

VALE of GLAMORGAN



BRO MORGANNWG

SAFER RECRUITMENT POLICY

**Human Resources Division
Directorate of Resources
Cabinet Date 14th January 2013
Implementation Date 1st April 2013
REVIEWED NOVEMBER 2014
REVIEWED OCTOBER 2015**



SAFER RECRUITMENT POLICY

This document is also available in large print and other formats, upon request.

- 1.1 This policy seeks to provide clear and robust arrangements for the safer recruitment of staff and workers who:
- are subject to either the pre or post September 2012 definition of regulated activity (Appendix A); or
 - have access to information on children, young people and/or adults who require specific support due to their age, illness or disability.
- For all other positions, pre-employment checks remain integral to the recruitment process, details of which are outlined in the recruitment and selection policy.
- 1.2 This policy refers to safeguarding pre-employment checks but does not replace the need for other pre-employment checks which must still be carried out as part of the appointment process. This includes medical clearance and confirmation of the right to work in the United Kingdom which must be received prior to starting employment.
- 1.3 This policy sets out the standards expected of all managers, Head Teachers and Governors in relation to safer recruitment and must be applied in accordance with the safeguarding policy guidance document and associated policies:
- Recruitment and Selection Policy.
 - Child/Adult Protection policies.
 - Data Protection guidelines/policies.
 - Disclosure and Barring Service (DBS) Policy and supporting guidelines
 - Disclosure and Barring Service (DBS) Code of Practice.
- 1.4 This policy will primarily apply to the recruitment of all employees whether on a permanent, temporary, casual, relief or supply basis.
- 1.5 This policy and its supporting documents also cover arrangements for the engagement/recruitment of volunteers, contractors and agency workers.
- 1.6 A separate policy statement exists for School Governors.
- 1.7 For the purpose of this policy the term recruiting manager refers to the individual who is responsible for dealing with the recruitment and selection process.
- 1.8 Further guidance in relation to this policy is available from your Directorate Safeguarding Officer, Personnel Officer and the safeguarding guidelines. A list of the Council's Safeguarding Officers is available in Appendix G.
- 1.9 Failure to apply the safer recruitment standards as outlined in this policy will be regarded as a disciplinary matter.

Safer Recruitment Standards

2.0 References

- 2.1 Where Appendix 'B' dictates, all appointments must be subject to the receipt of appropriate and satisfactory references which must be received prior to the applicant starting in the post.
- 2.2 If the applicant is an external candidate as defined in Appendix 'B' **two** references must be obtained for posts covered by this policy.
- 2.3 References which are received for positions governed by the Care Council or within the Directorate of Social Services must be followed up by the recruiting manager by telephone to confirm the source and content of the references
- 2.4 For positions based within the Directorate for Social Services and the residential areas of the special schools, recruiting managers must ensure they physically see each reference to ensure that it is satisfactory for the position.
- 2.5 Where there are concerns about a reference or the reference contains insufficient information, the process within the supporting guidance must be applied.
- 2.6 Prior to allowing a volunteer to start work, recruiting managers must ensure at least two satisfactory written references are received.
- 2.7 Contractual arrangements to engage the services of an agency worker must include the need to comply with this policy and for satisfactory references (as listed in Appendix B) to be received by the agency prior to placement.

3. Disclosure and Barring Check (DBS) / DBS Update Service Status check

- 3.1 All successful applicants, where the post dictates, must have an appropriate Disclosure and Barring check in place **prior** to commencing work as outlined in the eligibility criteria of the DBS policy and supporting guidance.
- 3.2 Where relevant criminal convictions are disclosed, recruiting managers must ensure they follow the guidance as provided in the Safer Recruitment supporting guidance document.
- 3.3 Where the DBS disclosure states that the applicant is registered on the relevant barred list, it is a criminal offence to allow the applicant to engage in work with that particular client group. The matter **must** be referred to all relevant parties immediately, as detailed in the DBS policy and supporting guidance. It is a criminal offence to allow the applicant to engage in work where the applicant is barred from doing so.
- 3.4 A satisfactory DBS check /DBS update service status check appropriate for the post must be received prior to allowing a volunteer to begin work with the council/school.
- 3.5 Building contractor's and their employees who, due to the nature of the work required, meet the definition of regulated activity and therefore have opportunity for access to children and adults who this policy covers, will require an enhanced DBS check with an appropriate barring list check.
- 3.6 Contractual arrangements to engage the services of an agency worker must include the need to comply with this policy.
- 3.7 DBS certificates disclosure/Update Service status checks are currently only portable for internal employee

appointments where there are no changes to the client group.

4.0 Registration with Appropriate Professional Body

- 4.1 Where the post determines, the recruiting manager must ensure that the applicant is registered with the appropriate body prior to arranging a start date for example EWC, Care Council etc.
- 4.2 Details must be recorded on the application form and confirmation must be obtained with the appropriate body.

5. Additional Safeguarding Standards

- 5.1 The recruiting manager must also ensure that the following additional safeguarding standards are followed:
- A full employment history is disclosed on the application form
 - Reasons for any gaps in employment/education are discussed, accounted for and recorded at the interview. This should also cover the reasons for repeated changes of employment without career or salary progression, or a mid-career move from a permanent post to supply/relief work or a temporary appointment.
 - The candidate discloses full details of reasons for leaving previous positions which have involved working with children or adults.
 - Any 'spent' convictions etc. are disclosed on the application form where the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
 - Any on-going safeguarding investigation(s) concerning the individual are disclosed.

6. Exceptional Circumstances

- 6.1 This section does not apply to posts governed by the Care Council where all safeguarding checks must be in place before a start date can be arranged.
- 6.2 With the exception of the above the appropriate Head of Service or in the case of School appointments, the Head Teacher may authorise an individual to commence work without the necessary safeguarding checks in place. This should only be considered where alternative temporary cover (through appropriately safeguarding checked workers) is unsuitable.
- 6.3 **Any decision to authorise the individual to commence work should only be in exceptional circumstances** where the delay in starting the applicant will result in a risk to a child and/or adult or harm essential service delivery. In such cases the Head of Service/Head Teacher must ensure that all other appropriate safeguards are in place. This arrangement is only valid for a period of up to 12 calendar weeks from the employee's start date in post. All checks **must** be completed within this period.
- 6.4 The Council's Risk Assessment form (Appendix C and D for employees and Appendix E for volunteers, contractors and agency workers) **must** be completed and fully signed **before** agreeing a start date.
- 6.5 Recruiting managers must also ensure that the applicant signs to accept to the terms of the agreement (Appendix F). Recruiting managers must also ensure that safeguards which are agreed are made clear to the employee and the immediate team delivering the service. Where the applicant/employee is located outside of the recruiting managers direct remit/service area, the Head of Service/Head Teacher must ensure they communicate the safeguarding arrangements to relevant parties.

