

Safer Recruitment



Questions to ask yourself

What is safer recruitment and what procedures should be followed when recruiting staff and volunteers?

What action should I take when vetting checks raise concerns?

How do we create a safer recruitment culture?

News Article 23rd July 2021 [Nursery apprentice jailed for 14-and-a-half years for sexually abusing toddlers | The Independent](#)

A teenager has been jailed for 14-and-a-half years after sexually abusing children at a nursery in Devon. The jury at Exeter Crown Court found 18-year-old Jayden McCarthy guilty of 16 offences after a trial lasting nine days in May.

The families of his victims have been left “broken” and are “haunted” by the abuse. The case involved reviewing over 250 hours of CCTV footage, which took around 100 working days to complete.

McCarthy was previously charged in connection with allegations of 14 sexual offences at the nursery in July 2019 after a disclosure by a child. He was also found guilty on two further historic offences of rape, which are not connected with the nursery.

Previously, nursery managers had confirmed to the court that McCarthy was taken as an apprentice in March 2019 following an interview process and Disclosure and Barring Service (DBS) checks.

Conclusion

Torbay’s Safeguarding Children Partnership commissioned [Serious Case review-- August-2021.pdf](#) recommended:-

Early years settings and childcare providers should reflect on the learning points highlighted in this review, evaluating their safeguarding practice, and setting culture, through a lens of ‘it could happen here’



Consultation with the Early Years Sector

Following the [Early Years Foundation Stage safeguarding reforms - consultation response](#) (April 2024) on proposals to strengthen EYFS safeguarding requirements it will implement amendments to promote safer recruitment.

- including requirements to obtain references and a requirement for safeguarding policies to include procedures to help ensure that only suitable individuals are recruited by 1st September 2025.
- new expectations to provide references. The aim is to support with obtaining **meaningful**, timely references in the early years sector to further enhance safer recruitment practices.

The [EYFS statutory framework for group and school-based providers](#) Welfare Requirements States

Providers must ensure that people looking after children are suitable.

- Suitable People (3.9 – 3.15)
- Disqualification (3.16 - 3.20)

Local Procedures

The [Guidance for Safe Recruitment, Selection and Retention...](#) local procedures state

“Safe recruitment is central to the safeguarding of children and young people. All organisations which employ staff or volunteers to work with children and young people have a duty to safeguard and promote their welfare. This includes ensuring that the organisation adopts safe recruitment and selection procedures which prevent unsuitable persons from gaining access to children”.

Guidance for Safer Recruitment

Where to start

Plan the whole of your recruitment process in advance to make sure you have a consistent approach every time you recruit a new staff member or volunteer.

Taking a planned and structured approach will help:

- minimise the risk of appointing someone unsuitable
- ensure you select the right person for the role
- make sure the process is fair



- make sure there are records of the process for future reference.

Note this is not an exhaustive list and can be used for illustration purposes only

	What to Include
Application pack	Job description Person specification Safeguarding statement Self declaration form Outline of the selection process Application Form
Advertisement	Name of the Company, school or organisation Title of job role Qualifications Working hours Main duties The extent duties which are considered regulated activity Any specific safeguarding responsibilities Description of the organisation and its commitment to safer recruitment Which checks will be conducted Closing date for applications
Shortlisting	All forms returned and signed Details for two referees Suitability for the role Conduct on-line searches
Interviews	The interview panel to include three staff members: the Manager and one other trained in Safer Recruitment and/or Designated Safeguarding Lead Any issues from forms that need addressing: references, self disclosure, gaps in employment or inconsistencies with the application form etc Panel expectations from candidates Any action to take following cause for concern with a candidate's response
Hiring	Analysing Candidates responses to questions Deciding who to hire Candidates given a conditional offer Written references sent out
Checks	Verify:- Right to work in the UK Qualifications Identity check – Passport DBS or Good Conduct certificate References



Vetting or reference concerns

If references, vetting, disclosure and barring checks reveal concerns about a person's history, your organisation needs to assess whether or not they are suitable to work with children and young people.

It is illegal for an employer to knowingly employ somebody to carry out regulated activity or work whilst they are on the barred list.

If you find that someone who has applied to work with children is barred, you should notify the police.

Further Guidance

[Working together to safeguard children 2023: statutory guidance](#)

[DBS checks: guidance for employers - GOV.UK](#)

[Keeping children safe in education 2024](#)

[Quick Guide to DBS Checks.pdf](#)

[Regulated activity in relation to children: scope. Factual note by HM Government](#)

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>

<https://www.gov.uk/government/publications/right-to-work-checks-employers-guide>

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

[Allegations Against Staff or Volunteers who Work with... Slough Procedures on-line](#)

Resources

https://www.saferrecruitmentconsortium.org/_files/ugd/f576a8_7ee46f2de8fc4da6a0bc77695112548e.pdf A better Hiring Toolkit

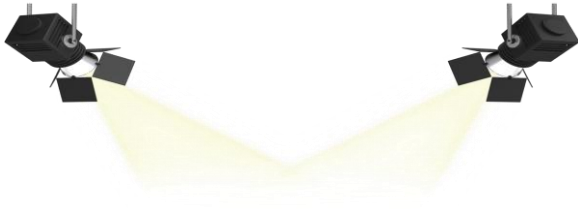
[Safer recruitment | NSPCC Learning](#)

[Writing safeguarding policies and procedures | NSPCC Learning](#)

[Example self-disclosure forms | NSPCC Learning](#)

[developing-and-implementing-a-low-level-concerns-policy.pdf](#)

[Safer Recruitment Checklist | Child Protection Company](#)



Training

[Safer Recruitment Training 2024-25 | The Link](#)