

1625 Independent People Recruitment Policy

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1 Policy position

1.1 Purpose

We will recruit the best person for each vacancy in line with our Equality Statement in section 5 below. This Policy is designed to give all sections of the community the opportunity to apply for a role at 1625 Independent People (1625IP) and to ensure that throughout the process, people are assessed on merit only, without discrimination. Each applicant's skills, abilities and relevant work experience will be considered.

1.2 Principles

We are committed to continuously improving the performance and efficiency of the organisation by attracting and recruiting the best candidates available for the job. Our related Procedure provides the organisation with a set of recruitment and selection practices for the effective resourcing of new colleagues. This Policy and the related Procedure have been assessed against Bristol Safeguarding Partnership's Guidance for Safe Recruitment, Selection and Retention of Staff and Volunteers and against training on barrier free recruitment delivered to 1625IP people managers and recruiting panel colleagues by Leonard Cheshire.

2 Statutory / regulatory considerations

2.1 Statutory A

Equality Act 2010

Data Protection Act 2018

General Data Protection Regulation (GDPR) 2018

Rehabilitation of Offenders Act 1974 Regulatory

2.2 Statutory B

Bristol Safeguarding Partnership - [Guidance for Safe Recruitment, Selection and Retention for Staff and Volunteers \(proceduresonline.com\)](#).

Code of Practice for Disclosure and Barring Service, revised 2015.

2.3 Statutory C for Youth Education Service Delivery

[DfE Keeping Children Safe in Education Guidance](#) and [DfE Keeping Children Safe in Education guidance](#) and section 175 of [Education Act 2002](#) .

3 Scope and definitions

3.1 Scope

This Policy applies to all employees (regardless of length of service), Board Members, Relief Workers, and job applicants. This document is for guidance only. It does not form part of any colleague's contract of employment, and it may be amended at any time.

4 Responsibility

The Strategic Leadership Team are responsible for:

- The effective operation of this Policy.
- Implementation of this Policy.

Recruiting managers are responsible for:

- Day-to-day operation for this Policy and you should refer any questions about this Policy to them in the first instance.

Colleagues with specialist roles involved in our recruitment processes:

- Day-to-day operation for this Policy.

Colleagues are responsible for:

- Compliance with this Policy.
- Raising questions about this Policy where further information or clarity is needed.

5 Equality statement

1625IP aims to design and implement policy documents that meet the diverse needs of our young people and colleagues, ensuring that none are placed at a disadvantage over others. It takes into account the provisions of the Equality Act 2010 (including the Public Sector Equality duty) and advances equal opportunities for all. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their values, skills, qualifications and experience.

This document and the related Procedure have been assessed to ensure that no one receives less favourable treatment on the protected characteristics of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex (gender) or sexual orientation. Performance is measured by the People team and reported to the People Committee biannually, and to the Strategic and Full Management teams quarterly, with recommendations for improvement.

In carrying out its functions, 1625IP has due regard to the different needs of different protected equality groups in their area. This applies to all the activities for which 1625IP is responsible, including policy development, review and implementation.

6 Safe recruitment and selection

6.1 Our commitment

1625IP is committed to safeguarding and promoting the welfare of children and young people and we expect all colleagues to share this commitment. 1625IP acknowledges that recruitment procedures play a key role in safeguarding and promoting the welfare of children, young people and adults at risk. As such, we are committed to ensuring effective planning for the recruitment and selection process, allowing time throughout the process to enable a thorough and robust approach to selection and minimising the risk of making an unsuitable appointment. Our related Procedure sets out how we will meet this commitment through each stage of the recruitment process.

7 Reviewing policy (and procedure)

Policies (and associated procedures) are reviewed regularly and in consultation with colleagues, Board, young people, Unison or other identified stakeholders as relevant, through:

- Team briefings, team meetings and development days
- Board / Committee meetings
- Independent People Ambassadors, 1625 Connects events and other young people's meetings as appropriate
- Stakeholder feedback processes

8 Links

This Policy links to all our policies and procedures which relate to colleagues.

9 Communication of policy

This Policy is available electronically and is accessible to all people involved with 1625IP. Communicating policy content occurs at induction for new starters or to everyone when a policy has been updated, e.g., via the Team Brief.

Where relevant, young people are given a summarised version at commencement of service and / or in the Young People's Handbook.

Copies are available on request. If you would like this document in a different, more accessible format please ask.

