



Design questions around role description & person spec.  
Interview & decide whether to appoint

Proof of identity should be requested for paid roles

Ask for & take up references for all roles, whether paid or voluntary, before interview. Phone to thank & confirm made reference.

When appointment is recommended, refer eligible roles for DBS checking

Refusal by an applicant to undertake DBS checks disqualifies them from appointment. Any offer made must state that it is subject to the necessary checks being completed.

DBS check completed & original document seen

Must be in writing for a paid role and is best practice for volunteers. There is no obligation to appoint a person if you are not confident in their safety or suitability.

On completion of reference and DBS checks, appointment can be made. Agree start date & arrange Safeguarding Training, if required. Provide copy of code of conduct or contract.

Inductions should include familiarisation with policies and the safeguarding policy

Everyone should have an induction into the role

This should form part of the probationary period for a paid role. Annual reviews are best practice for all roles to support the person and ensure safe working practices

Supervision and regular reviews should be undertaken

### **Documents to be used in safer recruitment**

Role description

Person specification

Self - disclosure form

Application form **EITHER** Volunteer (SR1) or Paid worker

Reference request form (SR2)

Interview report form

Code of conduct for those working with children (C1) OR adults at risk (C2)

Safeguarding when employing an ex-offender (P4)

Contract of employment

For further information see Section 6 of [\*Good Practice 5\*](#), Appendix K - Guidance on safer recruitment and criminal record checks.

