



BRISTOL REFUGEE RIGHTS

RECRUITMENT AND SELECTION POLICY & PROCEDURES (PAID POSITIONS)

THE POLICY

1. PURPOSE

- 1.1 Bristol Refugee Rights (BRR) wishes to attract and select the most suitably qualified and experienced candidates for vacancies. We want to honour the diverse cultures of our service users and of UK society and have practices and procedures that reflect this. We believe this will benefit all applicants and the organisation.
- 1.2 This Recruitment and Selection Policy and Procedures has been developed to ensure transparency and a consistent and fair approach and to enable Bristol Refugee Rights to maintain the highest standards.
- 1.3 BRR also recognises the importance of effective safeguarding practice in protecting children, and adults at risk and everyone in the organisation, and so the principles of safer recruitment have been incorporated into this Policy.
- 1.4 BRR recognizes that the induction and probationary period are part of the recruitment process and issues arising post-appointment will be considered as seriously as those within the initial recruitment process.

2. GENERAL PRINCIPLES - EQUALITY AND DIVERSITY

- 2.1 BRR recognises the need to take positive action in all our recruitment and selection processes to attract a diverse workforce that reflects the local population in order to provide high quality, culturally sensitive services.
- 2.2 BRR will ensure that it complies with the Equality Act 2010, and will ensure that that no job applicant or employee will be treated less favourably than any other on grounds of age; being or becoming a transsexual person; being married or in a civil partnership; being pregnant or having a child; disability; race including colour, nationality, ethnic or national origin; religion, belief or lack of religion/belief; sex; or sexual orientation.

- 2.3 BRR also recognises that there are other characteristics not included in the Equality Act for which it is equally important to ensure that policies and practices do not discriminate. BRR will therefore not treat any job applicant or employee less favourably on grounds of class, socio-economic background, employment status, trades union activity.
- 2.4 We recognise that many groups are disadvantaged in UK society. As a charity working with asylum seekers and refugees, we see our first priority amongst the disadvantaged as asylum seekers and refugees. We will take positive action to recruit people from these backgrounds, within the particular legal right to work requirements existing at the time.
- 2.5 We will also ensure that our staff has a high level of cultural understanding and the ability to work with people from a range of different cultures, religions and backgrounds, and to try to ensure that our practices do not inadvertently discriminate.
- 2.6 We will ensure that all our processes are accessible to disabled people and that 'reasonable adjustments' are made to the recruitment, selection and induction processes as required.
- 2.7 Criteria that demonstrate a strong commitment to human rights, equality and diversity, anti-oppressive and anti-discriminatory practice and safeguarding will be included, as part of all person specifications and these areas will be assessed in all interviews.
- 2.8 BRR supports the idea that all employees should be paid a living wage and as such all jobs advertised will be at a minimum, living wage for the UK. In respect of salaried posts, BRR will follow the agreed NJC scale both in advertising posts and providing pay rises for existing staff members.

3. ROLES AND RESPONSIBILITIES

3.1 FFRS Sub Committee and Director

- 3.1.1 The FFRS Sub-Committee (made up of a minimum of three Trustees and advised by the Director) will oversee the recruitment process for all staff and is responsible for monitoring the implementation of this Policy, ensuring that its principles and those in our Equality, Diversity and Inclusion Policy and procedures are adhered to in the day-to-day process of recruitment and selection.

3.1.2 The FFRS Sub Committee will advise the Director and Line Managers on procedure and practices, sign off job descriptions and person specifications, confirm interview panel membership, and oversee the retention of documentation.

3.2 The Director

3.2.1 The Director will manage the implementation of the recruitment and selection process and will be supported in the administration by the Office Manager.

3.2.2 The Director, in liaison with the Line Manager if applicable, is responsible for managing the recruitment and selection process for their vacant posts as set out in these procedures.

3.2.3 The Director, in liaison with the Line Manager if applicable, will agree a recruitment schedule with the FFRS Sub Committee comprising: advertising date, media, closing date, panel, chair, short listing and interview dates.