10 Document history

Version #	Owner	Issued date	Date of next review
1-6	SLT	To 2020	December 2022
7	Head of People	December 2022	December 2025
8	Head of People	Jan 2023	December 2025

1625 Independent People Recruitment Procedure

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1 Procedure position

1.1 Purpose

We will undertake a fair procedure to recruit the best person for each vacancy in line with our Equality statement in section 5 below. We will ensure that throughout the process, people are assessed on merit only, without discrimination. Each applicant's skills, abilities and relevant work experience will be considered.

All colleagues and young people involved in recruitment must comply with our policy and/or procedure on equity, diversity and inclusion, and must undertake training in fair recruitment and selection covering equality of opportunity in recruitment, safe recruitment and recruitment of ex-offenders.

1.2 Principles

We are committed to continuously improving the performance and efficiency of the organisation by attracting and recruiting the best candidates available for the job. This Procedure provides the organisation with a set of recruitment and selection practices for the effective resourcing of new colleagues.

2 Statutory / regulatory considerations

2.1 Statutory A

Equality Act 2010

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- Day-to-day operation for this Procedure.

Colleagues are responsible for:

- Compliance with this Procedure.
- Raising questions about this Procedure where further information or clarity is needed.

5 Equality statement

This document has been assessed to ensure that no one receives less favourable treatment on the protected characteristics of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality,

ethnic or national origin), religion or belief, sex (gender) or sexual orientation. Performance is measured by the People team and reported to the People Committee biannually, and to the Strategic and Full Management teams quarterly, with recommendations for improvement.

5.1 Reasonable adjustments

In our recruitment adverts, we invite applicants to share their adjustment needs with us. We always positively consider making changes to enable individuals to take part in our recruitment process and to enable those who are successful at interview to take up employment with the organisation.

5.2 Recruitment of ex-offenders

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, 1625IP complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

5.2.1 Level of check

The level of DBS check required is ascertained after careful consideration of which level is both proportionate and relevant to the position concerned.

5.2.2 Our communication about checks

All application forms, job adverts, and recruitment briefs contain a statement that a DBS check will be requested in the event of the individual being offered the position. Since a DBS check forms part of the recruitment process, we invite all applicants called for interview to provide details of their criminal record at an early stage in the application process.

We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request. We undertake to discuss any matter revealed in a DBS check with the person seeking the position before proceeding with or withdrawing a conditional offer of employment.

5.2.3 Unspent convictions

For roles which only require a Basic DBS check, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974 as updated by the Legal Aid, Sentencing and Punishment of Offenders Act 2012 (section 139). New Guidance was created in March 2014 on spent and unspent convictions.

5.2.4 Training for recruitment panels

We ensure that all colleagues who sit on recruitment panels have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g., the Rehabilitation of Offenders Act 1974.

5.2.5 Discussion about offences

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.

5.2.6 Risk assessments

Where criminal convictions, cautions or other relevant information is disclosed, a full risk assessment process takes place with successful candidates to ensure that the matters are given full regard and to determine whether risks can or cannot be safely and confidently managed within the role.

5.2.7 Failure to share information

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or termination of employment at a later date once the information comes to light.

6 Safe recruitment and selection

6.1 Job Profile

Recruitment and selection are carried out in line with this Procedure and our Guidance for Managers. Each role has a Job Pack which consists of a Job Description, a Job Profile, our

Competency Development Framework and a Summary of Terms and Conditions of Employment.

6.1.1 Job Description and Profile reviews

If the post already exists, the Job Description and the Job Profile are reviewed as and when vacancies arise, if not before. This review is the responsibility of the line manager for the post, the Director responsible for that function and the Head of People. The Head of People is responsible for reviewing both to ensure they comply with the Equality Act 2010 (including the Public Sector Equality duty) and provide equal opportunities for all.

6.1.2 Purpose of Job Description and Profile

The Job Description details the main responsibilities and tasks that make up the job. The Job Profile lists all the essential and desirable competencies necessary to do the job in line with our Competency Development Framework.

6.2 Advertising

All vacancies are ordinarily advertised internally and externally simultaneously. In some instances, there is a business need to only advertise a role internally. Where there is a business need to deviate from advertising a role internally and/or externally, the Chief Executive Officer (CEO) may waive the need to advertise, and the exception and business case is noted.

6.2.1 Where and how we advertise

We advertise the post as widely as practicable to attract candidates from under-represented/and disadvantaged groups. We also encourage applications from applicants with lived experience.

6.2.2 Assessment of qualities, skills and qualifications

Careful consideration is given to identify the appropriate qualities, skills and qualifications that are required for every post advertised, and that these are reflected in the Job Profile and assessment criteria, Job Description and advertisement.

