



WARRINGTON SAFEGUARDING CHILDREN BOARD

RECRUITMENT AND VETTING STANDARDS

Those involved in the production and consultation process:

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This policy/procedure/protocol has been agreed by Warrington Safeguarding Children Board and replaces previous procedures and protocols

Date Agreed:

Signed.....

Chair, Warrington Safeguarding
Children Board

Date to be reviewed : January 2011

JANUARY 2007

Warrington Safeguarding Children Board

POLICY ON SAFE RECRUITMENT AND VETTING

(Over arching standards for all agencies and organisations)

Introduction

1. Warrington Safeguarding Children Board is committed to safeguarding the welfare of children in Warrington. It is important that all agencies and organisations employing or using volunteers to work with children achieve the following standards in their recruitment and vetting procedures. For clarity, “children” are defined as those under the age of 18 years.
 - Ensure that all posts that include working with children will be subject to an Enhanced Disclosure from the Criminal Records Bureau.
 - Ensure that all application forms meet the Bichard Recommendation Standards and assist safe and robust recruitment systems.
 - Create a list of key posts in every agency or organisation, which will need Enhanced Disclosure and review all job specifications regularly.
 - Create a rolling programme of Enhanced Disclosure checks on existing employees or volunteers who have not had such checks or only had the standard check.
 - Ensure that when a positive CRB check is received decisions made are at the highest level and are handled consistently.
 - Ensure an appropriate training programme is undertaken by those responsible for recruitment and selection and they are aware of safe and robust practice as well as the Bichard recommendations.
2. The following criteria should be applied in deciding whether an Enhanced Disclosure is required:
 - ✓ Has unsupervised access to children or young people under the age of 18 years (regardless of regularity or duration).
 - ✓ Has supervised access to children on a regular basis.
 - ✓ Is based within a setting regularly occupied by children (regardless of direct contact or nature of role) e.g. nursery, youth organisation, club, park, faith organisation etc. unless the presence is exclusively before or after children are on the premises or site.

- ✓ Visits domestic residences where children are, or may be present, or has indirect contact with children via the telephone or Internet.
- ✓ Has significant access to highly sensitive personal details relating to the care of children. The “care of” refers to health, social care, and looked after or children who have a child protection plan.

The criteria applies equally to all types of employment, whether or not an established post, such as permanent or temporary, casual, supply, voluntary or unpaid.

3. The following check list provides the minimum essential requirements when recruiting to such positions, including voluntary and unpaid positions as referred to above:

- ◆ That all short listed applicants have face to face interviews;
- ◆ Applicants are asked specific questions at interview examining attitudes towards children and young people;
- ◆ There is sufficient scrutiny of the information provided by applicants, such as references, gaps in employment or educational history;
- ◆ Discrepancies and qualifications are checked and followed up;

4. **NB:** Remember for overseas applicants, the CRB checks do not detail offences committed abroad but you can ask for a Certificate of Good Conduct from their home police force or their embassy.

New recruits should not commence work until all checks have been completed