3.2.4 The Director, in liaison with the Line Manager if applicable, is responsible for drafting advertisements and agreeing the timescale for the process.

3.2.5 The Director, in liaison with the Line Manager if applicable, is additionally responsible for ensuring that short listing meetings and interviews are conducted appropriately and that processes are accessible to all, drafting interview questions and tests, collecting and passing all short listing grids, interview notes and application forms to the Office Manager for secure storage.

3.3 Line managers

3.3.1 The line manager should liaise with the Director and support the recruitment process as required, including inputting regarding a recruitment schedule, advertisement and drafting interview questions and tests.

3.4 The Office Manager

3.4.1 The Office Manager will be responsible for sending out application packs, getting application/interview packs to panel members, devising short

listing grids, inviting applicants to interview, sending out appointment and regret letters and chasing references.

4. RELEVANT LEGISLATION AND POLICIES

4.1 This Policy complements, and should be considered along with other BRR Policies:

- Equality , Diversity and Inclusion Policy
- Probation Policy
- Disclosure Check Policy
- Child Protection Policy and Safeguarding Vulnerable Adults Policy
- Recruitment of People with Convictions Policy

4.2 This Policy is informed by the following legislative requirements:

- Equality Act 2010
- Immigration, Asylum and Nationality Acts (2006)
- Human Rights Act (1998)
- Data Protection Act (2018)
- Rehabilitation of Offenders Act (1974)
- Protection of Vulnerable Adults Act 1999/Criminal Justice and Court Act 2000
- Vulnerable Groups Act (2006) (Vetting and Barring – Independent Safeguarding Authority)
- Protection of Children Act 1999/Criminal Justice and Court Act 2000

5. SCOPE

5.1 This policy and procedure applies to all paid staff including temporary posts and staff employed in the crèche.

5.2 Many of the principles and practices outlined in this Policy will also apply to the recruitment and selection of volunteers, (unpaid staff) but a separate document covers this process.

THE PROCEDURES

6. POSITIVE ACTION

6.1 As stated, in 2.4 above, Bristol Refugee Rights will take positive action to redress inequalities in society by encouraging people with experience of being an asylum seeker, refugee or other migrant to apply for jobs. This

positive action must start before a post is established as we recognize that offering a range of types and levels of post may encourage a broader range of applicants.

6.2 In addition we will offer training and consider offering apprenticeships to encourage applicants with a range of skills. We will think carefully about how and where we advertise to encourage a range of applicants and consider the extent to which language may be prioritized in the person specification.

7. ESTABLISHING A POST

7.1 New posts

7.1.1 The FFRS Sub Committee will agree job descriptions and person specifications for new posts, overall staffing structures within BRR, and relative pay levels. They should consult BRR Chair and Treasurer as necessary.

7.2 Replacement posts

7.2.1 Where a vacancy has arisen as a result of a staff member leaving, the line manager should review the area of work, assess needs and recommend an appropriate response to the FFRS Sub Committee, e.g. reorganisation of work, cancellation of the post, continuation on a part-time or a full-time basis. The FFRS Sub Committee must approve any amendments to the job description, taking account of any possible impact on pay.

7.3 Job shares

7.3.1 Posts of 4 days or more will state that they are available for job share. If the post is advertised as a job share, the applicant that best meets the person specification will be offered the post irrespective of applying on a full time or job share basis.

8. JOB DESCRIPTION AND PERSON SPECIFICATION

8.1 The Director, in liaison with the Line Manager if applicable, will be responsible for writing / updating job descriptions and person specifications and ensuring that they reflect the requirements of the job in a fair and unbiased way, and for obtaining necessary approval from FFRS Sub Committee.

8.2 All job descriptions must be written in accessible, plain English with the minimum use of jargon or terminology or eurocentric concepts which external candidates might not understand.

8.3 The person specification should list the essential skills, knowledge and experience required to do the job and must be based and justified on the tasks in the job description. These criteria will form the basis for selection at short-listing and interviewing and must include weightings for each criterion, and be testable.

