

1. Introduction

This policy sets out the approach that our organisation will take when recruiting employees to posts involving work with children/vulnerable adults.

We are committed to equality of opportunity for all job applicants and aim to select people for employment based on their skills, abilities, experience, knowledge and, where needed, qualifications and training.

We will comply with our legal obligations when recruiting people to work with children/vulnerable adults.

This policy runs alongside WBTC's Recruitment Policy and applies to positions to work with children/vulnerable adults in England and Wales.

2. Types of Disclosure and Barring Service Checks

There are four types of Disclosure and Barring Service (DBS) checks:

Basic disclosure: Shows details of unspent convictions only.

Standard disclosure: Shows details of spent convictions, unspent convictions and cautions that have not been filtered.

Enhanced disclosure: Shows details of spent convictions, unspent convictions and cautions that have not been filtered. Includes a check of local police records.

Enhanced disclosure with barred lists check: Shows details of spent convictions, unspent convictions and cautions that have not been filtered. Includes a check of local police records and the barred lists held by the DBS.

Disclosure of criminal convictions

We require job applicants to disclose all criminal convictions, whether spent or unspent (other than where protected cautions and protected convictions do not need to be disclosed, depending on the job concerned).

3. Process for DBS checks

To enable job applicants for posts covered by this policy to carry out the DBS check (other than where a basic disclosure only is required), we will provide them with an application form and ask them to complete and return the form to our organisation along with documents proving their identity.

We will send the completed form to the DBS together with the application fee. Once the check has been carried out, the DBS should send the certificate to the job applicant. We will ask the job applicant for sight of the DBS certificate.

If the job applicant is a member of the DBS update service, we will, with their permission, carry out a status check on any current certificate.

4. Interviews

Lead interviewers conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the role and the skills needed to perform it effectively.

The lead interviewer must make a record of every recruitment interview and forward this to the Director of Finance and Operations to be retained for a suitable period of time. To ensure fairness, the lead interviewers should ensure that questions asked are consistent in all interviews for a particular job.

On no account should any job offer be made during or at the end of an interview.

Formal interviews should be carried out by a minimum of two members of staff of which one must be 'Safer Recruitment' trained. As part of each interview a question should always be included on 'why the applicant wants to work with children'

In some cases, we will hold interviews remotely via telephone/online video call. Video interviews are carried out predominantly using Google meet or Microsoft Teams. The responsible interviewer should in advance provide the interviewee with details of how the interview will be conducted. They should also give the interviewee the opportunity to provide details of any reasonable adjustments that should be made or technological difficulties that they may encounter.

5. Offers of Employment

An offer of employment for a post involving work with children/vulnerable adults will be conditional on the job applicant satisfying our usual requirements for employment (for example to provide satisfactory references and evidence establishing their right to work in the UK).

In addition, our offer of employment will be conditional, where required, on satisfactory completion of DBS checks, depending on the post in question. In the event that a job applicant refuses to agree to an application to the DBS, or a DBS check is completed but they refuse to allow us to see the DBS certificate, the job applicant will be treated as not having satisfactorily completed the DBS check.

Job applicants will not, without exception, be permitted to commence employment with our organisation until all specified conditions are satisfied.

Not all criminal convictions will be a bar to employment. We will consider the results of a DBS check on an individual basis and will act in a proportionate manner when deciding whether to proceed with an appointment to the post in question. However, the protection and safeguarding of children/vulnerable adults is our primary concern.

6. Data Protection

We process all personal data collected during the recruitment process in accordance with our [Data protection policy](#).

We do not collect unnecessary personal data from applicants during the recruitment process. For example, we will only request bank account details and next-of-kin contact

details from successful applicants. Data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job. Staff should report immediately any inappropriate access or disclosure of job applicant data in accordance with our organisation's data protection policy. It may also constitute a disciplinary offence, which will be dealt with under our organisation's [Disciplinary procedure](#).

7. Document Control

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