



LSCB Policy and Procedures Standards for Safer Recruitment

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STANDARDS FOR SAFER RECRUITMENT

The guidance has been produced by North Lincolnshire LSCB in line with Disclosure and Barring Service Guidance, the Allegations Management Guidance and best practice guidance from North Lincolnshire Council Human Resources.

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Introduction

The standards for safer recruitment have been developed in accordance with statutory guidance Working Together to Safeguard Children 2015, Keeping Children Safe in Education 2015, Disclosure and Barring Service Guidance and in reference to the learning from the Bichard Inquiry and learning from serious case reviews eg North Somerset (2012) and Serious Case Review in respect of Nursery Z.

The aim of these standards is to:

Ensure that recruitment processes are robust and in line with legal and statutory requirements.

Ensure the standards instil confidence and reassure parents, carers and families that workers appointed to provide services to children are suitably checked prior to commencement in their role.

Support agencies in recruiting suitable and safe professionals to work in their organisations to try and reduce the possibility of those people who are unsuitable to work with children entering into the children's workforce

The term unsuitable can refer to applicants who:

- do not take their responsibilities seriously
- question the need for stringent health, safety and welfare requirements
- fail to demonstrate respect for children and young people
- evade questions relating to safeguarding children
- have little understanding of children's rights
- have a dubious approach to the use of force

To fulfil their commitment to safeguard and promote the welfare of children and young people, **all organisations** that provide services for children or work with children need to have relevant recruitment and human resources procedures in place for staff and volunteers. These standards are not intended to replace organisations existing recruitment processes as it is acknowledged that many organisations have robust procedures in place. However they provide guidance for safe and consistent recruitment that all organisations should meet.

This document provides a guide for organisations to the recruitment process by summarising the recommended practices and procedures together with the current legislative requirements.

The appointment and selection processes used should enable the organisation to gain a full picture of the suitability of prospective candidates. It will also enable the candidates themselves to decide whether the particular organisation is a place they would wish to work.

Whenever an organisation is engaged in the appointment of staff and volunteers, the organisation is also presenting an image to the community at large of the principles it stands for and the standards it maintains.

This document should be read in conjunction with the organisation's policies on Recruitment and Selection, Diversity, Rehabilitation of Offenders, Disclosure and Barring Service Checks and Child Protection.

It is also important to recognise that safeguarding goes beyond recruitment and to ensure on-going vigilance robust procedures need to be in place in the work place regarding Managing Allegations Against People who work with children, Complaints procedures, code of conduct and whistleblowing procedures (visit www.northlincsiscb.co.uk for all procedures)

The Recruitment Process

There are many potential pitfalls to be avoided in the recruitment process to ensure fair and safe appointments, especially in the context of child protection and discrimination. The steps that should be taken are explained below and can if necessary be summarised into a checklist. An example is shown at Appendix 2.

The provisions that follow emphasise good recruitment practice. They will also help organisations ensure that suitable candidates are appointed and that equal opportunities are offered to all potential applicants.

It is very important to plan the whole recruitment process from the outset so that sufficient time is left between each stage (e.g. appearance of advertisement, short-listing and selection) to enable a professional and thorough approach to be adopted.

The single most important principle to apply in any appointment decision is to search for and appoint the best person. The decision to appoint needs to focus on the essential criteria to undertake the role measured against the person specification. All roles, working with children, should require an application form, role description and person specification.

Assessing the Post

The first part of the recruitment process is to risk assess the post against DBS guide to eligibility. The level of Disclosure and Barring Check will depend on the role and duties of the applicant. The post will need to be assessed against the DBS Eligibility Guide which can be found at: <https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

This will ensure the correct Disclosure and Barring Service check is completed, should one be required. It is an offence for anyone barred from working with children to apply to work in regulated activity. It is also an offence to appoint anyone to a post where they are barred.

Job Description

A job description is a management document which sets out the main features of the position. An example is attached in Appendix 3. The agencies commitment to safeguarding children should be prominent on this document.

All aspects of the role description must comply with equal opportunities principles e.g. Use Handy person and not Handyman.

It should contain the following:

Title

The title should clearly reflect the nature of the role.

Overall Purpose

This should provide a short accurate statement of why the role exists. For example, 'to coach children in modern dance', or 'to supervise small groups of children during activities'. Although it can sometimes be difficult to capture the full extent of the impact of a role in one sentence, it should be possible, with careful analysis, to do this.

Main Responsibilities

These are statements of the continuing and end results required of a role. They answer the question "What are the main areas which the role must undertake in order to achieve it's purpose?"

The characteristics of main responsibilities are:

- Taken together, they represent all the key outputs of the role.
- They focus on results, not duties or activities. They tell the 'what', not the 'how'.
- They are timeless, standing permanently unless the job itself is changed in a fundamental way.
- Each one is distinct from the rest and describes an explicit area in which results must be achieved by the role holders action.
- They suggest specific measures or tests, which would determine whether they are being met.
- They relate clearly and realistically to the job and not to the superiors job or to the organisation as a whole.

Contacts

For roles working with children it is also useful to describe the nature of the relationships with the children, families and carers.

Discolure and Barring

Reference to the post being part of the Disclosure and Barring Scheme must be made if applicable.

2.3 Person Specification

The person specification is a statement of the attributes and characteristics necessary to do the role. It aims to provide a clear picture of the person required and is drawn up from a critical examination of the role description. The factors within the specification should be recognisable and measurable. All candidates must be assessed consistently against this specification during the selection procedures. A minimum requirement for people working with children and young people is outlined in the Health and Wellbeing Board (Suite of Documents 2015):

Effective communication and engagement
Information Sharing
Supporting people's development and transitioning through the lifestages
Safeguarding and promoting the welfare of children, young people and vulnerable adults
Promoting wellbeing
Ownership at the point of contact
Multi agency and integrated working
Risk management
Assessment Skills

Details within the specification should be reflected within the advertisement, the specification therefore needs to be completed prior to advertising.

In preparing the person specification, the factors will be listed under two headings 'essential' and 'desirable'. Only relevant and measurable factors should be included. Two questions need to be asked: -

What attributes must the successful applicant have (essential characteristics)? and

What attributes would be useful for the successful applicant to have (desirable characteristics)?

The person specification must include an essential requirement for a DBS check to be undertaken where appropriate.