- 6.6 If the DBS disclosure certificate/Update service status check is received after the employee has started in their new post and the employee is found to be barred from working with the particular group, the offer of employment must be rescinded immediately. **Under no circumstance can the employee remain in the role regardless of any safeguarding measures in place.**
- 6.7 Where the employee fails to fully engage in the process to ensure their outstanding checks are completed and received during the 12 weeks, **salary will be suspended and they must be removed from the workplace immediately.** Recruiting managers will be responsible for informing TransAct to suspend salary.
- 6.8 Where the Council/School believes that insufficient attempts continue to be made within 4 calendar weeks following suspension of salary, the offer of employment will be rescinded.
- 6.9 Where the employee has made every attempt to engage in the process by the 12th and 16th week but checks remain outstanding, the matter should be referred to the service Director-and the Head of Human Resources to determine if employment can be extended.
- 6.10 The risk assessment process must also be applied for the use of volunteers, agency workers and contractors where the required safeguarding checks remain outstanding. In cases where the checks remain outstanding at the 12th week, any contractual arrangements with the agency/contractor should be terminated. Volunteers must be removed from the workplace immediately.
- 6.11 Recruiting managers will be responsible for monitoring the risk assessment process and taking necessary action at the 12th and 16th week.

7.0 Secure Handling of Safeguarding Checks

- 7.1 All employees must ensure that they comply with the DBS Code of Practice and councils data protection requirements as appropriate for all safeguarding pre-employment documents.
- 7.2 Any information regarding the disclosure can only be shared outside of the council/school in strictest confidence with relevant people after express written consent is given by the individual unless there is a legal requirement otherwise.

8 Training and Communication

- 8.1 Heads of Service and Head Teachers must ensure that its Departmental/School safer recruitment procedures and relevant codes of practice are made accessible to, and are used by all staff involved in recruitment of employees, volunteers and engagement of contractors, agency workers.
- 8.2 All staff must attend appropriate recruitment and selection training including safer recruitment.
- 8.3 The Operational Manager for Democratic Services must ensure that all Councillor's with responsibility for safeguarding are to receive appropriate induction and refresher training to facilitate the application of all necessary safeguarding measures.

9.0 Review and Monitoring Arrangements

- 9.1 This policy will be reviewed to reflect imminent changes to the disclosure and barring arrangements and thereafter on a regular basis and in light of subsequent legislative changes.
- 9.2 The application of the policy will be reviewed and monitored by Internal Audit as part of their scheduled audit programme.

10 Supporting Guidance

See paragraph 1.3 above.

APPENDIX A

Eligibility for DBS check

This flow diagram and supporting guidance is designed to enable you to identify:

- a) is a check required, and
- b) if it is, what type of check is appropriate

The definitions provided in this document are to establish eligibility for a DBS check and have been developed by the Home Office in consultation with the Disclosure & Barring service (DBS), Department of Health (DH) and Development for Education (DofE). The legislation which underpins these definitions is the Safeguarding Vulnerable Groups Act 2006 (SVGA) as amended by the Protection of Freedoms Act 2012

Vale of Glamorgan Council (VOGC) has a duty to ensure it is not unnecessarily undertaken checks which could result in a breach of the Rehabilitation of Offenders Act 1974 (Exceptions) 1975, and may lead to VOGC losing registered body status which would mean that VOGC would be unable to undertake DBS Checks themselves

Steps to establish if a DBS check is required as defined in the diagrams attached.

