



## **Safe Recruitment Policy**

### **1. Introduction**

The purpose of this policy is to set out the minimum requirements for the recruitment process at Peterborough Asylum and Refugee Community Association. This policy aims to:

- Attract the best possible applicants to vacancies.
- Deter and reject prospective applicants who are unsuitable for work with children, young people, vulnerable adults, or the elderly.
- Ensure a robust safeguarding process that meets statutory requirements under UK law.

### **2. Legal Framework and Statutory Requirements**

PARCA LTD Support is committed to ensuring that all recruitment practices comply with the following UK laws and guidelines:

- The Safeguarding Vulnerable Groups Act 2006
- The Children Act 1989
- The Equality Act 2010
- Keeping Children Safe in Education (KCSIE) guidance
- Working Together to Safeguard Children (2018)
- Rehabilitation of Offenders Act 1974

Where statutory requirements apply, particularly for roles in community outreach centres, these will always be met, with regular updates to reflect any legislative changes.

### **3. Identification of Recruiters**

PARCA will ensure that all staff involved in recruitment:

- Have received accredited training in Safe Recruitment practices, in line with KCSIE.
- Understand their responsibilities in identifying safeguarding risks and ensuring the protection of vulnerable groups

## **4. Inviting Applications**

Advertisements for posts, whether in print or online, will include the following statement:

"PARCA is committed to safeguarding children, young people, vulnerable adults, and the elderly. All postholders are subject to an Enhanced Disclosure & Barring Service (DBS) check, including barred list checks, where appropriate."

Applicants will be provided with or given access to the following documentation:

- Job description and person specification.
- PARCA's safeguarding policies.
- PARCA's Safe Recruitment Policy.
- Details of the selection procedure for the post.

All applications must be submitted in writing, either on paper or by email.

## **5. Shortlisting and References**

- Shortlisting will be carried out based on the person specification and job description criteria.
- Two references will be required, one of which must be from the candidate's current or most recent employer. These references will be sought before the selection stage whenever possible.
- References will be verified directly from the referee, and no references provided by the candidate will be accepted.
- Referees will be contacted to clarify any anomalies or discrepancies. A written record of these conversations will be kept.
- Previous employers not listed as referees may also be contacted to discuss the candidate's suitability.
- Specific reference questions will address:
  - The candidate's suitability for working with children, young people, vulnerable adults, or the elderly.
  - Any disciplinary warnings, including time-expired warnings, related to safeguarding.
  - The candidate's suitability for the post in question.

## **6. The Selection Process**

Selection techniques will be determined by the nature of the post but must always involve:

- Face-to-face interviews with short-listed candidates, either in person or via video link.
- Interview questions focusing on safeguarding, including asking candidates to:
  - Explain any gaps in their employment history.
  - Clarify any anomalies or discrepancies in the information provided.

- Declare any information likely to appear on a DBS check.
- Demonstrate their understanding of safeguarding practices and their ability to protect vulnerable groups.

## **7. Employment Checks**

All successful applicants must:

- Provide proof of identity, such as a passport or birth certificate.
- Undergo an Enhanced DBS check, including a barred list check for roles involving regulated activity with vulnerable groups (children, young people, vulnerable adults, and the elderly).
- Provide original certificates of qualifications relevant to the role.
- Complete a confidential health questionnaire to ensure fitness for the role.
- Provide proof of their right to work and live in the UK, as per immigration laws.

## **8. Induction and Ongoing Training**

- All new employees and volunteers will receive comprehensive induction training that includes PARCA's safeguarding policies, guidance on safe working practices, and an introduction to safer recruitment principles.
- New employees will have regular meetings with their manager during their first three months of employment to review their performance and understanding of safeguarding policies.
- Ongoing safeguarding training will be provided to all staff to ensure that they are up to date with the latest safeguarding laws, guidelines, and best practices.

## **9. Data Protection and Record Keeping**

PARCA is committed to protecting the confidentiality and security of personal data. The recruitment process will comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Personal data collected during the recruitment process, including DBS check information, will be:

- Stored securely and only accessed by authorised personnel.
- Retained for no longer than necessary in line with legal obligations.

## **10. Whistleblowing**

PARCA is committed to a culture of openness and accountability. If any staff member or volunteer has concerns about the recruitment process or the behaviour of a colleague, they are encouraged to report their concerns in line with the organisation's Whistleblowing Policy. All concerns will be taken seriously, investigated, and handled with confidentiality, ensuring protection for whistleblowers

## 11. Ongoing Employment Checks

- For roles that require safeguarding responsibilities, DBS rechecks will be carried out every three years to ensure continued compliance with safeguarding requirements.
- Any staff member who becomes unsuitable to work with vulnerable groups must notify their manager immediately.

## 12. Review of Policy

This Safe Recruitment Policy will be reviewed annually or sooner if there are changes to relevant legislation or guidance. PARCA will continue to improve its recruitment practices to ensure the safety and protection of all individuals associated with the organisation.

### Change Record

Date of Change:	Changed By:	Version	Comments:
27/01/2024	CEO	1.0	Policy approved by the Trustees
14/10/2024	CEO	1.1	Policy revised for clarity and legal compliance
25/01/2025	CEO	1.1	Review and approved by the trustees

**Renewal date: 26/01/2026**