6.2.3 Our communication about our commitment to safeguarding

Applicants are made aware from the outset, through advertisements and information packs, of our commitment to safeguarding and by making clear that appropriate vetting checks are carried out. Our Job Packs include specific requirements relating to the safeguarding of children and young people. A statement about our commitment to safeguarding is included in all recruitment and selection materials.

6.3 Rolling adverts

All vacancies are advertised with a clear closing date and time, and these are noted on the advert. In some instances, there is a business need to use a rolling advert, where we undertake the shortlisting exercise upon receipt of applications, as opposed to waiting for the closing date and time to pass. If the candidate passes the shortlisting stage, they are invited to an interview right away. If they are successful at interview, we suspend the recruitment process and appoint the candidate.

In the event that new applications come through whilst there are one or more interviews pending, we will shortlist any pending applications before we make a final decision on the appointment of any candidates who have been interviewed already. Where there is a business need to undertake rolling adverts, the Chief Executive Officer (CEO) will approve this and business case is noted.

6.4 Short-listing

Short-listing is always carried out by a panel of at least two people. These may be colleagues or Board members. In certain circumstances, we may decide to have a person from outside the organisation to assist in the process of short-listing and interviews. Short-listing criteria is based on the competencies as set out in the Job Profile. Where possible, the short-listing panel are also the interviewing panel. Effort is made to have a diverse panel.

6.4.1 Measuring equity, diversity and inclusion data

To ensure that this Procedure is operating effectively and to identify groups that may be underrepresented or disadvantaged at any stage of the recruitment process, we monitor the ethnic group, gender, disability, sexual orientation, religion and age of all applicants, those

shortlisted and those successful at interview, as part of the recruitment process. Provision of this information is voluntary, and it does not adversely affect an individual's chances of recruitment, or any other decision related to their employment. The information is not visible to the shortlisting panel.

6.4.2 Application form and gaps in employment

We use standardised online application forms and we do not accept CVs. Application forms require full personal details, the full employment history of applicants, qualifications, including gaps and is considered signed by the applicant upon its submission. Any gaps or inconsistencies in employment histories are followed up.

6.4.3 Shortlisting panel

Resources are allocated to ensure the effective co-ordination and collation of candidate information. Careful consideration is given to ensure that colleagues with the appropriate values, skills, experience, roles and responsibilities are involved in short-listing and interview panels, including the use of external expertise when recruiting for specialist posts.

6.4.4 Application form assessment

Applicants' application forms are assessed in a systematic way and scored in line with the scoring system (see Scoring System section below). An alternative interview date is only offered to individuals in exceptional circumstances at the discretion of the interview panel. If the applicant is an ex-young person and they meet 50% of the short-listing criteria threshold (scores of 2 or above), we will offer them an interview and provide post interview feedback if they are unsuccessful.

In the event that there are more than ten applications for a vacant role, the short-listing panel may divide the applications between them. Any candidates identified to potentially be invited to interview, would then be reviewed by the full panel before a final decision is made on the short-list.

6.5 Interviews

All short-listed applicants for paid or voluntary work must undergo a formal interview. We ensure that a face-to-face in person or remote interview is conducted for all short-listed

candidates based on an objective assessment of the candidate's ability to meet the competencies listed in the Job Profile.

6.5.1 Interview questions

We ensure that specific questions are used to gain the information required about each candidate's suitability, including their commitment to safeguarding and promoting the welfare of children and young people, and addressing any gaps in information supplied in the application form.

6.5.2 Interview pattern

Prior to the interviews, the panel agree relevant questions to be asked. Each interview follows the same pattern. All candidates are given the opportunity to raise questions at the end of the interview. The interview is a mixture of competency questions, designed to encourage specific work-related responses and to ensure the interviewee's values are in keeping with 1625IP's. Safeguarding interview questions are also used to draw out candidates' actual experience of working with children, young people and adults at risk to gain a picture of the appropriateness of a candidate's attitudes and future behaviour. If the answers given do not demonstrate the positive behaviours, values and attributes required, an appointment is not made.

6.5.3 Scoring

All answers are marked on a scale of 1-5; these questions may include relevant weightings. During the interview, the panel make notes of the answers given so that these can be reviewed during the scoring. After the interviews, scores are noted down. No discussion of candidates takes place until all interviews have been completed. A negotiated decision is then made using the answers on the above as a guide.

6.6 Presentation and tests

Where appropriate, presentations or tests (e.g., word processing, proof reading) form part of the assessment. Interviewees are notified in advance of any presentation or test requirement.