A sample person specification is shown at Appendix 4.

Advert

The advert must include:

- A clear message about the importance of safeguarding children
- A clear message about the organisations safer recruitment processes
- The requirement for references

Where the post has been risk assessed as requiring a DBS check, the advert will state this must be completed prior to appointment. The advert will also state that It is an offence for anyone barred from working with children to apply to work in regulated activity.

Where the position is covered by the Rehabilitation of Offenders (exemption) Act, 1975 & 2000, an explanation is needed as to why it is covered and as such that a DBS is required. It will also need to state the level of check required.

Sending out the right messages at this stage in the process should deter inappropriate people applying for the position.

Application Forms

Application forms need to be comprehensive and information completed thoroughly particularly the applicants history. The application form should include the following information in respect of the applicant as a minimum,

- Name and previous names
- Current address
- Date of Birth
- Relevant education/ training/qualifications
- Registration with professional bodies
- Details of present/last employer or education/voluntary association if not previously employed
- Previous roles held, detailing the organisation, nature of the role(s), dates, and reason(s) for leaving
- Experience; relating to the person specification
- Details of 2 referees (not relatives) both of which should cover the last 5 years and at least one should be from the current or most recent role e.g. from an employer; teacher, professional colleague etc.
- Details of any criminal conviction or caution
- Details of time not covered by education or work

As with the advert the application form will need to include additional information stating that a standard or enhanced DBS check maybe required for the post; and an explanation of why the post is covered by the Rehabilitation of Offenders (exemption) Act, 1975. Application packs should also include the organisations child protection policy and if available their code of conduct.

Additional information gathered with the application form such as diversity data and date of birth must be used only for monitoring purposes and checking identity, it must not form part of the selection process.

Short listing

The person undertaking the short listing process should have completed Safer Recruitment training. The LSCB Safer Recruitment training is available to all organisations and agencies including the voluntary and community sector in North Lincolnshire visit www.northlincs.lscb.co.uk for information. Application forms will need to be checked carefully for any omissions or ambiguities and a note made to follow these up with the candidates called to interview. References should be requested prior to interview.

Life history

The application process needs to gather full information on the applicant's history, whether that is employed, training, voluntary work, unemployed etc. The organisation needs to gather sufficient information to satisfy that it is genuine. Wherever possible this should be backed up with evidence such as references.

Any gaps in employment, inconsistencies or unusual career moves need to be identified and explored further at the interview. These are not reasons not to short-list an applicant.

Professional and Character References

References should always be taken up and should be obtained directly from the referee. They should be obtained from the current or most recent role (not relatives) and should cover at least the last 5 years. Ideally they should be taken up prior to the selection in order for any inconsistencies with the application form to be explored as part of the interview. Any offer of work must be subject to satisfactory references.

Referees should be sent the job description, person specification and reference proforma to ensure that you receive the most detailed reference possible for each short listed candidate.

There is no legal obligation to provide a reference, if the referee is unhappy about providing one. Some employers have a policy of not providing references, however all attempts must be made to encourage the employer to provide as much information as possible about the person's suitability to work with children. If a current employer declines to provide a reference it is possible that an employee could complain that the employer is breaching their "duty of care" in not, at least, confirming the work history of an employee. Agreed references or open testimonials must not be accepted, as they could be false or drawn up as a result of a compromise agreement.

References are most useful when they are structured to comment on areas in the person specification. Reference details need to include information on:

- Length of time the person has known the applicant and in what capacity;
- Person's skills strengths and weaknesses/suitability for the post and for working with children and young people;
- Details of any known investigations, disciplinary action or concerns.
- Details on probationary periods of employment where applicable;
- Confirmation of known police/DBS check ;
- Reasons for leaving employment;
- Details as to whether employer would re-employ.
- Details of any disciplinary procedures that the applicant has been subject to involving issues relating to the safety and welfare of children or young people including any in which the disciplinary sanction has expired and the outcome of those
- Provide details of any allegations or concerns which have been raised about the applicant that relate to the safety and welfare of young people or behaviour towards children or young people and the outcome of those concerns (e.g. whether the allegations or concerns

were investigated, the conclusion reached and how the matter was resolved). This should not include unsubstantiated or malicious allegations

- Whether the referee is completely satisfied that the applicant is suitable to work with children and if not to provide specific details of any concerns and the reasons why they believe the applicant may be unsuitable.

Any information given about previous experience should be scrutinised to ensure that it is consistent. Satisfactory explanations should be obtained for any gaps in employment. If the candidate is not currently employed it is also necessary to check with the organisation by whom they were most recently employed/student/volunteer to confirm details of their status and their reasons for leaving.

All references should be verified by a telephone conversation with the referee.

A sample reference request letter and pro-forma is shown at Appendix 7.

Interview

The panel should confirm that relevant identity documentation has been seen and references received. Arrangements for the interview must be clarified with candidates beforehand and any communications need to specify that their commitment to and understanding of safeguarding will be explored during the interview process.

Ideally the interview panel should be made up of more than one person and it is recommended that at least one member of the panel is accredited in Safer Recruitment training.

The selection process must be an objective assessment of each candidate, made through selection methods, appropriate to the position, and measured against the essential criteria in the person specification. A range of methods can be used from interviews, observations with children and/or aptitude tests. It can also be valuable to involve children as part of the selection panel.

There needs to be a degree of formality in the whole recruitment process from the time the role becomes vacant, through to the placing of the advertisement and to the stage when the position is filled. The use of written notes will enable accurate records to be maintained of short listing and selection decisions. It is useful to have pre-populated templates of criteria and interview questions to ensure consistency in approach. Where the positions involves particularly vulnerable children and young people the candidates knowledge of increased vulnerability and additional safeguarding requirements around their needs, should be explored.

Ideally safeguarding questions should be asked by one member of the interview panel whilst the other members observe the candidates responses and behaviour.

Without a proper structure in place and objective criteria being applied there is a far greater risk of an inappropriate decision being taken and a risk of unsuitable persons being appointed to work with children.

Some sample interview questions are shown at Appendix 11.

As well as asking standard interview questions the application form will need to be scrutinised for any inconsistencies in information, gaps in history or ambiguities. These will need to be clarified as part of the interview process.

Non - Conditional Offer of Appointment

Prior to making a non-conditional offer of appointment all pre-employment checks need to be satisfactorily completed and verified.