8.4 Particular attention should be paid to the proficiency required in the person specification that might lead to indirect discrimination, for example, saying 'excellent spoken and written English' is essential when 'good' is sufficient to do the job.

8.5 All person specifications must include reference to the following essential criteria (which may be reworded according to the demands of role):

- Awareness of, and commitment to, the objectives of BRR.
- A proven commitment to Equality, Diversity and Inclusion.
- An awareness of health and safety issues.
- An understanding of cultural diversity and the ability to work with people from a range of different cultures.
- Commitment to refugees and insight into their experiences, needs and hopes.
- Understanding of, and commitment to, safeguarding children and adults at risk.

8.6 Approval must be sought from FFRS Sub Committee if the Director/Line Manager thinks a post requires a Genuine Occupational Requirement or particular positive action.

8.7 The FFRS Sub Committee will check job descriptions and person specifications to ensure consistency of style, clarity and for any unfair direct or indirect discrimination.

8.8 The FFRS Sub Committee will consider the range of positive action that could be taken in terms of advertising and the recruitment process.

9. PUBLICISING VACANCIES

- 9.1 All permanent posts and temporary posts over six months will always be advertised internally and externally simultaneously.
- 8.2 In certain circumstances, if the vacancy is anticipated to be for a maximum of three months, the FFRS Sub Committee may decide to offer a post as an internal 'acting up' post as a staff development opportunity. This may be extended for a maximum of a further three months.
- 9.2 All posts will be advertised to staff and volunteers, and also externally via networks to refugee community organisations and voluntary organisations, advertised in local, national, minority ethnic and / or other specialist equality press, on the internet or in job centres.
- 9.3 All adverts will carry the statement:
- “People of refugee background are strongly encouraged to apply. Applications are welcomed from all sectors of the community currently under-represented in our workforce
- and when applicable: This post is open to job share”.
- 9.4 When the advertisement is for a role which requires a Genuine Occupational Requirement the advertisement will quote the relevant section of the Equality Act.
- 9.5 All adverts should be designed using the BRR logo and placed on staff, service user and volunteer notice boards.
- 9.6 All adverts should include reference to BRR’s safeguarding policy; a statement of commitment to safeguarding and promoting the welfare of children and adults at risk; and if appropriate, the need for the successful applicant to be DBS checked.

10.SHORTLISTING AND INTERVIEW PANELS

- 10.1 All panels should contain at least two experienced interviewers who have a practical and legal understanding of equal opportunities. All members of the panel must have an understanding of, and commitment to, implementing Bristol Refugee Rights’ Equality, Diversity and Inclusion Policy. At least one panel members must have received training on Child Protection and Adult Safeguarding (2 panel members for posts within the Early Years Project).

10.2 Panels can include external experts. All panels should have a gender and ethnicity mix and at least one refugee or asylum seeker. All members of the panel must have sufficient understanding of the job and the skills required to make informed assessments of the candidates.

10.3 Panels for Management/Coordinator grade posts should usually include:

- A Trustee
- Director/Line Manager
- A volunteer, service user or external specialist

10.4 Panels for non- management posts should always include:

- Director/Line Manager
- A volunteer, service user or external specialist

10.5 The chair of the panel should be decided before the interview and need not necessarily be the Line Manager. If a panel member cannot interview then a replacement should be found.

11. APPLICATION FORMS

11.1 All posts will be recruited using the standard BRR application form. However, the Director/Line Manager, on behalf of the recruitment panel, will reproduce the key points of the person specification in application forms for applicants to respond to with examples. If applicable, candidates will be asked if they want to do the job on a full time, job share or either basis.

11.2 Internal and external applicants should all be required to completed the same application form and undertake the same recruitment process.

10.3 Applications will only be accepted on Bristol Refugee Rights application forms, or reproductions of the form, (no CVs will be taken into consideration).

10.3 Application forms and all other information will be produced in accessible formats as required (e.g. Large Print, Braille etc.).

