

Safe Recruitment Process Planner

Planning

Clarify case for new appointment, position within the organisation, & management and supervision arrangements.

Consult CSAS Procedures & Safeguarding Procedures regarding recruitment to determine level of DBS Disclosure required, if any, and other safeguarding considerations.

Development

Develop Job Description, Person Specification and Application Form for the role.

Advertise, as required and ensure applicants are notified that the following will be required:

1. Verification of identity at or after interview
2. At least two satisfactory references, one of whom should be the current manager, if employed
3. DBS Disclosure if the role is eligible and
4. Disclosure of previous relevant convictions at interview or another agreed time after interview

Selection

Shortlist from completed applications and invite to formal interview/discussion.

Panel Interview with set questions and scoring sheet for employees & formal discussion for volunteers.

Letter of appointment pending required checks

Employment Checks

Right to work in UK check

Take up References, using reference pro-forma

ID verification

Submit DBS application form, if eligible

Health checks where required

Appointment

Confirmation of appointment, pending the above

Post-Appointment