Pre-Employment Checks

The following pre employment checks must be carried out before an applicant takes up a position.

- Evidence of the right to work in the UK (employees only)
- DBS check
- Proof of Identity
- Evidence of relevant qualifications/accreditation
- Medical clearance
- Life history
- References from current and/or most recent employment, form tutor or work experience referee or professional colleague

Any offer made to the applicant must be subject to the completion of satisfactory checks.

Asylum and Immigration (employees only)

In accordance with the Asylum and Immigration Act 2006, employers have a duty to check whether candidates are entitled to live and work in the UK. When applicants are invited to interview they should be asked to bring with them evidence of their right to work in the UK. It is important to be sure that the person is who he or she claims to be. The employer must ask to see documentary evidence of identity (ideally photo) and British or European Economic Area citizenship, e.g. a British birth certificate, documentary proof of National Insurance number or valid British or EEA passport. Documents should be checked to see that they are a likeness of the person in terms of age/gender etc.

Depending on the country of birth and the nature of the employment there are different requirements in relation to the right to work of overseas applicants. Further information can be found on the Border and Immigration Agency website: www.bia.homeoffice.gov.uk/employingmigrants

It is a criminal offence to employ a person who does not have permission to live and work within the UK. The employer or other person(s) making the appointment would be liable to prosecution in such cases.

Disclosure and Barring Service (DBS) Checks

Regulated activity is work that a barred person must not do. The definition of regulated activity is found on https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/522656/Regulated_Activity_in_relation_to_Children.pdf and is called **Regulated activity in relation to children: scope Factual note by HM Government** . This document must be referred to as part of this guidance.

Frequency of Activity

Organisations need to consider the frequency or intensity of activity with children and young people. Frequently or intensively means carried out by the same person frequently (once a week or more often) or on four or more days in a thirty day period (or in some cases overnight between 2am and 6am where there is opportunity for face to face contact).

Overseas Workers in the past 5 years

Where a worker has lived overseas for the past 5 years there is a need to complete an Overseas Conviction Assessment. See DBS website for details.

Breaks in Employment

If the person has a break from the role for a period of three months or more, or a period of less than 3 months where their activities during this period cannot be substantiated it will be necessary to undertake a new DBS check.

Positive DBS Check

In cases where the DBS disclosure contains prosecutions, cautions or similar information it is the responsibility of the organisation to carry out a risk assessment to determine whether the person is suitable to work with children. Attached to this document at Appendix 6 is guidance on what to do if an applicant has a positive DBS.

Proof of Identity

Identity checks should be taken at the time of the interview. Guidance for this is available from [Revised and Enhanced Identification Checking Guidelines](#).

Evidence of relevant qualifications/accreditation

Organisations should always verify that the candidate has actually obtained all academic or professional qualifications essential for the work. You need to have sight of the relevant certificate or diploma, or a letter of confirmation from the awarding institution and should insist on seeing original documents or properly certified copies. Photocopies should not be accepted.

Where it is unclear of the nature and level of qualifications, particularly those obtained in a different country, a range of organisations offer advice on comparability e.g. Learning Skills Council or www.naric.org.uk (for overseas qualifications).

For many professionals confirmation of professional qualifications must be established before being allowed to practice. Many also have to be registered with their professional association.

Medical Clearance

The organisation must be satisfied that anyone engaged in a position that involves regular contact with children or young people is medically fit to undertake the role. Regard will have to be given to any reasonable adjustments that may need to be made to take account of a disability.

Successful applicants for employment must be asked to complete a medical declaration form when the offer of employment is made. An offer will be made subject to medical clearance.

Employees should not start work until a medical clearance is received. If there is a risk that the employee has a contagious disease or suffers from a medical condition, which makes them unsuitable to work with children, e.g. a mental illness, in teaching and social work this would automatically bar them from working with children.

Volunteers will be asked to sign a medical declaration that they are fit to work with children, if there are concerns about their health confirmation of their suitability to work with children should be obtained in writing from their GP or a qualified occupational health practitioner.

Visitors

You will need to conduct a risk assessment on all individuals who are undertaking work in your establishment to ascertain whether they should be subject to a DBS check and the level. In respect of visitors to your establishment good practice would be as described below.

DBS

Most visitors will carry some form of ID that will give information of the number and date of their DBS check. It is not recommended that visitors carry their original DBS certificate, if they do, you should not copy this as it is illegal and contrary to DBS Policy to retain copies of DBS.

Identity

If the visitor does not carry a photo ID card you will need some other form of evidence to ensure they are who they claim to be, ideally this should be some form of photo identity. You will need to check that it is a true likeness of the person and that it appears to be a genuine document, again if in doubt please contact their organisation.

Organisation checks

You need to be satisfied that the organisation, which has recruited the visitor, has recruited them in-line with safer recruitment. It would be good practice to have evidence of this from having sight of their relevant policies and procedures, the appendices in this document provide a guide on the documents you may want to ask for.

Glossary of terms

Worker: Employee, volunteer or self-employed

Work: Paid or voluntary

Role: Job or voluntary position

Appoint: Engage either in a paid or voluntary position

POCA: Protection of Children Act

DfE: Department for Education

DBS: Disclosure and Barring Service

**Standard Checklist for Safe Recruitment for
Workers Providing Services to Children**

Pre-interview	Initials	Date
<p>Planning Timetable decided: role specification and description and other documents to be provided to applicants reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references, level of DBS check required, gaps in employment etc.</p>		
<p>Advertisement Includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children, and need for successful applicant to be DBS checked if required. If a DBS check is required the advert must that it is an offence for anyone barred from working with children to apply to work in regulated activity.</p>		
<p>Application Scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short listing.</p>		
<p>Shortlist prepared</p>		
<p>References requested Sought directly from referee on short listed candidates: ask recommended specific questions: include statement about liability for accuracy.</p>		
<p>References received Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with applicant (at interview if possible) and verified with the referee.</p>		
<p>Invitation to interview Includes all relevant information and instructions.</p>		
<p>Interview arrangements At least 2 interviewers: panel members have authority to appoint: have met and agreed issues and questions/assessment criteria/standards beforehand. Ideally to have been trained in safer recruitment. From 1.1.10 it is a legal requirement for at least one member of the panel for appointments to schools to have been accredited in safer recruitment.</p>		
<p>Interview Explore applicant's suitability for work with children as well as for the position.</p>		
<p>Identity and qualifications Verified on day of interview by scrutiny of appropriate original documents: copies of documents taken and placed on file; where appropriate applicant completed application for DBS check.</p>		
<p>Conditional offer of appointment:</p>		