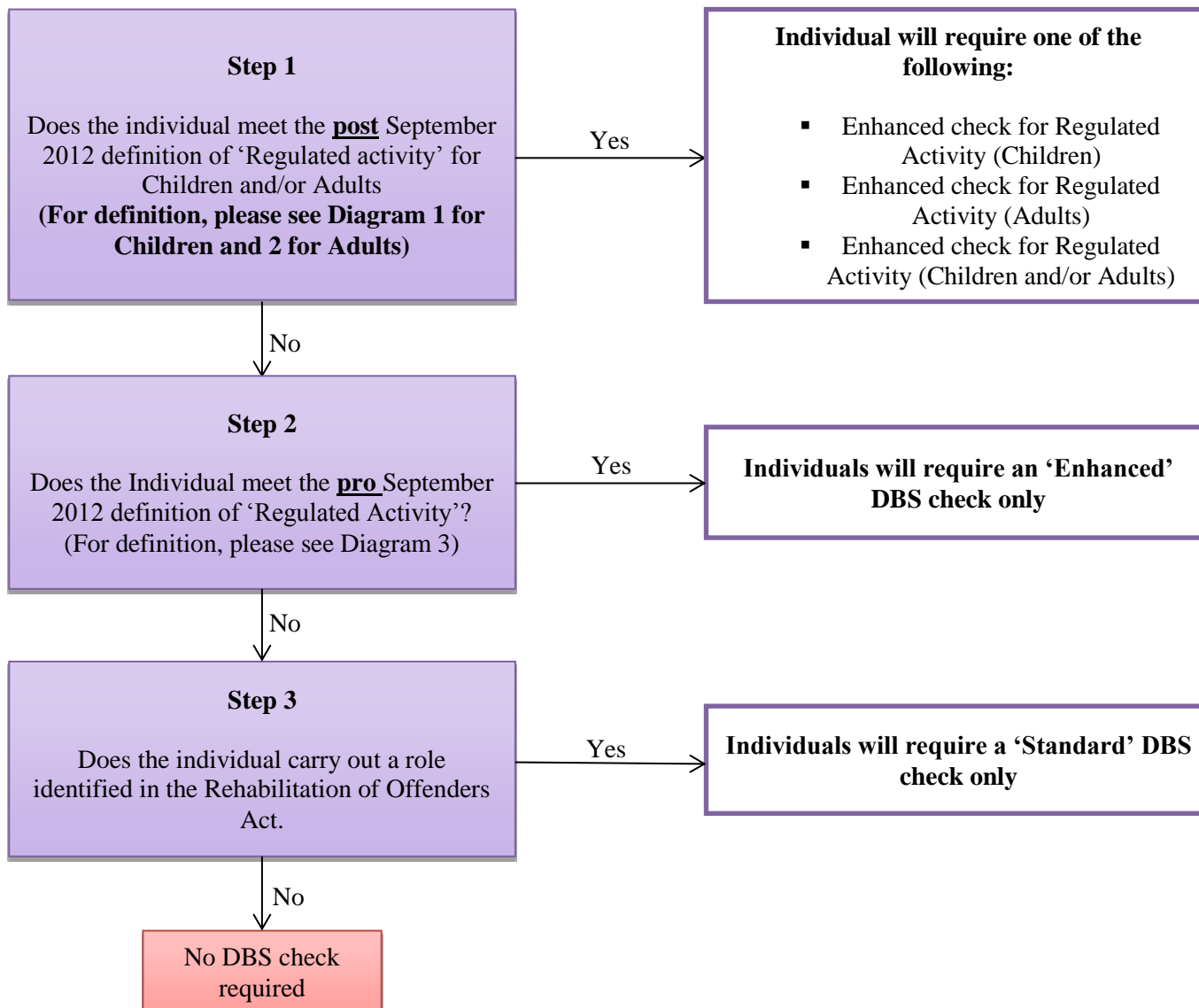


Diagram 1

**Regulated activity relating to Children
(Post September 2012 Definitions)**

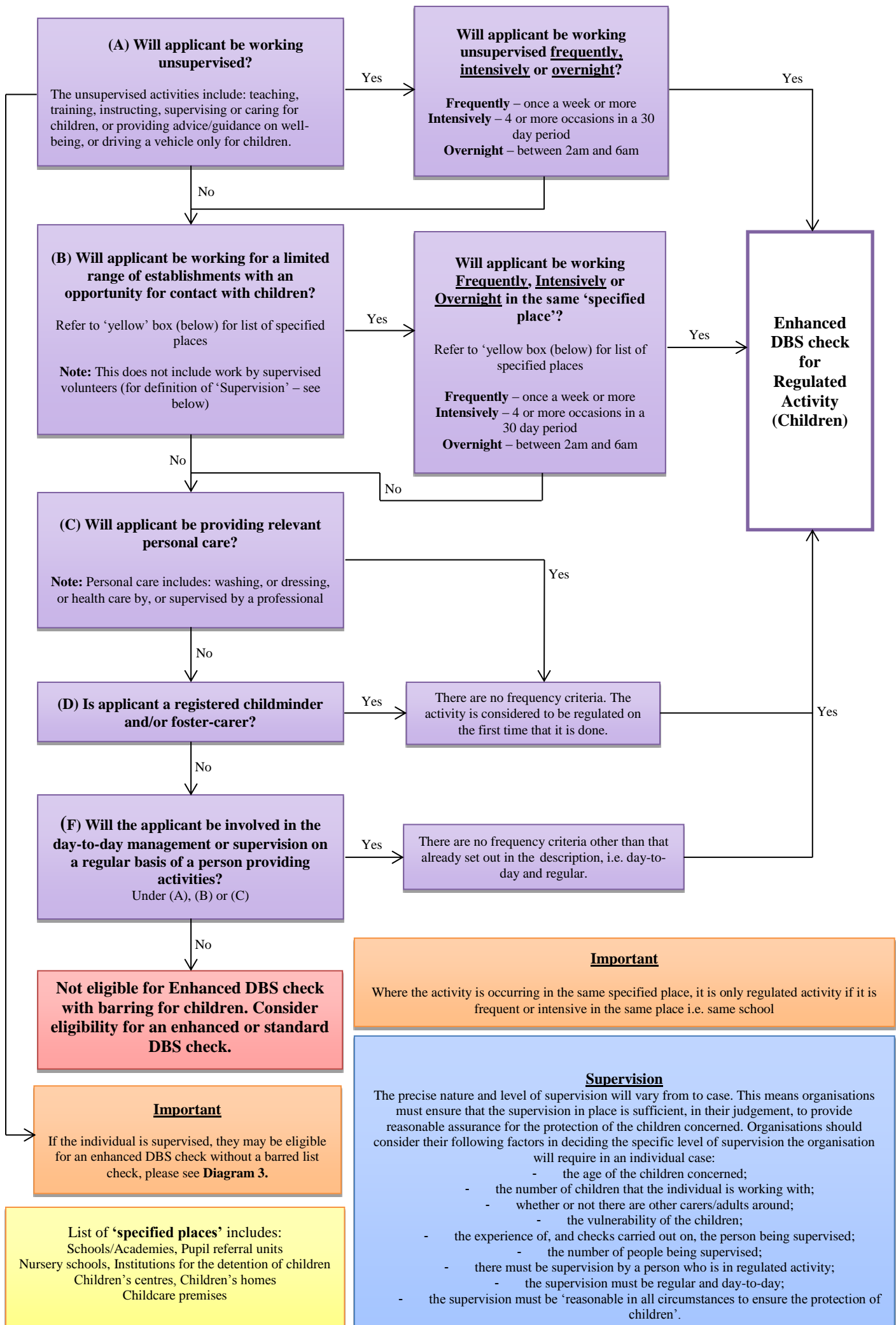
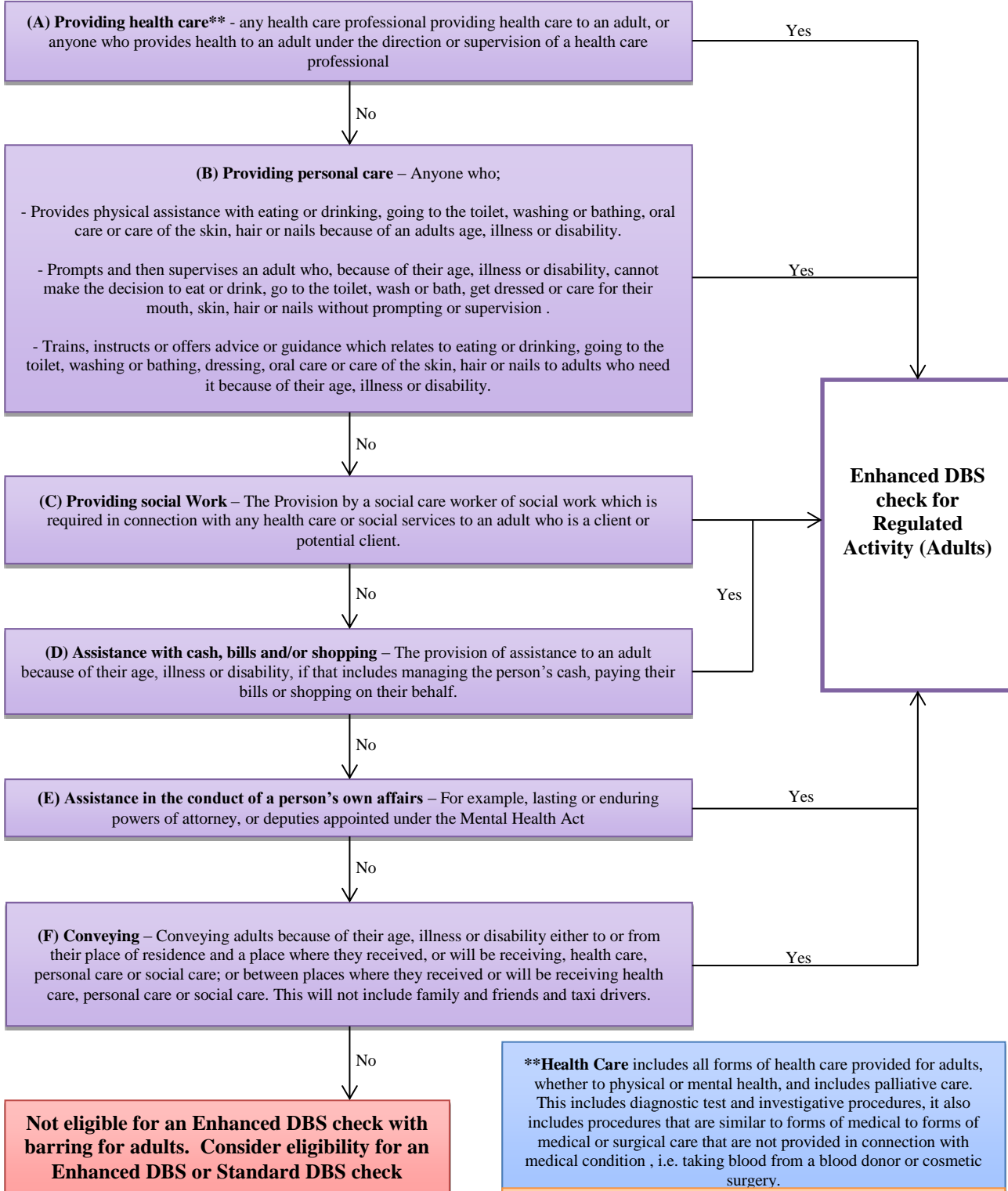


Diagram 2

**Regulated activity relating to Adults
(Post September 2012 definition)**

Regulated activity relating to adults identifies activities which, if any adult requires them, lead to that adult being considered vulnerable at that time. There is not a requirement to do the activity a certain number of times before it is considered as engaging in regulated activity. Anyone meeting the six definitions below (including a person who provides day-to-day management or supervision of those people) will require an enhanced DBS check with an adults barred list check.



