

## **Deep Roots Tall Trees (DRTT) Safer Recruitment Policy**

### **1. Introduction**

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies
- deter prospective applicants who are unsuitable for work with vulnerable adults, children or young people
- identify and reject applicants who are unsuitable for work with vulnerable adults, vulnerable adults, children and young people.

### **2. Inviting Applicants**

Advertisements for posts, whether in newspapers, journals or online, will include the statement:

“Deep Roots Tall Trees is committed to safeguarding vulnerable adults, vulnerable adults, children and young people. All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check.”

Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification
- DRTT safeguarding/child protection policy
- DRTT recruitment policy (this document)
- the selection procedure for the post
- an application form or covering letter as relevant to the post in question).

All prospective applicants must complete either a covering letter or application form for consideration for any role.

### **3. Short listing and References**

Short-listing of candidates will be against the person specification for the post.

Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidate’s suitability for working with vulnerable adults, children and young people
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of vulnerable adults, children and young people
- the candidate’s suitability for this post

DRTT employees are entitled to see and receive, if requested, copies of their employment references.

#### **4. The Selection Process**

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. Telephone/Zoom interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link – e.g. Zoom, Teams etc.).

Candidates will always be required:

- to explain satisfactorily any gaps in employment
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters
- to declare any information that is likely to appear on a DBS check
- to demonstrate their capacity to safeguard and protect the welfare of vulnerable adults, children and young people

#### **5. Employment Checks**

To verify the suitability of employees, all successful applicants are required:

- to provide proof of identity
- to complete an enhanced DBS application and receive satisfactory clearance including barred list checking
- have a satisfactory certificate of good conduct relating to time spent living outside of the UK, where applicable
- to provide actual certificates of professional qualifications, as deemed appropriate to the nature of the vacant post
- to complete a confidential health questionnaire and be deemed mentally and physically fit to perform the role
- to provide proof of their right to work in the United Kingdom
- to complete a childcare disqualification declaration where required

#### **Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status.**

All applicants invited to attend an interview will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification required for the position and claimed in their application form.

#### **Fitness to undertake the role**

A confidential pre-employment health questionnaire must be completed by all applicants for contracted posts, to verify the candidate's mental and physical fitness to carry out their work

responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role.

### **Individuals who have lived or worked outside the UK**

When appointing a UK citizen who has lived overseas or a non-UK citizen, a Certificate of Good Conduct must be obtained (where possible) from the embassy of the country the applicant has specified they have spent a significant period of time in. This must happen where the applicant has lived or worked (including studying) in a foreign country for a period of 6 months within the last 5 years.

There are some exemptions to this:

- If the applicant is currently employed by DRTT and has already provided the certificate, which can be used for future appointments providing that there is no break in service
- Applicants that have spent time overseas as part of Her Majesty Service i.e. Army, Navy, Airforce
- Applicants who are seeking asylum will be unable to provide such documentation, as contacting the embassy may jeopardise their safety.

If an applicant is unable to provide a Certificate of Good Conduct, evidence must be presented to show that an attempt to obtain a copy has been made.

Any costs incurred for obtaining a Certificate of Good Conduct must be met by the individual and will not be reimbursed.

If an applicant is unable to obtain a Certificate of Good Conduct then a Risk Assessment Form must be completed and signed off. All other pre-employment checks must be completed.

### **Childcare Disqualification Declaration**

Where relevant, for applicants working in Early Years and foundation settings, all applicants must complete a self-declaration form provided by NMPAT in relation to the Childcare Disqualification Regulations 2009.

This is to cover circumstances where the individual has a conviction that may result in them being barred from working with children or someone living at the same residential address is barred from working with children. Where a positive declaration is made a waiver must be applied for from Ofsted, and be satisfactorily granted.

## **6. Offer of appointment**

The appointment of all new employees is subject to the receipt of a satisfactory DBS Certificate, references, medical checks, prohibition checks, childcare disqualification checks and waivers, copies of qualification and proof of identity.

## **7. Induction**

DRTT recognises that safer recruitment and selection is not just about the start of employment but should be part of a larger policy framework for all staff. DRTT will therefore provide ongoing training and support for all staff.

All staff who are new to DRTT will receive induction training that will include the DRTT safeguarding policies and guidance on safe working practices.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

### **Living Document**

Important note. This is a living document and the definitive version is on the DRTT OneDrive system. Updates and amendments should be expected. The Policy will be reviewed on a biennial basis, or to reflect updates in legislation. This Policy is next due for renewal in January 2026.

This version was reviewed in January 2024.