Offer of appointment is made conditional on satisfactory completion of the following pre-employment checks.		
References (if not obtained and scrutinised previously)		
Identity (if that could not be verified straight after the interview)		
Qualifications (if not verified on the day of the interview)		
Permission to work in UK if required		
DBS – where appropriate satisfactory DBS received		
Children’s List – check the person is not prohibited from taking up the post		
Health – the candidate is medically fit		
Professional registration – where an essential requirement of the role i.e. General Teaching Council, General Social Care Council.		
QTS – (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE Colleges), the teacher has obtained a Post Graduate Certification of Education (PGCE) or Certificate of Education (Cert. Ed) (or equivalent) awarded by a Higher Education Institution, or the FE Teaching Certificate conferred by an Awarding Body – paragraph 4.40		

<u>Job title:</u> Night Care Assistant	<u>Directorate:</u> People Services
<u>Post number:</u> PESI5274	<u>Division:</u> Education
<u>Grade:</u> 3	<u>Section/team:</u> The Cygnets
<p><u>Overall purpose of job:</u></p> <p>To work under the general supervision of the Manager or other Supervisory Officers at the Home to deliver a quality service of Care during the night in a sensitive and caring manner. To work within a shift pattern between the hours of 11.00pm – 7.00am with some weekend working.</p> <p><u>Main responsibilities:</u></p> <ol style="list-style-type: none"> 1. Co-operate with other staff and work as a member of a team concerned with the best interests of the children and young people. It is expected that every member of staff will work together for the general good of the clients and to provide a warm friendly atmosphere 2. Monitor each child at least half hourly and undertake any specific observation relating to the child's medical condition and report in writing and feedback to on-coming staff at handover unless in an emergency when the O/C officer is woken 3. To understand individual care needs/plans and implement these as appropriate, including any sleep routines. To assist in development of independence skills 4. To record fully, clients possessions on entering and leaving each visit and to maintain safety and cleanliness of all items 5. Participate in appropriate training and staff development 6. To appropriately clean and disinfect areas within the Home which have been subjected to outbreaks of illness or require intensive cleaning due to spillage/contamination 	

Main responsibilities:

7. To undertake any laundry tasks as necessary during the night, ensuring clean, ironed clothes are ready for following day.
8. Assist children/young people to deal with behavioural difficulties or particular vulnerabilities.
9. Assist with administration of medication during the night as required
10. Perform such other duties as reasonably correspond to the general character of the post

Knowledge, Skill and Experience Required:

1. Understands departmental care policies and procedures in relation to the role of the post.
2. Able to assist clients with personal, social, emotional and physical needs.
3. Able to assist with Moving and handling in accordance with Health and Safety procedures and guidelines, and when to seek assistance.
4. Understands safety and security issues in respect of children and young people in the home.
5. Understands boundaries around confidentiality
6. NVQ level 3 (or equivalent) in childcare related subject
7. Experience of working with disabled children

Knowledge, Skill and Experience Required:

7. Experience of delivering direct personal care.
8. Ability to communicate with disabled children.
9. Knowledge of safeguarding disabled children and young people.

Creativity and innovation:

- Expected to be creative in your approach to implementing sleep routines.

Contacts and relationships:

- Consult with other colleagues in reviewing and implementing care plans
- Consult with Service Manager if required.

Decision making:

- Monitor and observe children's medical condition, half hourly, recording and feeding back to oncoming staff at handover time.
- Make decision of when the child's medical condition has become an emergency and the on call officer should be woken.
- Understands individual care needs/plans, including sleep routines and alert appropriate staff to concerns which may require the care plan to be amended

Responsibility for resources:

- Responsibility for physical resources: the building, fixtures and fittings whilst on duty

WORK ENVIRONMENT**Work demands:**

- Hours of work are 11pm-7am on rolling rota, including weekends
- Post holder will work alone with a member of staff sleeping in.
- Responses are needed to unplanned events and crisis.
- Expected to ensure the safety and security of building throughout the night.
- Complete accurate case records.
- Complete laundry and ironing to required standard
- Prepare packed lunches as required.
- General tidiness and cleanliness of building

Physical demands:

- Moving and Handling of young people
- Lifting/ moving furniture and young people's luggage.
- Keyboard/VDU
- To deploy Team Teach techniques as and when required.

Working conditions:

- Post holder will be expected to work 11pm – 7am including weekends.
- Building is in excellent physical and decorative condition and conforms with H&S requirements
- Will come into contact with cleaning agents when required to clean and disinfect areas within the Home that have been subject to outbreaks of illness, or which require intensive cleaning due to spillage/contamination.

Work context:

- There are risks of violence, verbal abuse, challenging behaviour from some young people
- There is a risk of infection, i.e. hepatitis, other contagious diseases or of infestation (scabies)

Position in organisation:

Indicate how many staff the post is directly accountable for:

Are posts in more than one location? Yes or

Is this at the same site? Are the posts managed highly mobile?

Is the supervision/management shared with another post in the structure? Yes No

Please indicate which post(s) _____

The post is subject to:

Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974 **Yes** No

Political restriction Yes **No**

Employee: _____ (print _____) Date: _____
(signed) _____)

Manager: _____ (print _____) Date: _____
(signed) _____)

POST NUMBER PESI5274 JOB TITLE Night Care Assistant HOURS PER WEEK 28

	ESSENTIAL	DESIRABLE	HOW MEASURED
EXPERIENCE	Experience of working with disabled children Experience of delivering direct personal care	Experience in residential care Experience in challenging behaviour management	Application form Interview References
EDUCATION, TRAINING AND QUALIFICATIONS	NVQ level 3 (or equivalent) in childcare related subject	Moving & Handling of people Basic First Aid Health & Safety	Application form Certificates