11 APPLICATION PACKS

11.1 Applicants will be sent an application pack consisting of:

- Cover letter including advice on completing the application form
- Application form
- Job description and person specification
- Equal Opportunities monitoring form
- Equal Opportunities statement
- Safeguarding statement (summary of Child Protection and Safeguarding policies)
- Policy Statement on Rehabilitation of Offenders

11.2 Returned application and equal opportunities monitoring forms will be coded and separated for monitoring, purposes. Personal details of all candidates will be kept separately and will not be available to any members of the selection panel.

12 SHORTLISTING

12.1 If necessary, panel members new to recruiting at BRR will be given briefing on the procedure by the Director/Line Manager. Short listing will, whenever possible, be carried out by all members of selection panels. The Office Manager, in liaison with the Director/Line Manager who is on the panel will produce, for the panel to agree, short listing grids based on the person specification.

12.2 Short listing will only be against the person specification. Short-listers will also scrutinize the applications for discrepancies/anomalies/gaps in employment that may need further exploration if a candidate is selected for interview.

12.3 BRR is committed to being an equal opportunities employer and will therefore interview all applicants with a disability who meet the person specification for the job. In line with our stated positive action BRR will also interview any applicant with a refugee or asylum seeking background who meets the person specification for the job.

12.4 A meeting will take place to discuss and decide which candidates will be shortlisted, and the decisions will normally be based solely on the scored shortlisting grids.

12.5 The panel chair should briefly record reasons justifying the shortlist. All grids, application forms and notes should be held on file in the BRR office for

storage in line with the Data Protection Act for a period of 2 years, after which time they will be destroyed securely.

- 12.6** The panel chair will be responsible for ensuring that the Office Manager notifies all unsuccessful applicants in writing and providing feedback if requested.

13 SHORTLISTED APPLICANTS

- 13.1** The Director/Line Manager in liaison with the Office Manager will ensure that all successful candidates are notified that they have been shortlisted. The letter will include the names and job titles of panel members, information of any test or presentation, and generic information about the interview.

- 13.2** In the invitation to interview, all candidates will be asked to let us know of any access requirements for the interview (e.g. Sign Language interpreter, accessible room). Reasonable adjustments will be made.

- 13.3** Candidates will be asked to bring to the interview relevant qualification certificates and evidence of their right to work in the UK.

- 13.4** The Director/Line Manager in liaison with the Office Manager will also ensure that reference requests, on the standardised form, are sent to referees of all shortlisted applicants, unless they have requested that this should not happen prior to interview.

- 13.5** In most circumstances, candidates will be asked to undertake a task or do a presentation, as well as undertaking an interview.

14 INTERVIEWS

- 14.1** The interview panel must not normally discuss applicants with other staff not connected to the recruitment process. However, it may be agreed in advance that particular members, staff or volunteers have an agreed and clearly defined role in the interview process.

14.2 Pre – interview preparation

- 14.2.1** In the pre-interview meeting, panel members should discuss and agree the final form of the questions and test, who will ask which questions and the structure of the interview. Value-based interviewing should be utilised with

the aim of checking the candidate's values and whether they align with BRR as well as checking their values to safeguarding children and adults at risk.

14.2.2 Panel members should also consider any references received and agree any supplementary questions required as a result of the references.

14.3 Interview and testing

14.3.1 Candidates may be required to undertake a test relating to the specific role to be undertaken. This should be agreed by the shortlisting panel and candidates notified in advance that a test will take place at interview. Any disabled candidate will be entitled to ask for 'reasonable adjustments' to the test (e.g. typing rather than handwriting, materials in different formats).

14.3.2 If a presentation is required at the interview the candidate will be advised in advance of the title, the time allowed and expected format (e.g. verbal, powerpoint etc).

14.3.3 Shortlisting panels will consider any tests or presentations carefully to ensure they relate to the person specification and job description and that they are not unnecessarily Eurocentric and do not advantage internal applicants and those with English as a First Language.