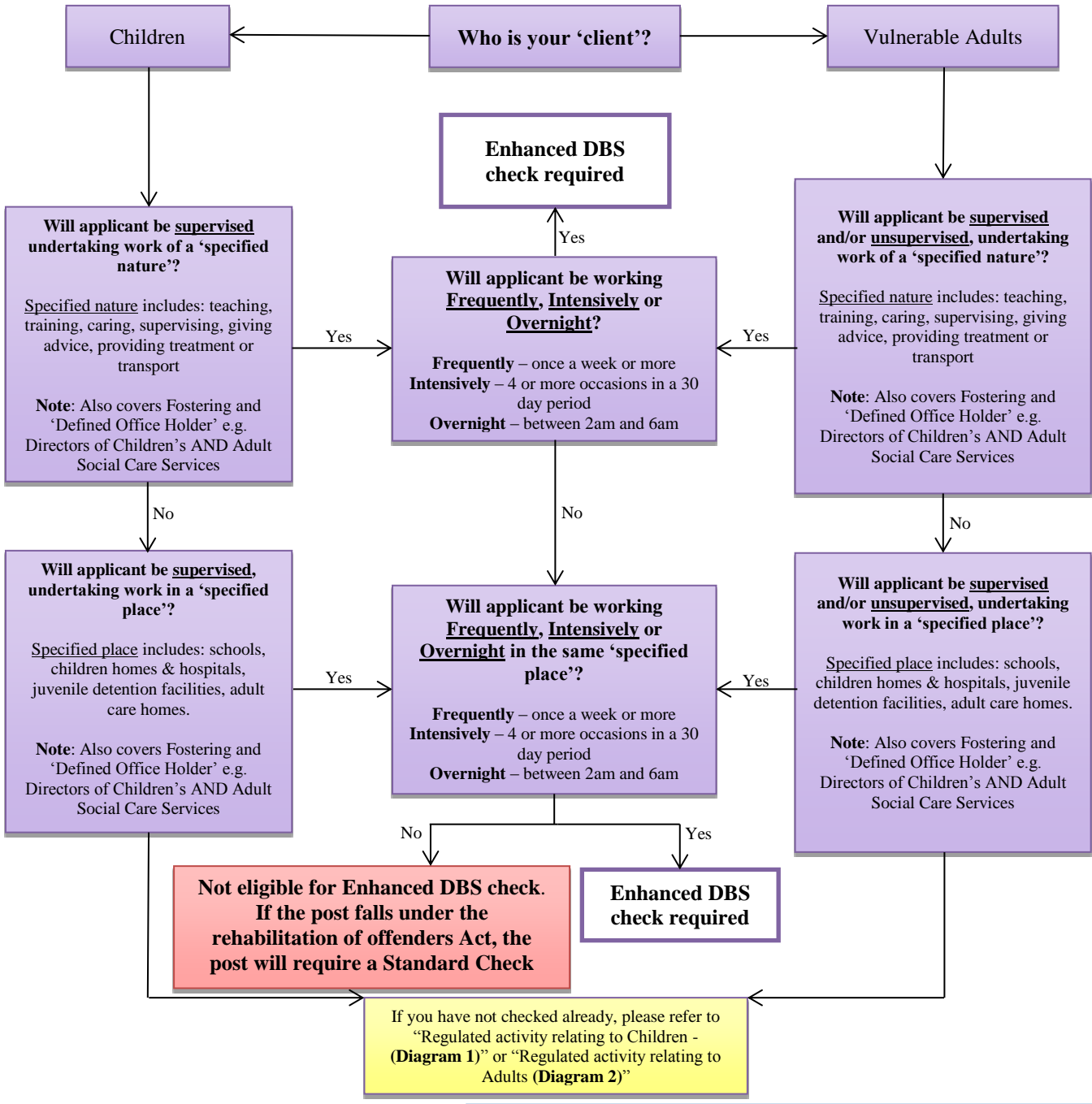
****Health Care** includes all forms of health care provided for adults, whether to physical or mental health, and includes palliative care. This includes diagnostic test and investigative procedures, it also includes procedures that are similar to forms of medical to forms of medical or surgical care that are not provided in connection with medical condition , i.e. taking blood from a blood donor or cosmetic surgery.

For an Enhanced CRB check with no barred list check.
If an individual does not meet the definition of 'regulated activity' as set out above but **does** fall within the old definition of regulated activity.
(See **Diagram 3** to see if they meet the old definition)

Diagram 3

DBS Check without a barred list check (Pre September 2012 Definitions)

An Enhanced DBS check without a barred list check will also be required if the role is recognised under the Police Act 1997



Important

Where the activity is occurring in the same specified place, it is only regulated activity if it is frequent, intensive or overnight in the same place i.e. same school

Supervision

The precise nature and level of supervision will vary from to case. This means organisations must ensure that the supervision in place is sufficient, in their judgement, to provide reasonable assurance for the protection of the children concerned. Organisations should consider their following factors in deciding the specific level of supervision the organisation will require in an individual case:

- the age of the children concerned;
- the number of children that the individual is working with;
- whether or not there are other carers/adults around;
- the vulnerability of the children;
- the experience of, and checks carried out on, the person being supervised;
- the number of people being supervised;
- there must be supervision by a person who is in regulated activity;
- the supervision must be regular and day-to-day;
- the supervision must be 'reasonable in all circumstances to ensure the protection of children'.

APPENDIX B

References required by position

	Type of Appointment	Type of reference required / minimum to be received
Positions under this policy	External	Two written including one from current employer and one personal. Current employer references to be verified verbally by manager/Head Teacher for posts governed by the Directorate of Social Services and posts within Care Council provisions
	Internal **	None required if existing references on file *
Other Council positions	External	One written from previous employer or professional person
	Internal **	None

* Requirements would have been met for existing position prior to appointment. Please check with your Personnel Officer

** An internal position is considered to be one where the successful candidate currently works in a similar role and with a similar client base with the council or its schools. Thereby being promoted / transferred within the service area or transferring from relief or temporary to a temporary or permanent contract.