<p>SKILLS AND KNOWLEDGE</p>	<p>Ability to understand care policies and procedures</p> <p>Ability to assist clients with personal, social, emotional and physical needs</p> <p>Ability to assist with moving & handling in accordance with Health & Safety procedures and guidelines.</p> <p>Ability to seek assistance when required</p> <p>Ability to understand safety and security issues in respect of children and young people in the home</p> <p>Knowledge of safeguarding disabled children and young people</p>	<p>Knowledge of child development and disabilities</p>	<p>Interview</p>
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	ESSENTIAL	DESIRABLE	HOW MEASURED
PERSONAL QUALITIES	Good communication skills Ability to communicate with disabled children Ability to understand boundaries around confidentiality	Empathy Initiative Reliability	Interview
WORKING ARRANGEMENTS	Ability to work a shift pattern between the hours of 11pm - 7am, including some weekends		Interview

The post is subject to:

Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974 Yes No

Political restriction Yes No

Employee: _____ (print _____) _____ Date: _____
 (signed) _____) _____

Manager: _____ (print _____) _____ Date: _____
 (signed) _____) _____

APPOINTING

PEOPLE WITH CRIMINAL AND POLICE RECORDS

Managers' Guidance Notes

1. Introduction

- 1.1 This guide provides advice to people who are responsible for recruitment and selection for work with children. It advises what to do if an applicant has, or a worker gains, a criminal or police record.
- 1.2 The advice provided is based on the requirements of employment legislation and best practice recommendations.

2. Legislation

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a rehabilitation period. This means that once the rehabilitation period has expired an ex-offender is not obliged to mention their conviction when applying for a job. However, the Exceptions Order 1975 and 2000 sets out occupations and positions where there is a valid need to see a person's full criminal record (including 'spent' convictions) in order to assess their suitability for a position. These are called 'exempted' posts. This includes:

- Any work concerned with the provision of care services to vulnerable adults
 - Any work in a regulated position [*'working with children'* as defined by Criminal Justice and Court Act 2000]
 - Any work in a further education institution where the normal duties of that work involve regular contact with persons aged under 18
- 2.2 The Protection of Children Act 1999 requires childcare organisations proposing to employ someone in a *childcare position* to ensure they do not employ anyone who is included on the Protection of Children Act (POCA) List or List 99. The School Staffing (England) (Amendment) Regulations 2006 places a statutory requirement on employers to obtain DBS checks for all new appointments to the schools workforce.
- 2.3 The Care Standards Act 2000 sets out similar obligations in relation to individuals in care positions involving regular contact with *vulnerable adults*. There is a statutory requirement on *providers of care* to check if an individual is included on the Protection of Vulnerable Adults (POVA) List prior to the appointment.
- 2.4 It is an offence for an individual who is disqualified from working with children or vulnerable adults to knowingly apply for, offer to do, accept or undertake work with children or vulnerable adults.
- 2.5 The DBS provides access to criminal record information, POVA, POCA and List 99 through its Disclosure service. It enables organisations entitled to ask exempted questions under the Exceptions Order to make safer recruitment decisions by identifying candidates who may be unsuitable for work involving children and vulnerable adults. All checks are made via the DBS.

3.0 Procedure

- 3.1 Applicants are encouraged to provide details of their criminal record on application forms. Information about 'unspent' convictions as defined by the Rehabilitation of Offenders Act 1974 is required only if the nature of the position allows the organisation to ask about an individual's entire criminal record.
- 3.2 Applicants for roles requiring a Disclosure are required to declare details of all 'spent' and 'unspent' convictions, plus details of any cautions, reprimands or warnings.
- 3.3 If a candidate is successful in their application for a position requiring Disclosure, they will be required to authorise the organisation to apply for a Disclosure of Information from the DBS. All offers of appointment for positions requiring a Disclosure must be made subject to confirmation of satisfactory DBS clearance.
- 3.4 Failure by an applicant to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer. In this situation the individual should be invited to a meeting to discuss the issue and provide an explanation. If no satisfactory explanation is given as to why this information has been withheld, consideration should be given as to whether the offer will be withdrawn.
- 3.5 Having a criminal record will not necessarily debar an individual from being appointed unless it is considered that the conviction renders that person unsuitable for the position. This will depend upon the nature of the position and the circumstances and background of the offences.
- 3.6 In the event of offences being disclosed, it is for the organisation to make a judgement as to the suitability of the individual for the position, with due consideration of their responsibility to protect children.
- 3.7 In determining an applicant's suitability for a position, the following factors must be taken into account:
 - Whether the conviction or other matter revealed is relevant to the position
 - Seriousness of any information revealed
 - Length of time since the offence or other matter occurred
 - Whether the applicant has a pattern of offending behaviour or other relevant matters
 - What the circumstances around the information are and whether the applicant's circumstances have changed since the offending behaviour
 - Nature of the role
 - What country the conviction was made in (offences vary in different countries)
- 3.8 Organisations will need to determine who has responsibility in their organisation for dealing with positive outcomes. It is recommended that these initially are handled by a designated child protection co-ordinator who, after undertaking initial checks, will take a final decision in conjunction with a senior member of the organisation. Where there is information on the disclosure that is cause for concern applicants should first be written to ask if the information is correct and if it is what the circumstances around the information are. If any additional information is needed, it will need to be discussed with the applicant before a decision is made. It is recommended that this information be discussed by inviting the applicant to a meeting with the child protection co-ordinator and other senior officer of the organisation.
- 3.10 Where information received from the DBS contradicts that provided by the applicant, the organisation must discuss any matter revealed in the Disclosure with the person seeking the position before a decision is made regarding the withdrawal of a conditional offer of appointment.

- 3.9 If an applicant believes the information provided by the DBS is incorrect, they are entitled to appeal to the DBS. Where this occurs, the conditional offer of appointment will remain, pending a response from the DBS. A final decision as to the applicant's suitability will be made on the basis of this information.
- 3.12 A written record of the decision and reasons for the decision should be retained with the original Disclosure information. This will enable the organisation to provide clear reasons for its decision in the event that this is challenged. This information will be stored securely and retained for a period of 6 months in accordance with DBS guidance.
- 3.13 An individual will not be permitted to commence work in any position with children prior to confirmation of a satisfactory DBS Check.
- 3.14 The organisation needs to ensure that individuals involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, and are aware of the relevant legislation relating to the employment of ex-offenders. It is recommended that decisions taken concerning appointment where information revealed on a disclosure is of serious concern are made by at least 2 people who have sufficient knowledge around this area of legislation.