14.3.4 At the interview, each candidate will be treated in the same manner and be asked the same questions. Follow up/supplementary questions may only be used to clarify the meaning of the question, clarify any aspect of the answer, seek further information, as long as this does not give any undue advantage. Value based questions will be used in accordance with safer recruitment guidance. Interviews will be used to establish whether the applicant has a sufficient understanding/use of English to do the role for which they are applying.

14.3.5 Supplementary questions may also be asked and will vary with each candidate and their answers. All supplementary questions must be recorded by panel members. Panel members may also ask supplementary questions agreed in advance, which relate to specific points in the candidate's application form e.g. inconsistencies or gaps, as part of the safer recruitment process.

14.3.6 Any concerns raised in references should be fully explored with the applicant by the interview panel.

14.3.7 The interview is an essential part of the safer recruitment process and panel members should design questions that ascertain the motivation, attitudes and beliefs of the candidate, as well as their experience and qualifications. For example, direct questions on safeguarding, maintaining professional boundaries, attitudes to young people, adults at risk etc.

14.3.8 Interviewers should make notes during the interview assessing candidate's abilities against the person specification.

14.3.9 Interviewees will be given an opportunity to ask questions at the end of the interview. This is not part of the assessment.

14.3.10 Candidates will each be asked a possible start date, and also how they would like to be informed of the outcome (phone, letter or email). They should be reminded that, if offered the job, they must be entitled to work in the UK, and any criminal record should be disclosed. They should also be advised that a probationary period will apply.

14.3.11 The Panel Chair will be responsible for taking copies of any qualification certificates/evidence of right to work brought to the interview.

14.3.12 The successful candidate will be selected based on the panel's judgement as to which candidate best meets the essential criteria in the person specification.

14.3.13 It is the Panel Chair's responsibility to seek a consensus as to the successful candidate; to record reasons for appointing and rejecting candidates and to collect application forms and notes taken during the interview.

15 POST INTERVIEW

15.1 Appointments

15.1.1 The chair of the panel or the Director/Line Manager will offer the job verbally to the successful candidate, subject to satisfactory references and pre-employment checks (DBS checks and entitlement to work in the UK), and agree a start date.

15.1.2 The Director/Line Manager will send a letter of confirmation to the successful candidate stating that appointment is subject to satisfactory references, pre-employment checks and a three month probationary period.

15.1.3 If a disabled person is appointed, they will be offered an Access to Work assessment within the first six weeks of employment, so that 'reasonable adjustments' can be put in place.

15.2 Unsuccessful applicants

15.2.1 The chair of the panel or the Director/Line Manager will inform unsuccessful candidates of the outcome of the interview and will offer feedback if requested. The Chair of the panel should establish with each interviewee how they would like to be informed and should offer them the opportunity of being informed by phone.

16 SAFER RECRUITMENT

16.1 BRR recognizes that in order to protect children and adults at risk it needs to adopt safer recruitment practice. Much of this is incorporated into the above recruitment procedures.

16.2 In addition, it is important to recognise that throughout the recruitment process there should be a thorough gathering and analysis of all information on candidates (from the application, qualifications, employment history, references, disclosures, interview etc.) which must be analysed to see if there are any concerns relating to safeguarding that need to be explored further.

16.3 Safer recruitment does not end with the appointment of a staff member, but also relates to the pre-employment checks and then addressing safeguarding issues throughout the induction and probationary period and as part of their on-going supervision and appraisal.

16.4 The BRR Director will receive training on safer recruitment to increase understanding of how abusers operate.

17 PRE- EMPLOYMENT CHECKS

17.1 References

17.1.1 References should normally be obtained prior to the interview and considered by the panel. References must be obtained prior to interview for

staff working in the Early Years Project. In respect of other posts, if the applicant asked for referees not to be contacted prior to interview, they should be requested immediately after a conditional offer of employment is made and received before the position is confirmed.

17.1.2 External applicants must provide two referees, one of who should be a line manager in a previous employment (unless there are very good reasons why this is not possible.) Internal candidates should provide one referee outside the organisation, preferably a former line manager.

17.1.3 References should be requested using the standard form which includes specific questions and asks specifically about previous safeguarding concerns or allegations.

