

Safer Recruitment Policy



1. What is safer recruitment

- 1.1 Safer recruitment is crucial for maintaining a safe and secure environment within our university. It ensures that individuals recruited for various roles, especially those involving contact with children or adults at risk, are reliable, trustworthy and don't present potential risks of harm to these vulnerable groups at any stage of their employment with the University.
- 1.2 We are committed to maintaining a safe and secure environment for our students, staff, and community and utilise our recruitment processes to ensure suitable candidates are appointed. We foster inclusivity, celebrating and respecting differences. We welcome diversity and encourage applications from all backgrounds and genders. We consider our recruitment practices to be comprehensive and unbiased; ensuring fairness, transparency, and equal opportunity for all.

2. Our Principles

- **Deter:** We aim to dissuade individuals with inappropriate intentions from applying by clearly communicating that we prioritise safeguarding in application processes or job adverts.
- **Reject:** We will identify and reject unsuitable applicants during our recruitment and selection process, who don't demonstrate the necessary qualifications, skills, experience, or personal attributes required to effectively perform the required job.
- **Prevent:** We have designated safeguarding officers and clear policies, processes, and behavioural standards to ensure a safe work environment and this is communicated as part of induction.
- **Detect:** We encourage people to report inappropriate behaviour and abuse and respond effectively to foster a safe working culture.

3. Policies and Procedures

We use the following policies and procedures to guide our safer recruitment practices. However, not all of them apply to every recruitment exercise. The applicability depends on the specific role; for instance, not all roles will require a Disclosure and Barring Service (DBS) check.

- [Safeguarding policy](#)
- [DBS checks and Criminal convictions policy](#)

- [Protecting young workers guidance for managers](#)
- [References policy](#)
- [Safeguarding guidance for working or volunteering with vulnerable groups](#)

4. Training and awareness

- 4.1 All chairs of interview panels and anyone involved in shortlisting or interviewing for appointments are asked to complete Recruitment and Selection training before a recruitment exercise takes place.
- 4.2 All staff are asked to complete [online training](#) on diversity and inclusion and unconscious bias as part of the induction process. This enables fair assessment of applicants based on qualifications rather than biases, fostering an inclusive environment and contributing to a safer and more diverse community by any staff involved in a recruitment process.
- 4.3 All staff are required to complete mandatory online [Safeguarding training](#). This statutory safeguarding training module provides an overview of safeguarding for under 18s and adults who may be at risk of harm.

5. Recruitment and selection

5.1 Job descriptions and person specifications:

- 5.1.1 Our job descriptions include the necessary qualifications, skills, experience, and personal attributes required to effectively perform the required job.
- 5.1.2 We provide role profiles and grade descriptors to guide appropriate duties and responsibilities for job descriptions

5.2 Advertising

- 5.2.1 For identified positions where a DBS check is required, adverts will state our commitment to safer recruitment.
- 5.2.2 For identified positions where a DBS check is required, job adverts and recruitment documentation will contain a statement that a disclosure will be requested in the event of the individual being offered the position.
- 5.2.3 We advertise vacant posts to encourage a wide and diverse field of applicants as possible. Normally this entails internal and external advertisement in

relevant publications or websites, including our own website and social media channels.

5.2.4 On occasions, a post may not be advertised externally.

5.2.5 Applicants are advised when they apply that their application and personal information will be treated confidentially and in accordance with GDPR.

5.3 Application and shortlisting process

5.3.1 We use a structured application process that ensures a thorough, consistent, and fair process of obtaining, analysing, and evaluating information from and about applicants.

5.3.2 At least two individuals are involved in shortlisting applications and use objective criteria to shortlist applicants for interviews.

5.3.3 Applicants for posts which will require DBS checks are asked to declare any spent or unspent criminal convictions, depending on the level of the DBS check, or other relevant information at the point of application.