4. Prosecution during the course of working

- 4.1 If an employee is prosecuted during the course of their work and convicted of a criminal offence or cautioned, this must be declared to their manager. A meeting will be arranged to discuss the information and its relevance to the post the employee holds.
- 4.2 If there is an allegation or conviction relating to child protection it should immediately be referred to the local Council's Child Protection Team, where a multi-agency view can be taken as to what, if any, further action needs to be taken. This may include invoking the disciplinary procedure, a police investigation, obtaining social services reports and/or referral to the relevant regulatory agency.

7. Appeals

- 7.1 An applicant or employee has the right of appeal if they disagree with the decision. An appeal must be undertaken by someone who is independent to the original decision and the reasons for the appeal should be given in writing to the appropriate designated officer. The decision of the appeal will be final.

This matter is being dealt with by:
Telephone: 01724 29
Fax: 01724 296609
E-mail: @northlincs.gov.uk
Our ref:
Date :

Dear,

Applicant:

I refer to the above named person, who has applied for the position of *****. Your name has been given as a referee to support their application and I would therefore be grateful if you could let me have your views on their suitability for the position.

To assist you in this, I have attached a reference form. Please record your responses in as much detail as possible and return this to me. Please also find a copy of the job description and employee specification, which outline the requirements of the position and the skills and experience required to fulfil it.

Please note we operate a policy of open references in line with best practice under the Data Protection Act 1998. Please be advised that any reference you supply will be made available to the individual concerned upon request.

Safeguarding Children - Safer Recruitment

We are committed to supporting a safer working environment for children, the principles of which are outlined in "Keeping Children Safe in Education 2015 available at www.education.gov.uk

This post involves working with children, so section C will need to be completed. The questions and information requested in this section are specifically required to help the recruiter make an assessment that the applicant is suitable to work with children.

Please note that as a referee you have a responsibility to ensure that the reference is accurate and does not contain any material misstatement or omission, and that the relevant factual content of the reference may be discussed with the applicant.

Failure to provide all the information requested may delay or potentially jeopardise the person's application so your full support would be greatly appreciated.

You may respond to this request by email or in writing to Human Resources, Civic Centre, Ashby Road, Scunthorpe, DN16 1AB.

Where possible employment references should be submitted using a company email address or printed and verified with a company stamp or compliment slip.

I take this opportunity to thank you in advance for your assistance in this matter.

Yours sincerely

The applicant detailed below has applied for employment with North Lincolnshire Council and has supplied your name as a referee in support of their application.

It is important that you ensure that the reference is accurate and does not contain any material misstatement or omission. You should be aware that relevant factual content of the reference may be discussed with the applicant.

Please sign, date and attach any additional sheets as required. Alternatively you can download a copy of this form from www.northlincs.gov.uk

Reference in respect of:	
Post applied for:	

Section A (To be completed by ALL referees)

What is/was your relationship with the above applicant?

Length of time you have known the applicant?

Are you satisfied that the applicant has the ability and is suitable to undertake the job in question?

Please provide some specific examples about the applicant's suitability for the post and how s/he has demonstrated that they meet the requirements of the employee specification:

What is your assessment of the applicant's:

Excellent	Good	Fair	Poor
-----------	------	------	------

Honesty			
Reliability			
Punctuality			
Team working			
Ability to prioritise workload			

Section B (To be completed by current or previous employers ONLY)

Date the applicant started employment with you?	
Capacity in which employed and/or job title?	

Main duties:

Current/final salary/wage:	
----------------------------	--

If no longer working for you

Date of leaving:	
Reason for leaving?	
Would you re-employ the applicant?	
If not, please give reasons:	

Please provide specific verifiable comments about the applicant's performance history and conduct:

Please provide details of any disciplinary procedures that the applicant has been subject to in which the disciplinary sanction is current:

Section C (To be completed for posts working with children ONLY)

Please provide details of any disciplinary procedures that the applicant has been subject to involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired, and the outcome of those:

Please provide details of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, and the outcome of those concerns (e.g. whether the allegations or concerns were investigated, the conclusion reached, and how the matter was resolved:

Are you completely satisfied that the applicant is suitable to work with children and if not please provide specific details of your concerns and the reasons why you believe the applicant might be unsuitable:

--

Section D (To be completed by ALL referees)

Signature:		Name:	
Position:		Date:	
Telephone:			

ase supply your contact telephone number so that we may verbally confirm the contents of this reference and its origins.

Email address:

--

Name and address of organisation:
Where possible employment references should be submitted using a company email address or printed and verified with a company stamp or compliment slip.

--

Thank you for taking the time to complete this form.



Guidance on a Safeguarding Induction for all new staff.

Introduction

The purpose of this document is provide guidance on the level of safeguarding induction to support new staff who may or will come into contact with children and young people in their role.

Formal induction is designed to help individuals within their roles, and ensure that staff have access to the specific areas of knowledge that will support them within their role of safeguarding children.

Safeguarding children is everybody's responsibility

It does not matter what role staff have in their organisation/ service, if they are working in an arena that provides a service/ support to children, young people and/or their families, their responsibility to safeguard children is something they must be aware of.

The Standards in this document should achieve a position where staff or volunteers:

- ◆ Understand the principles and values that apply when working with children, young people and their families
- ◆ Understand what safeguarding children is
- ◆ Understand what they need to do if they are worried about the safety and welfare of a child
- ◆ Have some understanding of the role of the Local Safeguarding Children Board.

Whilst this document does identify minimum standards of induction for all staff, there is a need to be clear about minimum standards for those who work directly with children, young people and their families. Therefore this document sets out a basic minimum standard, with an enhanced minimum standard for the children's workforce.

Organisational Responsibilities

Individual agencies are responsible for ensuring that their staff paid or unpaid are competent and confident in carrying out their responsibilities in safeguarding and promoting the welfare of children.

Agencies are responsible for ensuring that their staff paid or unpaid;

- ◆ Have a clear understanding of their individual and their agency's roles and responsibilities and are competent to undertake these in an effective manner
- ◆ Have a clear understanding of the roles and responsibilities of the staff and agencies they need to work collaboratively with.
- ◆ Have an awareness of how to recognise and respond to safeguarding concerns, including signs of possible maltreatment.

Target Group

These standards are written to be applicable to **ALL** statutory and voluntary services, whether primarily children's services, adult services or both, and irrespective of professional status, qualifications, or purpose of service.