17.1.4 Open references and testimonials will never be accepted at face value but instead will always be followed up to verify the contents. If a reference made using the standard form reveals any discrepancies or inconsistencies about the person's suitability, this should always be followed up and explored with the referee by telephone, with a written record being kept of the conversation.

17.2 DBS Checks

17.2.1 As an organisation committed to equality and diversity, we recognise the contribution that everyone, including ex-offenders, can make as volunteers and paid staff, and a previous conviction would not automatically exclude an applicant from employment with BRR.

17.2.2 Most posts in BRR will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act (ROA) 1974 (Exemptions) Order 1975. Therefore, applicants will be required to provide full details of all convictions, cautions and bind-overs including those regarded as spent under the ROA, and any pending prosecutions, and DBS checks will be carried out.

17.2.3 The Office Manager will be responsible for ensuring that appropriate Vetting and Barring Service checks are carried out for all newly appointed staff in line with the BRR Disclosure Checks Policy.

17.2.4 If any offence is declared by the applicant or is revealed by the DBS check, this will be dealt with in accordance with BRR's Recruitment of People with Convictions Policy.

17.2.5 Normally, no-one would start in post until their DBS clearance has been received. However, if there is an urgency to start the employment in relation to BRR's service delivery, an applicant may start work with a DBS check pending, providing a full risk assessment has been carried out by the Director/Line Manager and is held in the employee's file. However, they will still not be confirmed in post until a satisfactory DBS is received.

17.3 Proof of Eligibility to Live and Work in the UK

17.3.1 The Immigration, Asylum and Nationality Act 2006 requires employers to carry out documentation checks before they employ any staff, and to review any time limited right to work every 12 months.

17.3.2 BRR will carry out the required three steps prior to confirming an applicant in post and will:

- Ask applicants for one of the documents listed in List A or List B of the UK Border Agency *Summary Guide for Employers on Preventing Illegal Working in the UK*.
- Check the photographs, dates and authenticity of the documents
- Take a copy of the relevant documents, date them and place them securely in the postholder's personnel file.

17.4 Ofsted Declaration: Disqualification

17.4.1 In addition to the above checks in respect of all staff employed in the crèche or involved in line management of crèche workers, an additional check is required.

17.4.2 All such persons will be required to complete an Ofsted Declaration: Disqualification Form. This form can be found at Appendix A.

18 CONFIRMATION OF EMPLOYMENT

18.1 As soon as the references and pre-employment checks have been satisfactorily received, a letter should be sent by the Director/Line Manager to the applicant confirming them in post subject to a satisfactory completion of the three month probationary process. This should be accompanied by two copies of the contract to be signed by the Applicant and the Director.

18.2 Application forms of candidates not selected for interview will be held at the BRR office for 6 months after an appointment is made. The application forms and interview notes of unsuccessful candidates selected for interview should be held at BRR office for 1 year after an appointment is made.

18.3 All application paperwork relating to the successful candidate will be kept on their personnel file until one year after termination of employment.

19 TEMPORARY STAFF

19.1 Temporary posts of up to three months duration

19.1.1 For temporary posts of up to 3 months duration, no recruitment panel is necessary. The Director can decide and make appointments, assessing the candidate against the person specification, consulting the Treasurer if there are financial issues, and reporting back to FFRS Sub- Committee at its next meeting. However, all appointments must be documented and appointment letters and contracts issued.

19.1.2 If funding becomes available to make the post long term, then a full recruitment process will be required

19.2 Temporary posts of more than three months duration

19.2.1 Temporary posts of more than three months duration should have a job description, be open to competition via internal or external advertising and entail a full recruitment procedure.

19.2.2 If a post holder has been in a post for six months or more, and further funding for that post becomes available, an extension to the current contract would normally apply subject to satisfactory performance.

20. BANK STAFF

20.1 For posts identified as being appropriate to employ bank staff on zero hours contracts, no recruitment panel is necessary. The Director and Line Manager (if appropriate) can decide and make appointments, assessing the candidate against the person specification, consulting the Treasurer if there are financial issues, and reporting back to FFRS Sub- Committee at its next meeting. However, all appointments must be documented and appointment letters and contracts issued.

