- job description and person specification;
- NHP’s safeguarding policy;
- NHP’s safer recruitment policy;
- The interview schedule spelling out the selection process will include information about the activities that will be required.

All applications must be in writing (either on paper or by e-mail).

4. Short-listing and References

Short-listing of candidates will be against the person specification for the post.

Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidate’s suitability for working with children, young people and vulnerable adults;

- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people and vulnerable adults;
- the candidate's suitability for this post.

5. The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview.

Candidates will always be required:

- to explain satisfactorily any gaps in education/employment history;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS check;
- to demonstrate their capacity to safeguard and protect the welfare of children, young people and vulnerable.

6. Employment Checks

All successful applicants are required:

- to provide proof of identity;
- to complete a DBS application and receive satisfactory clearance;
- to provide actual certificates of qualifications;
- to provide proof of eligibility to live and work in the UK.

7. Dealing with convictions

The charity operates a formal procedure if a DBS Certificate is returned with details of convictions.

Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances, decriminalisation and remorse.

A formal meeting with the Director/CEO will take place face-to-face with the applicant to establish the facts. A report and recommendation will be made to the Trustee with a lead for safeguarding. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Chair of Trustees will evaluate all of the risk factors above before a position is offered or confirmed. If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the Charity may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

8. Induction

All staff who are new to NHP will receive induction training that will include NHP's safeguarding policy and guidance on safe working practices.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

The employee will be subject to a probationary period.