6.7 Young People involvement

All applicants are required to attend either a group exercise or an interview with a panel of our young people, or we may ask a young person to attend the interview with the main panel and they are given the opportunity to ask their own or the panel's questions under the panel's supervision. The group exercise or interview with the young people panel normally takes place on the same day as the interview with the main panel. We normally schedule in the group exercise/young people panel interview immediately before or after the main interview. This exercise normally takes between 10 and 30 minutes. All applicants are informed of the details of the young people involvement in advance of the interview day.

6.7.1 Non client facing roles

All interviews with applicants applying for non-client facing roles include a young person on the interview panel. This usually replaces any group exercise or young people led panel.

6.7.2 Young people feedback

At the conclusion of all interviews, the interview panel meet with the young people panel to obtain their feedback. If the interviews take place over a two-day period or longer, the interview panel meet with the young people at the end of each day. The feedback may be in the form of structured point scoring and/or further comments. The feedback obtained from young people is taken into account by the interview panel during the decision-making process.

6.8 Scoring system

5 - Very skilled/experienced **4** - Good **3** - Reasonable
2 - Some knowledge/skill **1** - Not at all/unknown/not demonstrated

6.8.1 Minimum score

Where an applicant fails any part of the interview process, they are not selected for the post. The candidate with the highest score at interview is offered the post provided that this meets the 'minimum score' requirement, which is set by the panel.

6.8.2 Pre-employment checks and risk assessments

The post is always offered subject to receipt of satisfactory pre-employment checks and before the start date. If this requirement is not met, we may postpone the start date, undertake a risk assessment with a life span of 3 weeks from the date on which the colleague commences employment and/or rescind the offer.

6.8.3 Volunteers

Volunteers who apply for a paid role, who have completed three months of regular weekly volunteering at 1625IP or six months of intermittent volunteering at 1625IP will get an interview if they meet 50% of the short-listing criteria threshold (scores of 2 or above).

7 Expenses

If a post has been advertised in a national paper, we may reimburse reasonable travel costs incurred by candidates attending an interview and travelling outside of a 25-mile radius of Bristol (BS2 0ER), based on the equivalent of a second-class rail fare. If the post has not been advertised in a national newspaper, then the organisation is unable to assist candidates with expenses. Any candidate who would like to claim travel expenses must provide proof of expenditure by way of an original receipt. We are not able to accept photocopies of receipts, but we can accept print outs of e-mail receipts if this is the only proof the applicant can provide.

8 Internal applications

In line with our policy and/or procedure on equity, diversity and inclusion, internal candidates are considered on merit only. Unsuccessful candidates are given verbal or written feedback as soon as possible and their line manager offers support as appropriate in this situation.

8.1.1 Overlapping pay scales

Where an internal applicant is offered a job with an overlapping pay scale, for reasons of colleague retention, the colleague will remain on the same level of pay if this is higher than the start of the new pay band and included in the new pay band. If their current rate of pay is higher than the top of the new pay band, they will go to the top of the new pay scale.

8.1.2 Job upgrades

Where the job of an existing colleague is upgraded, the job would normally not be advertised.

9 Applications from existing and ex-young people

We encourage young people and ex-young people into work by providing peer support roles, apprenticeships and assistant/trainee roles. Young people and ex-young people who are ready for this step are encouraged and supported to apply for relevant roles with us, alongside external candidates.

9.1.1 Cross service applications

If the applicant is a young person, they can only be allowed to apply for a role in a service or section separate from the one providing them with support. This ensures that issues of confidentiality and potential conflict are more easily managed. There are times where it may be considered inappropriate to employ an ex-young person in the same service that they have previously received support from, for example, if they would have contact with others, they previously shared housing with, but this would be decided in discussion between the service manager and the Operations Director or Head of People.

9.1.2 Young person applicant feedback

Where a young person or ex-young person is unsuccessful in getting employment, we will provide feedback and support or signposting to help them gain the skills and/or experience they were lacking for their application. Feedback will always be provided to young people and ex-young people over and above the requirements set out in this Policy.

10 Outcome

10.1 Offer of employment

An offer of appointment to the successful candidate is always conditional on all pre-employment checks having been satisfactorily completed (see below section 13).

10.2 Communications

All candidates who attended interview are contacted by telephone to be informed of the outcome. In the event that the decision is delayed, we try to keep the applicants informed of the likely timescale of when they can expect to hear from us. The successful candidate having accepted is sent a letter of appointment.