20.2 If funding becomes available to offer regular hours, then a full recruitment process will be required.

21. PROBATIONARY PROCESS

21.1 All posts over three month's duration are subject to a three month probationary period, and line managers should follow the Probationary Policy and procedure and refer the postholder to the FFRS Sub- Committee after a satisfactory final review to confirm them in post, extend the probation or terminate the employment.

22. CAREER DEVELOPMENT OPPORTUNITIES

22.1 Bristol Refugee Rights aims to encourage staff to develop their skills and to create as many career development opportunities as possible provided this can be achieved without detriment to service delivery'. We do however need to balance this with our duty to the unemployed, including unemployed people with refugee backgrounds, and the need to refresh the talent within Bristol Refugee Rights.

22.2 On request from either new or existing staff members, Bristol Refugee Rights will look at ways of varying work patterns to meet the needs of staff with other domestic or professional responsibilities or commitments.

23 MONITORING

23.1 The FFRS Sub-Committee will monitor the implementation of this Policy and Procedures and will report to the Board of Trustees on any changes required.

23.2 At least once a year, a report will be produced for the FFRS Sub-Committee showing the equality breakdown of all applicants' shortlisted and successful candidates to see what positive action is required in future.

Date Approved: Nov 2019

Date for Review/Who to Review: This policy will be reviewed three yearly by the FFRS Sub-Committee.

Appendix A: Ofsted Declaration: Disqualification



Bristol Refugee Rights

Declaration: Disqualification

I have read the DfE document **Keeping children safe in education: childcare disqualification requirements - supplementary advice** and confirm that I am not disqualified.

I understand and accept that I must inform my line manager/BRR Director immediately if I become disqualified.

Signature _____

Print name _____

Job Title _____

Date _____

BRR Safer Recruitment Checklist

PRE INTERVIEW	Initials	Date
Planning – timetable decided; panel decided; job description, person specification, application form and other documents for applicants prepared		
Vacancy advertised – advertised where appropriate; advertisement includes reference to safeguarding policy (statement of commitment to safeguarding and promoting the welfare of children) and need for applicant to be DBS checked. Job pack includes <ul style="list-style-type: none"> ▪ Cover letter ▪ Application form ▪ Job description and person specification ▪ Equal Opportunities monitoring form ▪ Equal Opportunities statement ▪ Safeguarding statement (summary of Child Protection and safeguarding policies) ▪ Policy Statement on Rehabilitation of Offenders 		
Applications on receipt - personal information page separated and packs provided to panel		
Shortlisting – panel to scrutinize applications including discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short-listing; short-list prepared; interview questions and/or tasks planned		
References – check policy to see if post requires references to be requested prior to interview References should be sought directly from referee; use reference request pro forma; ask specific questions including any previous safeguarding concerns/allegations		
References – on receipt – checked against information on application, scrutinized; discrepancies taken up with referee by email/phone and/or applicant		
INTERVIEW		
Invitation to Interview – includes all relevant information and instructions		
Interview – explore applicant’s suitability for work with children/vulnerable adults as well as for the post Identity and qualifications of applicants verified on day of interview by scrutiny of documents and copies taken		
POST INTERVIEW		
Conditional offer of appointment – offer of appointment is		

conditional on pre-employment checks, probationary period and references (if not taken up prior to interview)		
References – if not a post requiring references to be requested prior to interview References should be sought directly from referee; use reference request pro forma; ask specific questions including any previous safeguarding concerns/allegations		
References – on receipt – checked against information on application, scrutinized; discrepancies taken up with referee by email/phone and/or applicant		
Evidence of right to work in UK – seen and copies retained; right to work form completed		
DBS certificate – appropriate level of check is requested and received. Where it is proposed to start the person in post before it is received (will not be appropriate for EYP posts); risk assessment has been completed by line manager and handed to Director		
Child Protection/Safeguarding training – included in induction and ensure attend training		