All remaining candidates will be considered as external appointments

APPENDIX C



SAFER RECRUITMENT RISK ASSESSMENT FORM (SCHOOLS) **To be used in exceptional circumstances only** **To be completed by the Head Teacher** **To be used for employee's only**

The Risk Assessment process cannot be used for posts regulated by the Care Council as ALL Safeguarding Pre-employment checks must be in place before arranging a start date.

This form is to be completed by the Head Teacher to make an assessment about an individual's suitability to commence employment **PRIOR to receipt of outstanding pre-employment safeguarding checks**, which are appropriate for the post as outlined in the safer recruitment policy. It should not be used to support a decision to commence employment without receiving other pre-employment checks which are required as part of the appointment process.

The form must be used for all employees where their role:

- will be subject to either the pre or post September 2012 definition of regulated activity
OR
- will have access to information on children, young people and/or adults who require specific support due to their age, illness or disability.

You will need to read the safer recruitment policy and guidance prior to completing the form.

The risk assessment must be carried out by the Head Teacher before the individual commences employment. In all cases, the Head Teacher is responsible for collation of the information contained in the form, along with instigating and maintaining interim safeguarding measures to eliminate/mitigate risk (for examples see below).

Any interim safeguarding measures will only be valid for up to 12 calendar weeks from the worker's start date in post. If all outstanding checks are not received during this time, the employee's salary may be suspended and they will need to be removed from the workplace. If checks remain outstanding by the 16th calendar week, the offer of employment may be rescinded.

Individuals should only be allowed to commence employment/work using this form in **exceptional circumstances** - where the delay in starting the applicant/worker will result in a risk to pupils. In such cases, the Head Teacher must ensure that appropriate safeguards are in place and communicated to the individual. This may include restricted duties, supervision at all times by a person in regulated activity and/or attendance at training/induction courses which will be required for the role.

A copy of this completed form should be emailed to TransAct. A copy of the form can be retained confidentially at the school/location at the discretion of the Head Teacher.

IT IS A CRIMINAL OFFENCE TO EMPLOY ANYONE WHO IS LISTED ON THE RELEVANT BARRED LIST (CHILDREN OR ADULTS) IN A REGULATED ACTIVITY.

Post and Applicant Details

School	
Candidate's Name	
Post applied for	
Level of DBS disclosure required (including barring category where necessary)	
Provisional start date (if known)	

Outstanding Checks

Please insert dates outstanding checks were requested, if these checks have not been conducted by TransAct

Reference from current/latest Employer/Tutor		Date requested:	
Second reference		Date requested:	
Verification of written reference with referee. (Y Deri posts only)		Date requested:	
DBS Check/Certificate / Update service check		Date requested:	
Registration with appropriate professional body e.g. EWC			
Why is it essential to start the applicant without the outstanding safeguarding checks in place? <i>(Please include details of the consequences of not allowing the applicant to begin employment).</i>			
Have you considered alternative cover arrangements? <i>(For example, temporary additional hours, volunteers, supply/relief cover (where evidence can be provided that appropriate checks have been carried out and verified)).</i> If so, please explain why these arrangements are not appropriate.			

Part 1 - Disclosure and Barring Service Check DBS

1. Did the applicant declare any criminal convictions; bind overs, cautions, police investigations which might lead to a conviction, orders binding them over or cautions in the UK or any other country?									
2. If Q1 = Yes , are these convictions relevant to the work that they are being employed to undertake?									
3. If Q1 = Yes , are these convictions of a serious nature i.e. offences against children / vulnerable adults / violent or sexual offences etc.? <i>(Please discuss with the Safeguarding Officer for Learning and Skills and your HR Officer)</i>									
If Q3 = Yes , please provide details:									
4. Does the individual have an existing DBS disclosure which has been checked for the workforce appropriate for the post they have applied for with the Vale of Glamorgan Council? <i>(DBS checks are currently not portable from outside the Vale of Glamorgan Council unless the individual has subscribed to the DBS Update Service. If not, a new disclosure must be obtained.)</i>									
If Q4 = Yes , has the original been seen? <i>(Please provide information relating to this disclosure)</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Date of Issue:</td> <td></td> </tr> <tr> <td>By who:</td> <td></td> </tr> <tr> <td>Disclosure number:</td> <td></td> </tr> <tr> <td>Level:</td> <td></td> </tr> </table>	Date of Issue:		By who:		Disclosure number:		Level:	
Date of Issue:									
By who:									
Disclosure number:									
Level:									
5. Has the individual subscribed to the online update service? If so, have they given permission to carry out the online check? Has the Original DBS certificate been verified? <i>(If yes, please ensure you complete the DBS Confirmation form and forward to TransAct with a copy of the original DBS certificate)</i>									
If you are unsure whether the current DBS certificate can be accepted, please refer to the DBS Guidance.									

Part 2 - References

6. Does the employee have current references on file which have been requested by the Vale of Glamorgan Council for a similar role? <i>(Please check with your Personnel Officer)</i>	
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7. If Q6 = No have you asked for Transact to obtain appropriate references in line with the school policy and reference matrix? Please ensure that at least one reference is from the current/last employer/school/college.	
<p>If you answered no to question 7, please outline what arrangements you have made to obtain written references?</p> <p><i>(It is recommended that schools use the Council's template if they determine to obtain references directly)</i></p>	
8. If the Council has already received appropriate written references using the standard form, did the content give any cause for concern?	
If Q8 = Yes , please provide details:	
Part 3 - Additional Safeguarding checks	
9. At interview, did the individual say or do anything which gave cause for concern, in relation to allowing them to commence work before the checks are fully received?	
<p><i>(Please take into consideration the outcome of your checks for gaps in employment and reason for leaving previous employers).</i></p> <p>If Q9 = Yes, please provide details:</p>	
10. Where the applicant/worker will be working in a post which requires registration with a professional body, has contact been made with the relevant organisation for example, the EWC, to verify the registration?	
Part 4 - Safeguarding Arrangements	
11. Does the role involve regular unsupervised contact with children and/or adults?	
If Q11 = Yes , what arrangements are in place to ensure the individual has minimal opportunity to harm a child/vulnerable person?	
If Q11 = No , what arrangements are in place to ensure there is no unsupervised contact/access?	

<p>12. What supervision and safeguarding arrangements will be put in place until receipt of the outstanding checks to the required level?</p> <p><i>(The supervisor must be a person working in a regulated activity. Supervision must be regular and day to day and reasonable in all the circumstances to ensure the protection of children/adults)</i></p>	
<p>13. Are you satisfied that all available measures are or will be in place to minimise any risk of causing harm to a child/adult?</p>	
<p>14. Has the individual received and understood the policies / procedures connected with safeguarding arrangements and their employment? <i>(For example, Appropriate Use of Restraint, Child Protection, Manual Handling guidelines, Provision of Medication Guidance etc.)</i>.</p>	
<p>If Q14 = No, please provide an explanation:</p>	

APPROVAL BY HEAD TEACHER

I have considered the questions outlined above and confirm that **I am satisfied, as far as reasonably possible** that it is safe to allow the above named individual to commence work before the outstanding safeguarding pre-employment checks are received, subject to the safeguarding measures detailed above being in place at all times.