It is therefore designed to be adopted by all services or groups who come into contact with children, including housing and hospital staff, youth workers, childminders, private foster carers, those working with children in residential and day care settings and those working in sport and leisure settings in both a paid and unpaid capacity and to capture

Levels of Induction

Two levels are Standards are set;

1. **Basic minimum standard** – for staff who may come into contact with children and their carers
2. **Enhanced minimum standard** – for staff who will be working directly with children, young people and their families.

Individual employers and agencies will have responsibility to ensure that employees/ volunteers have the appropriate level of induction for their responsibility to act to safeguard children.

Training as part of their induction

The LSCB has a number of e learning packages available for staff to can access the internet. For those who cannot there are workbooks that can be made available that cover safeguarding Awareness and CSE Awareness.

For all staff who work in the Local Authority Safeguarding Awareness and CSE Awareness are mandatory courses. To access these courses complete the online booking form.

Professionals can also access e learning on Prevent and Female Genital Mutilation on line through the LSCB website www.northlincspsc.co.uk

For information on training please see the LSCB Training Strategy and the LSCB training programme.

Minimum Induction standards for all staff

Principles

- ◆ All organisations must have an induction process/policy
- ◆ The safeguarding of children should be a core feature of the induction process for all staff

Values

- ◆ The needs of children must remain a focus of any practitioners work irrespective of whether their prime focus is on adult or family issues.

Core content of Induction

Induction should signpost safeguarding and safe practice. It should be planned and timetabled and identify any specific activities or meetings which need to be set up.

The induction should clearly define the expectation, commitment, individuality and collectively to safeguard, through the adherence to the organisation's safeguarding policy and procedure and observance of conduct codes or practice guidance. This should include being explicit about:

- ◆ Role boundaries and professional propriety
- ◆ Individual safeguarding responsibilities, including what to do if concerns about a child's welfare arise and whistle blowing
- ◆ Provision of the name, contact details and responsibilities of designated or named child protection officer within the organisation
- ◆ Provision of a copy/access to any code of conduct practice standards available to workers within the organisation
- ◆ Undertaking a training needs analysis for future safeguarding/role related training

Areas that must be covered

- ◆ Organisational Duties to:
 - Safeguard and promote the welfare of children
 - Cooperate to improve the welfare of children
- ◆ Recognition of child harm
 - Different ways children can be harmed:
 - by adult, by children, through internet
 - What is meant by:
 - physical harm, emotional harm, sexual harm, neglect, Radicalisation, Child Sexual Exploitation, Forced Marriage and Honor Based Violence, Femal Genital Mutilation &
 - signs and symptoms
 - Harm caused as a result of adult issues:
 - Domestic violence, mental health, substance use
- ◆ Issues relating to harm caused outside the family:
 - Concerns re. professionals/practitioners,
 - institutional harm
- ◆ Handling disclosures from children (and adults)
- ◆ Details of named officer(s) within organisation concerns should be shared with
- ◆ Procedure and process to follow if worried a child is being abused, neglected or bullied.
- ◆ Contact details of agencies who can make enquiries into the welfare of children
- ◆ Information regarding boundaries of Information sharing when Safeguarding Children
- ◆ Glossary of words used specific to safeguarding children
- ◆ The role of other agencies in safeguarding children

Safeguarding Induction checklist

(for staff who may come into contact with children and their families)

Name of new starter	
Start date	
Service Area/Name of team	
Name of manager/team leader	

Areas to be covered		Date	Signed
Organisational Duties	Safeguard and promote the welfare of children		
	Cooperate to improve the welfare of children		
Recognition of child harm	Different ways children can be harmed:, by adult, by children, through internet		
	Definitions of harm		
	Harm caused as a result of adult issues: Domestic violence, mental health, substance use		
	Issues relating to harm caused outside the family: Concerns re. professionals/practitioners, institutional harm		
Handling disclosures from children (and adults)			
Details of named officer(s) within organisation concerns should be shared with			
Procedure and process to follow if worried a child is being abused, neglected or bullied.			
Contact details of agencies who can make enquiries into the welfare of children			
Information Sharing Guidance			
Glossary of words used specific to safeguarding children			
The role of other agencies in safeguarding children			

Enhanced Minimum Standard for those who work regularly with children

Principles

- ◆ All organisations must have an induction process/policy
- ◆ The safeguarding of children should be a core feature of the induction process for all staff
- ◆ The welfare of the child/young person is paramount
- ◆ Workers contribute to children's care, learning and development and safeguarding and this is reflected in every aspect of practice and service provision.
- ◆ Workers work with parents and families who are partners in the care, learning and development and safeguarding of their children recognising they are the child's first and most enduring carers and educators.

Values

- ◆ The needs, rights and views of the child are at the centre of all practice and provision
- ◆ Individuality, difference and diversity are valued and celebrated
- ◆ Equality of opportunity and anti discriminatory practice are actively promoted
- ◆ Children's health and well-being are actively promoted
- ◆ Children's personal and physical safety is safeguarded, whilst allowing risk and challenge as appropriate to the capabilities of the child
- ◆ Self esteem and resilience are recognised as essential to every child's development
- ◆ Confidentiality and agreements about confidential information are respected as appropriate unless a child's protection and well-being are at stake
- ◆ Professional knowledge, skills and values are shared appropriately in order to enrich the experience of children more widely
- ◆ Best practice requires a continuous search for improvement and self awareness of how worker are perceived by others.

Core content of Induction

Induction should signpost safeguarding and safe practice. It should be planned and timetabled and identify any specific activities or meetings which need to be set up.