5.3.4 We assess any disclosed convictions as part of our recruitment process as detailed in the [DBS checks and Criminal convictions policy](#)

5.3.5 We select all applicants for interview based on their skills, qualifications, and experience.

5.4 Interviewing process

5.4.1 Selection panels prepare interview questions in advance of all interviews.

5.4.2 Recruiting staff conduct thorough and consistent interviews, ensuring that questions relate directly to the role's requirements.

5.4.3 Where relevant this will include specific questions that explore attitudes and values in relation to safeguarding children and/or adults at risk. E.g. Is there anything we should know that could affect your suitability to work with children or those at risk?

5.4.4 [Interview guidance](#) is available for recruiting managers that outlines our expectations and aims to reduce biases.

5.4.5 We require a minimum interview panel of two to reduce biases and enhance the accuracy of evaluations.

5.5 Recruitment Decisions

- 5.5.1 A panel meeting is held as soon as possible after all interviews have taken place. This meeting involves all those involved in the selection/interview process.
- 5.5.2 A record of decision making to appoint an individual ahead of others is made on our e-recruitment system to ensure that there is a record to provide clear honest feedback to the unsuccessful candidate/s if required.
- 5.5.3 The final selection is always made by the panel to appoint the best candidate who meets the criteria for the role.
- 5.5.4 We keep clear and detailed records of the recruitment process, including applications, interview notes, reference checks, and any other relevant documentation. This ensures transparency and accountability. We do this in line with our applicant privacy notice.
- 5.5.5 Application for Disclosure (DBS criminal and other record check) will only be made once the recruiting panel has identified the successful applicant(s).

6. Onboarding

6.1 Pre-Employment Checks

- 6.1.1 We ensure prospective staff have the right to work in the UK and carry out thorough right to work checks on or before the first day of employment.
- 6.1.2 We ask for evidence of highest qualification appropriate to the role.
- 6.1.3 We ensure that only individuals who meet the required standards are recruited.

6.2 References and Background Checks

- 6.2.1 We [obtain references](#) from previous employers for external applicants, checking their suitability for the role.
- 6.2.2 At least one reference must be received before an individual begins employment.
- 6.2.3 We provide guidance for managers on [employing ex-offenders](#) as members of the University
- 6.2.4 Any matter revealed in a personal disclosure (i.e. on the application form) or via a DBS check will be discussed with the applicant, before withdrawing a conditional offer of appointment.

- 6.2.5 The fact that an applicant has a criminal conviction will not necessarily bar that person from working with us. This will depend upon the nature of the position and the circumstances and the background of the offences, which will be reviewed by a DBS Safeguarding Panel as outlined in our [DBS checks and Criminal convictions policy](#)

7. Induction

- 7.1 We provide guidance for recruiting managers on how to plan an effective induction.

8. Probation periods

- 8.1 Newly recruited staff complete a [probationary period](#), during which their performance, behaviour, and suitability is monitored and evaluated.
- 8.2 A four-week trial period is offered to anyone coming through redeployment.

9. Consistency and Fairness

- 9.1 We treat all applicants fairly and equitably throughout the recruitment process. We avoid any form of discrimination, bias, or favouritism.
- 9.2 Staff, students, and visitors can report any form of discrimination, misconduct, harassment, or assault by using our [Report and Support tool](#).
- 9.3 We actively promote equality of opportunity for all with the right mix of talent, skill, and potential and welcome applications from a wide range of applicants, including those with criminal records. We select all applicants for interview based on their skills, qualifications, and experience

10. Criminal offences obtained during employment

- 10.1 Where a current staff member discloses that a caution or conviction has occurred after the start of employment, or the University is made aware of this information, and may have a bearing on the staff member's suitability to work with vulnerable groups, a DBS safeguarding panel meeting would take place as detailed above to review available information.
- 10.2 In recognition that this information may not be as accurate as a DBS check, the university reserves the right to take appropriate steps to obtain information relevant to the caution or conviction and take appropriate action so as to manage any new risk that might have arisen.

11. Ongoing Monitoring and Review

- 11.1 HR will ensure the recruitment and selection process is clear and up to date with regards to all elements of legislation. We aim to continuously improve the recruitment process based on feedback and experience.

Document Details

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