I can confirm that:

- I will liaise with TransAct on a weekly basis to monitor return of all checks.
- I have notified/take responsibility to notify all relevant work colleagues that the individual is still subject to outstanding checks and of the need to ensure the above measures are implemented at all times.
- I have explained/will be explaining to the individual concerned the implications of commencing work prior to clearance being received and the requirement that they declare all cautions, convictions (spent or pending). Failure to do so will result in disciplinary action for the employee, including summary dismissal if it is subsequently discovered that the individual did not disclose such information.
- I will be informing the individual that the agreement is valid for up to 12 calendar weeks from the commencement of employment and that if the appropriate checks remain outstanding at the 12th week and they have made insufficient attempts to attend necessary appointments or obtain references, salary will be suspended and they will be removed from the workplace immediately. If any of the required outstanding safeguarding checks are not received by the end of the 12th week of employment for this post and the individual has made insufficient attempts to engage in the process I will instruct Transact to stop payment of salary immediately by instruction through email.
- I will be informing the individual that the offer of employment may be rescinded if the full checks are not received by the 16th calendar week. Should checks remain outstanding by the 16th calendar week, I will inform the Director and Head of Human Resources immediately and will discuss with Human Resources withdrawing the offer of employment.

Should checks remain outstanding at the 16th calendar week, I will notify TransAct immediately.

Please select to approve:		Date of approval	
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APPENDIX D



SAFER RECRUITMENT RISK ASSESSMENT FORM (CORPORATE)

To be used in exceptional circumstances only

To be completed by Recruiting Line Manager

To be used for employee's only

The Risk Assessment process cannot be used for posts regulated by the Care Council as ALL Safeguarding Pre-employment checks must be in place before arranging a start date.

This form is to be completed by the recruiting line manager to make an assessment about an individual's suitability to commence employment **PRIOR to receipt of outstanding pre-employment safeguarding checks**, which are appropriate for the post as outlined in the safer recruitment policy. It should not be used to support a decision to commence employment without receiving other pre-employment checks which are required as part of the appointment process.

The form must be used for all employees where their role:

- will be subject to either the pre or post September 2012 definition of regulated activity
OR
- will have access to information on children, young people and/or adults who require specific support due to their age, illness or disability.

You will need to read the safer recruitment policy and guidance prior to completing the form.

The risk assessment must be carried out by the recruiting manager and confirmed by the relevant Head of Service before the individual commences employment. In all cases, the recruiting manager is responsible for collation of the information contained in the form, along with instigating and maintaining interim safeguarding measures to eliminate/mitigate risk (for examples see below).

Any interim safeguarding measures will only be valid for up to 12 calendar weeks from the worker's start date in post. If all outstanding checks are not received during this time, the employee's salary may be suspended and they will need to be removed from the workplace. If checks remain outstanding by the 16th calendar week, the offer of employment may be rescinded.

Individuals should only be allowed to commence employment/work using this form in **exceptional circumstances** - where the delay in starting the applicant/worker will result in a risk to a child and/or adult who requires specific support or will result in significant detriment to essential service delivery. In such cases, the recruiting manager and the Head of Service must ensure that appropriate safeguards are in place and communicated to the individual. This may include restricted duties, supervision at all times by a person in regulated activity and/or attendance at training/induction courses which will be required for the role.

A copy of this completed form should be emailed to your Head of Service who will forward to TransAct. A copy of the form can be retained confidentially by the service.

IT IS A CRIMINAL OFFENCE TO EMPLOY ANYONE WHO IS LISTED ON THE RELEVANT BARRED LIST (CHILDREN OR ADULTS) IN A REGULATED ACTIVITY.

Post and Applicant Details

Name of Recruiting Line Manager	Vog
Job Title	
Directorate	
Service	
Candidate's Name	
Post applied for	
Level of DBS disclosure required (including barring category where necessary)	
Provisional start date (if known)	

Outstanding Checks

Reference from current/latest Employer/Tutor		Date requested:	
Second reference		Date requested:	
Verification of written reference with referee. (Social Services posts only)		Date requested:	
DBS Check/Certificate / Update service check		Date DBS Check Sent:	
Registration with appropriate professional body			
Why is it essential to start the applicant without the outstanding safeguarding checks in place? <i>(Please include details of the consequences of not allowing the applicant to begin employment).</i>			
Have you considered alternative cover arrangements? <i>(For example, temporary additional hours, volunteers, supply/relief cover (where evidence can be provided that appropriate checks have been carried out and verified)).</i> If so, please explain why these arrangements are not appropriate.			

Part 1 - Disclosure and Barring Service Check DBS

5. Did the applicant declare any criminal convictions; bind overs, cautions, police investigations which might lead to a conviction, orders binding them over or cautions in the UK or any other country?									
6. If Q1 = Yes , are these convictions relevant to the work that they are being employed to undertake?									
7. If Q1 = Yes , are these convictions of a serious nature i.e. offences against children / vulnerable adults / violent or sexual offences etc.? <i>(Please discuss with the Safeguarding Officer for Learning and Skills and your HR Officer)</i>									
If Q3 = Yes , please provide details:									
8. Does the individual have an existing DBS disclosure which has been checked for the workforce appropriate for the post they have applied for with the Vale of Glamorgan Council? <i>(DBS checks are currently not portable from outside the Vale of Glamorgan Council unless the individual has subscribed to the DBS Update Service. If not, a new disclosure must be obtained.)</i>									
If Q4 =Yes , has the original been seen? <i>(Please provide information relating to this disclosure)</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 2px;">Date of Issue:</td> <td style="width: 80%;"></td> </tr> <tr> <td style="padding: 2px;">By who:</td> <td></td> </tr> <tr> <td style="padding: 2px;">Disclosure number:</td> <td></td> </tr> <tr> <td style="padding: 2px;">Level:</td> <td></td> </tr> </table>	Date of Issue:		By who:		Disclosure number:		Level:	
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8. Has the individual subscribed to the online update service? If so, have they given permission to carry out the online check? Has the Original DBS certificate been verified? <i>(If yes, please ensure you complete the DBS Confirmation form and forward to TransAct with a copy of the original DBS certificate)</i>									
<i>If you are unsure whether the current DBS certificate can be accepted, please refer to the DBS Guidance.</i>									

Part 2 - References

9. Does the employee have current references on file which have been requested by the Vale of Glamorgan Council for a similar role? <i>(Please check with your Personnel Officer)</i>	
10. If Q6 = No have you asked for Transact to obtain appropriate references in line with the council policy and reference matrix? Please ensure that at least one reference is from the current/last employer/school.	
15. If the Council has already received appropriate written references using the standard form, did the content give any cause for concern?	
If Q8 = Yes , please provide details:	
Part 3 - Additional Safeguarding checks	
16. At interview, did the individual say or do anything which gave cause for concern, in relation to allowing them to commence work before the checks are fully received? <i>(Please take into consideration the outcome of your checks for gaps in employment and reason for leaving previous employers).</i>	
If Q9 = Yes , please provide details:	
17. Where the applicant/worker will be working in a post which requires registration with a professional body, has contact been made with the relevant organisation to verify the registration?	
Part 4 - Safeguarding Arrangements	
18. Does the role involve regular unsupervised contact with children and/or adults?	
If Q11 = Yes , what arrangements are in place to ensure the individual has minimal opportunity to harm a child/vulnerable person?	
If Q11 = No , what arrangements are in place to ensure there is no unsupervised contact/access?	
19. What supervision and safeguarding arrangements will be put in place until receipt of the outstanding checks to the required level? <i>(The supervisor must be a person working in a regulated activity. Supervision must be regular and day to day and reasonable in all the circumstances to ensure the protection of children/adults)</i>	
20. Are you satisfied that all available measures are or will be in place to minimise any risk of causing harm to a child/adult?	

