



## **Safer Recruitment Statement**

### **1. Introduction**

This statement sets out the minimum requirements of the recruitment process that aims to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable for work with children, young people, and vulnerable adults
- Identify and reject applicants who are unsuitable for work with children, young people and vulnerable adults.

At least one interview panel member must have completed the Council's safer recruitment training.

All managers are advised that the wider recruitment policy and procedure must be looked at prior to commencing a recruitment campaign. This statement looks solely at safer recruitment.

### **2. Inviting Applications**

#### **2.1 All recruitment advertisements will include the statement**

"Waltham Forest Council is committed to safeguarding children, young people, and vulnerable adults."

#### **2.2 Prospective applicants will be supplied, as a minimum, with the following:**

- Job description and person specification
- Waltham Forest Council Safer Recruitment Statement
- Online Application Form
- Equal Opportunities Statement

2.3 All prospective applicants must complete, in full, an application form accounting for any gaps in their education or employment history.

### **3. Short Listing and References**

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

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

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

3.4 All referees will be contacted by telephone in order to clarify any anomalies or discrepancies and to verify the identity of the referee. A detailed written note will be kept of such exchanges.

3.5 Referees will always be asked specific questions regarding:

- 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.

3.6 Waltham Forest Council employees are entitled to see and receive, if requested, copies of their employment references.

### **4. The Selection Process**

4.1 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.

4.2 Interviews will always be face-to-face.

4.3 Candidates will always be required to:

- Explain satisfactorily any gaps in employment;
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel;
- Declare any information that is likely to appear on a DBS;
- Demonstrate their capacity to safeguard and protect the welfare of children, young people, and vulnerable adults.

4.4 Waltham Forest Council will always:

- Confirm the outcome of the interview to the applicant within one week
- Give detailed feedback on the interview if requested by the applicant

## **5. Employment Checks**

5.1 All successful applicants are required to:

- Provide proof of identity
- Complete a vetting form
- Complete a DBS application and receive satisfactory clearance
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire
- Provide proof of eligibility to live and work in the UK

## **6. Induction and Probation**

6.1 All staff who are new to Waltham Forest Council will receive an Induction that includes the Council's Safeguarding policies and guidance on safe working practices.

6.2 All new staff will be subject to a 6 month probation period as detailed in the probation policy, which will provide a formal framework for ensuring that the standards of performance set by the Council are fully communicated. Checks will also be put in place during the probationary period to ensure safeguarding has been covered.