The induction should clearly define the expectation, commitment, individuality and collectively to safeguard, through the adherence to the organisation's safeguarding policy and procedure and observance of conduct codes or practice guidance. This should include being explicit about:

- ◆ Role boundaries and professional propriety
- ◆ Individual safeguarding responsibilities, including what to do if concerns about a child's welfare arise and whistle blowing
- ◆ Provision of the name, contact details and responsibilities of designated or named child protection officer within the organisation
- ◆ Provision of a copy/access to any code of conduct practice standards available to workers within the organisation
- ◆ Undertaking a training needs analysis for future safeguarding/role related training

Areas that must be covered

- ◆ The role of the Local Safeguarding Children Board and role of agency/service
- ◆ Values and Principles regarding safeguarding children and young people

- ◆ Awareness of what contributes towards a safe environment for the children and young people the agency/service work with
- ◆ Organisational Duties to
 - Safeguard and promote the welfare of children
 - Cooperate to improve the welfare of children
- ◆ Recognition of child harm
 - Different ways children can be harmed:, by adult, by children, through internet
 - What is meant by:
 - physical harm, emotional harm, sexual harm, neglect, Radicalisation, Forced Marriage and Honor Based Violence, Female Genital Mutilation Child Sexual Exploitation &
 - signs and symptoms
 - Harm caused as a result of adult issues:
 - Domestic violence, mental health, substance use
- ◆ Issues relating to harm caused outside the family:
 - Concerns re. professionals/practitioners,
 - institutional harm
- ◆ Handling disclosures from children (and adults)
- ◆ Details of named officer(s) within organisation concerns should be shared with
- ◆ Procedure and process to follow if worried a child is being abused, neglected or bullied.
- ◆ Thresholds for intervention and making referrals
- ◆ Useful telephone numbers
- ◆ Contact details of agencies who can make enquiries into the welfare of children
- ◆ Information regarding boundaries of Information sharing when Safeguarding Children
- ◆ Glossary of words used specific to safeguarding children
- ◆ The role of other agencies in safeguarding children
- ◆ Key priorities for children as set out in the Children and Young People's Pan and the LSCB Business Plan
- ◆ Minimum standards regarding safer recruitment and expectations regarding vetting of staff.
- ◆ Understanding of whistle blowing policies and how and where to refer concerns about the practice of others
- ◆ Safeguarding procedures particularly regarding referring concerns about a child, referring allegations about someone who works with children and young people
- ◆ What to do if you have followed the policies and procedures and you are not satisfied with the response
- ◆ Processes for:
 - Early help
 - Children with Additional Needs
 - Child in Need of protection
 - Children in care.

Safeguarding Induction checklist

(for staff who work regularly with children and their families)

Name of new starter	
Start date	
Service Area/Name of team	
Name of manager/team leader	

Areas to be covered		Date	Signed
The role of the Local Safeguarding Children Board and role of agency/service			
Values and Principles regarding safeguarding children and young people			
Awareness of what contributes towards a safe environment for the children and young people the agency/service work with			
Organisational Duties	Safeguard and promote the welfare of children		
	Cooperate to improve the welfare of children		
Recognition of child harm	Different ways children can be harmed:, by adult, by children, through internet		
	Definitions of harm		
	Harm caused as a result of adult issues: Domestic violence, mental health, substance use		
	Issues relating to harm caused outside the family: Concerns re. professionals/practitioners, institutional harm		
Handling disclosures from children (and adults)			
Details of named officer(s) within organisation concerns should be shared with			
Procedure and process to follow if worried a child is being abused, neglected or bullied.			
Thresholds for intervention and making referrals and the Early Help Safeguarding Strategy			
Useful telephone numbers			

Areas to be covered	Date	Signed
Contact details of agencies who can make enquiries into the welfare of children		
Information regarding boundaries of Information sharing when Safeguarding Children		
Glossary of words used specific to safeguarding children		
The role of other agencies in safeguarding children		
Key priorities for children as set out in the Children and Young People's Plan and LSCB Business Plan		
Minimum standards regarding safer recruitment and expectations regarding vetting of staff.		
Understanding of whistle blowing policies and how and where to refer concerns about the practice of others		
Safeguarding procedures particularly regarding referring concerns about a child, referring allegations about someone who works with children and young people		
What to do if you have followed the policies and procedures and you are not satisfied with the response		
Processes for: Early help Children with Additional Needs Child in Need. Children in need of protection Children in care		

Managing Allegations

The LSCB procedures for managing allegations against people who work with children are available on the LSCB website. A link to the managing allegations procedures is:

www.northlincspsc.co.uk

Whistleblowing Guidance May 2016



The LSCB expects that agencies will have in place their own guidance to support staff if they need to raise concerns which are in the public interest and may at least initially be investigated separately but might then lead to the invocation of other procedures.

Whistleblowing is not the same as making a complaint or raising a grievance, where the individual is saying that they have personally been poorly treated. A whistleblower is usually not directly or personally affected by the concern and therefore rarely has a direct personal interest in the outcome of any investigation into their concerns. It covers things such as:

- Unlawful practice
- Fraud or dishonesty
- Be contrary to Standing Orders (the constitution);
- Be contrary to service-specific policies and procedures;
- Be seen as improper conduct;
- Endanger the health and safety of employees or customers.

Ofsted have published a revised policy and guidance for whistleblowers: ['Whistleblowing to Ofsted about children's social care services'](#).

The policy and guidance outlines what Ofsted will do when they receive certain concerns about children's social care services from a whistleblower, you should refer to this guidance if you are whistleblowing about children's social care services.

When considering whistle blowing an individual should be refer to the following documents

- Professional Codes of Conduct
- Dignity at Work Policy
- Disciplinary Procedure
- Equal Opportunities Policy
- Fraud Response Plan
- Fraud Risk Management Policy
- Grievance Procedure
- Probity Policy
- Safeguarding Policy

- Managing Allegation against people who work with children
- Complaints procedure

Sample Safeguarding Interview Questions

Interview questions should relate to the needs of the organisation and aspects of the role description and person specification.

1. What has motivated you to work with children at this setting?
2. What do you see as the challenges of working with this group?
3. Do you have any interests out of work that enhance your experience with working with children?
4. What would you do if you saw 2 children fighting?
5. a) How would you reassure a child in distress?
b) What if the child didn't speak English or is unable to communicate verbally?
6. What action would you take if a child developed a crush on you?
7. How would you react to a child who made a sexual remark to you?
8. What would you do if a child hit you?
9. What would you do if you observed a colleague handling a child roughly?
10. What would you do if you overheard a colleague make a sexual remark to a child?
11. If you became aware that a colleague accessed child pornography on their computer at home, do you think we should be told?
12. What safeguards should be considered if you were working one to one with a child?
13. How would you deal with homophobic bullying?
14. Do children with SEN need extra protection?
15. What would you do if a child disclosed abuse to you?
16. What would you do if a child made an allegation about a colleague to you?
17. What types of touch would you consider to be appropriate physical contact?
18. How do you manage challenging behaviour?
19. Are there any circumstances when it would be OK to have contact with our children outside of work?