21. Has the individual received and understood the policies / procedures connected with safeguarding arrangements and their employment? <i>(For example, Appropriate Use of Restraint, Child Protection, Manual Handling guidelines, Provision of Medication Guidance etc.)</i>	
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If Q14 = No, please provide an explanation:	
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DECLARATION BY THE RECRUITING MANAGER

*(In cases where the recruiting manager is the Head of Service, please ensure you sign **both** this section **and** the one headed "Approval by Head of Service")*

I have considered the questions outlined above and confirm that **I am satisfied, as far as reasonably possible** that it is safe to allow the above named individual to commence work before the outstanding safeguarding pre-employment checks are received, subject to the safeguarding measures detailed above being in place at all times.

I can confirm that:

- I will liaise with TransAct on a weekly basis to monitor return of all checks.
- I have notified/take responsibility to notify all relevant work colleagues that the individual is still subject to outstanding checks and of the need to ensure the above measures are implemented at all times.
- I have explained/will be explaining to the individual concerned the implications of commencing work prior to clearance being received and the requirement that they declare all cautions, convictions (spent or pending). Failure to do so will result in disciplinary action for the employee, including summary dismissal if it is subsequently discovered that the individual did not disclose such information.
- I will be informing the individual that the agreement is valid for up to 12 calendar weeks from the commencement of employment and that if the appropriate checks remain outstanding at the 12th week and they have made insufficient attempts to attend necessary appointments or obtain references, salary will be suspended and they will be removed from the workplace immediately.
- I will be informing the individual that the offer of employment may be rescinded if the full checks are not received by the 16th calendar week.
- Should checks remain outstanding at the 16th calendar week, I will notify the Head of Service immediately

Please select to confirm:		Date of Recruiting Manager Confirmation	
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APPROVAL BY HEAD OF SERVICE

I agree with the decision made by the recruiting manager, subject to the appropriate supervision and safeguarding arrangements as outlined above being implemented.

If any of the required outstanding safeguarding checks are not received by the end of the 12th week of employment for this post I herewith give approval for the recruiting manager to instruct Transact to stop payment of salary immediately by instruction through email. Should checks remain outstanding by the 16th calendar week, I will inform the Director and Head of Human Resources immediately and will discuss with Human Resources withdrawing the offer of employment. Head of Service approval is essential for all appointments within the Council.

Please select to approve:		Date of approval	
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APPENDIX E



SAFER RECRUITMENT RISK ASSESSMENT FORM (VOLUNTEERS, CONTRACTOR AND AGENCY WORKERS)

To be used in exceptional circumstances only

The Risk Assessment process cannot be used for all posts regulated by the Care Council as ALL Safeguarding Pre-employment checks must be in place before arranging a start date.

This form is to be completed by the recruiting line manager to make an assessment about an individual's suitability to carry out any work **PRIOR to receipt of outstanding pre-employment safeguarding checks**, which are appropriate for the post/work as outlined in the safer recruitment policy.

- The form must be used for all volunteers, agency workers, contractors and college/student placements where the work will allow the individual to have unsupervised access to children and/or adults who require specific services due to their age, illness or disability.
- It must **not** be used where the position is governed by the Care Council where **all** the appropriate checks **must** be in place prior to arranging a start date.

You will need to read the safer recruitment policy and guidance prior to completing the form.

The risk assessment must be carried out by the recruiting manager and confirmed by the relevant Head Teacher / Head of Service before the individual commences work. The form **should** be completed in discussion with the applicant, following the decision to offer work. In all cases, the recruiting manager is responsible for collation of the information contained in the form, along with instigating and maintaining interim safeguarding measures to eliminate/mitigate risk (for examples see below).

Any interim safeguarding measures will only be valid for up to 12 calendar weeks from the workers start date in post. If all outstanding checks are not received during this time, the worker must be removed from the workplace immediately.

Individuals should only be allowed to commence work using this form in **exceptional circumstances** where the delay in starting the worker will result in a risk to a child and/or adult who requires specific support or will result in significant detriment to essential service delivery. In such cases, the recruiting manager and the Head of Service / Head Teacher must ensure appropriate safeguards are in place and communicated to the individual. This may include restricted duties, supervision at all times by a person in regulated activity and/or attendance at training/induction courses which will be required for the role.

A copy of this completed form should be retained confidentially by the line manager/school.

PLEASE REMEMBER: IT IS A CRIMINAL OFFENCE TO EMPLOY ANYONE WHO IS LISTED ON THE RELEVANT BARRED LIST (CHILDREN OR ADULTS) IN A REGULATED ACTIVITY.

Post Details	
Name of Recruiting line manager and job title	
Directorate/service/school	
Name of worker	
Role	
Level of DBS disclosure required (including barring category where necessary)	None <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> Enhanced Children <input type="checkbox"/> Enhanced Adults <input type="checkbox"/> Enhanced Both <input type="checkbox"/>
Provisional start date (if known)	
What checks are currently outstanding? (Tick as appropriate)	Reference from current/latest Employer/Tutor <input type="checkbox"/> Second reference <input type="checkbox"/> Verification of written reference with referee <input type="checkbox"/> (CSSIW & social Services posts only) DBS Check/Certificate / Update service check <input type="checkbox"/> Registration with appropriate professional body <input type="checkbox"/> e.g. EWC, CSSIW Care Council
Date DBS disclosure check requested for post	
Dates references requested for post	
Why is it essential to start the applicant without the outstanding safeguarding checks in place? (Please include details of the consequences of not allowing the applicant to begin employment.)	
Have you considered alternative cover arrangements? (For example, temporary additional hours, volunteers, supply/relief cover where evidence can be provided that appropriate checks have been carried out and verified.) If so, please explain why these arrangements are not appropriate.	
Part 1 - Disclosure and Barring Service Check DBS	
1. Did the applicant declare any criminal convictions, bind overs, cautions, police investigations which might lead to a conviction, orders binding them over or cautions in the UK or any other country?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, go to question 2 & 3 If no, go to question 4
2. If yes, are these convictions relevant to the work that they are being asked to undertake?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. If yes are these convictions of a serious nature i.e. offences against children / vulnerable adults / violent or sexual offences etc.? Please discuss with your the Learning and Skills Safeguarding Officer before proceeding.	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details:

<p>4. Does the individual have an <i>existing</i> DBS disclosure which has been checked for the workforce appropriate for the post with the Vale of Glamorgan Council?</p> <p>Please note:</p> <ul style="list-style-type: none"> The DBS certificate is sent to the applicant only, they must make an appointment with Human Resources to have the original verified/copied as soon as it is received. DBS checks are currently not portable from outside the Vale of Glamorgan Council unless the individual has subscribed to the DBS Update Service. If not, a new disclosure must be obtained. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, has the original been seen? <input type="checkbox"/> If no, has the DBS check been applied for? <input type="checkbox"/></p> <p>Date:.....</p> <p>By who:.....</p> <p>Disclosure number/level:</p>
<p>5. Has the individual subscribed to the online update service? If so, have they given permission to carry out the online check? Has the Original DBS certificate been verified? <i>(if yes, please ensure you complete the DBS confirmation form and forward to TransAct with a copy of the DBS certificate)</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
Part 2 - References	
<p>6. Does the individual have current references on file which have been requested by the Vale of Glamorgan Council for a similar role?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, go to question 8 If no, go to question 7</p>
<p>7. As part of the recruitment paperwork, have you tried to obtain appropriate references in line with the council/school policy? Please ensure that at least one reference is from the current/last employer/school.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>8. If you have already received appropriate written references using the standard form, did the content give any cause for concern?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide details:</p>
Part 3 - Additional Safeguarding checks	
<p>9. At interview, did the individual say or do anything which gave cause for concern, in relation to allowing them to commence work before the checks are fully received? <i>(Please take into consideration the outcome of your checks for gaps in employment and reason for leaving with previous employers).</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide details:</p>
<p>10. Where the worker will be working in a post which requires registration with a professional body, has contact been made with the relevant organisation for example, the EWC, Care Council to verify the registration?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
Part 4 - Safeguarding Arrangements	
<p>11. Does the role involve regular unsupervised contact with children and/or adults?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If Yes, what arrangements are in place to ensure, as far as reasonably practical, the individual has minimal opportunity to harm a child/vulnerable person?</p>	
<p>If No, what arrangements are in place to ensure there is no unsupervised contact/access?</p>	

12. What supervision and safeguarding arrangements will be put in place until receipt of the outstanding checks to the required level? *(The supervisor must be by a person working in regulated activity. Supervision must be regular and day to day and reasonable in all the circumstances to ensure the protection of children/adults)*

13. Are you satisfied that all available measures are/will be in place to minimise any risk of causing harm to a child/adult? **Yes** **No**

14. Has the individual received and understood the policies / procedures connected with safeguarding arrangements (for example, Appropriate Use of Restraint, Child Protection, Manual Handling guidelines, Provision of Medication Guidance etc.). **Yes** **No**
 If no, please provide an explanation:

DECLARATION BY THE RECRUITING MANAGER

*(In cases where the recruiting manager is the Head Teacher or the Head of Service, please ensure you sign **both** this section **and** the one headed 'Approval by Head of Service/Head Teacher')*

I have considered the questions outlined above and confirm that **I am satisfied, as far as reasonably possible** that it is safe to allow the above named individual to commence work before the outstanding safeguarding pre-employment checks are received, subject to the safeguarding measures detailed above being in place at all times.

I can confirm that I have notified all relevant work colleagues that the individual is still subject to outstanding checks and of the need to ensure the above measures are implemented at all times.

I can confirm that I have explained to the individual concerned the implications of commencing work prior to clearance being received and the requirement that they declare all cautions, convictions (spent or pending). Failure to do so will result in termination of the contract with the agency/contractor. Volunteers will be asked to leave the premises immediately. Should checks remain outstanding by the 12th week, I can also confirm I will take responsibility for ensuring the volunteer is asked to leave the workplace immediately and/or any contractual arrangements with the agency or contractor are terminated.

I also confirm that I have informed the individual that the agreement is valid for up to 12 calendar weeks from the commencement of work and that if the appropriate checks remain outstanding at the 12th week and the individual has made insufficient attempts to attend necessary appointments or obtain references they will be removed from the workplace immediately and the contractual arrangement will be terminated..

Signed By Recruiting Manager

Print name		Date	
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APPROVAL BY HEAD OF SERVICE / HEAD TEACHER

I can confirm that I agree with the decision made by the recruiting manager, subject to the appropriate supervision and safeguarding arrangements as outlined above being implemented. I also approve the termination of the contract or removal of the volunteer if checks remain outstanding at the 12th week.

Signed by Head of Service /Head Teacher

Print name		Date	
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APPENDIX F



SAFER RECRUITMENT RISK ASSESSMENT APPLICANT FORM

This form **MUST** be signed by the applicant/worker as part of the Safer Recruitment Risk Assessment process and should be retained under confidential cover by the school/service. For employee's you must scan a copy of this signed form and forward to TransAct

ACCEPTANCE BY APPLICANT / WORKER			
<p>I agree to the conditions outlined in the accompanied risk assessment form and agree to abide by the safeguarding and supervision arrangements which have been implemented.</p> <p>I declare that I have provided the council/school with accurate and relevant information regarding my suitability to work with children and/or adults including informing the council/school of any on-going contact with the police which I may currently have. I agree that the contents of this form are accurate and a true reflection of the information I have provided to the council/school. I understand that should my safeguarding checks be returned and be found to be unacceptable to the council/school, then my offer of employment/placement of work may be rescinded.</p> <p>I agree to the Council or school undertaking all necessary checks in accordance with the councils Safer Recruitment Policy.</p> <p>As an employee, I also understand that if the council/school does not receive all outstanding safeguarding checks within 12 calendar weeks following my start date in post and I make insufficient attempts to assist the council accordingly to receive the checks that my salary will be suspended and I will be asked to leave the workplace with immediate effect.</p> <p>I also accept that if checks remain outstanding by the 16th calendar week following my start date, the council/school retains the right to rescind my offer of employment.</p> <p>For volunteers, agency workers, contractors and college placements, I understand that the arrangement will be terminated without notice with immediate effect at the 12th calendar week if checks remain outstanding.</p> <p>In this regard I accept that I will make every effort to ensure the process to obtain appropriate checks is adhered to and to attend any relevant meetings/interviews as appropriate to assist the process</p>			
Signed by applicant			
Print name		Date	
Employee position		Or delete as appropriate	Volunteer/Agency Worker/Contractor/College Placement

APPENDIX G

DIRECTORATE SAFEGUARDING OFFICERS

Managing Director and Resources

- Reuben Bergman, Head of Human Resources
- Adrian Unsworth, Operational Manager Human Resources
- Tony Curliss, Operational Manager Customer Relations

Environment and Housing

- Mike Ingram, Operational Manager Public Housing Services
- Pam Toms, Housing Solutions and Supporting People Team Leader
- Dave Knevett, Operational Manager Leisure Services
- Karen Davies, Sports and Play Development Manager

Social Services

- Phil Evans, Director of Social Services
- Rachel Evans, Head of Children and Young People Services

Learning and Skills

- David Davies, Head of Achievement for All
- Dorian Davies, Safeguarding Officer