10.2.1 Unsuccessful candidates – 6-month window for reappointment

Suitable applicants who reached the required standard but were unsuccessful at interview stage (because of a higher scoring candidate) are asked whether they would like their application to be considered should the same post become vacant again in the next six months so that an offer of employment may be made. If the candidate is happy to have their details stored for this purpose, they can be contacted and appointed in that timeframe without further need for a process.

10.2.2 Talent pool

Colleagues who agree to being placed in our 'talent pool' can be contacted at any time and offered the opportunity to apply for any vacant role. They are also offered the opportunity to go onto our mailing list to receive regular communications about future vacancies.

11 Feedback

With the exception of internal candidates, we are unable to provide feedback to those applicants that have not been invited to interview. When requested, we provide feedback to candidates who have attended an interview.

11.1.1 Feedback Policy for dissatisfied applicants

If an external applicant disagrees with the process of applying for employment or with the decision made by the organisation, they may use our policy and/or procedure on feedback. If already employed by the organisation, the candidate should attempt to resolve the complaint informally but if this is not possible, they may use the organisation's policy and/or procedure on grievances to make a formal complaint.

12 Monitoring

All monitoring information remains anonymous and confidential. It is used only for collation of statistics for monitoring against equal opportunities and is stored securely and processed in line with our obligations under the data protection legislation.

13 Pre-employment checks

13.1 Qualifications, certificates and licences

If an external applicant is appointed, we make checks on relevant qualifications, certificates or licences presented by the applicant during their application and documents produced by the applicant are held on their personnel file. In some instances, we may ask applicants to bring documentary evidence of relevant qualifications, which they have presented in their application form, to the interview.

13.2 References

We require all applicants to provide details of two referees in their application. We follow up written references with a telephone call in some cases. In addition, any number of previous employers may be contacted in relation to an applicant's employment history as part of the vetting process. In cases of internal recruitment, a reference is sought from the employee's current line manager.

13.2.1 Previous work with children, young people or adults at risk

Wherever possible we obtain a reference relating to a previous post or role where the candidate worked with children, young people or adults at risk, and we always get a reference from the current employer (where applicable).

13.2.2 Suitability for the role and work with children, young people and adults at risk

Referees are always asked to comment on the candidate's suitability for the post with explicit reference to the JD and Job Profile, and in particular, their suitability to work with children, young people and adults at risk.

13.2.3 Referee's refusal to supply a reference or unsatisfactory reference

There is no legal requirement for a referee to provide a reference for a prospective employer. In the event that the referee does not respond to our request for a reference within a specified time period, we may withdraw the offer of employment. In the event that the applicant has commenced employment before the expiry of the specified time period, and we do not receive a satisfactory reference or we do not receive a reference at all during the specified time period, we may terminate the employee's employment with one week's notice.

13.3 Disclosure and Barring Service Check

All 1625IP posts are risk assessed with regard to the level of DBS check required. Where the role requires an Enhanced DBS check, the applicants are required to complete a criminal record declaration disclosing all past convictions or pending cases against them, including spent convictions. Where the post is part of the Youth Education Delivery we will additionally require an [Education and Skills Act 2008, section 128](#) check, this is usually part of the Enhanced check.

13.3.1 Unspent convictions

Where the role requires a Basic DBS check, applicants are required to complete a criminal record declaration disclosing any convictions, which are 'unspent'. We treat this information in a confidential manner, and only offences that put children or young people at risk are considered as a reason to refuse employment.

13.3.2 Frequency of checks

DBS Status Checks are carried out every 3 years.

13.3.3 Identification documents

All successful applicants are asked to provide their passport or driving licence, a copy of which is taken for our use. The applicant is also asked whether they are signed up to the Disclosure and Barring Service (DBS) Update Service and if they are, they are asked to give us their consent for access to the same for the purposes of carrying out a Status Check.

13.3.4 DBS Update Service

If they are not already enrolled onto the Update Service, a DBS check application to the DBS is submitted on behalf of the applicant. They are then asked to fill in an electronic form with information required for the DBS clearance application to be processed. All appointments are subject to either an Enhanced, Standard or Basic DBS clearance. The organisation pays for this application. If the outcome of the check is unclear, the applicant is asked to provide a copy of the certificate. Further, if applicable, the applicant is asked to enrol onto the DBS Update Service in line with the requirements set out in our policy and/or procedure on disclosure checks.

13.4 Right to Work in the UK

We are required, by law, to ensure that all employees are entitled to work in the UK. Assumptions about immigration status are not made based on appearance or apparent nationality. All prospective employees, regardless of nationality, are asked to produce original documents, such as a passport, before employment starts to satisfy current immigration legislation (see Right to work in the UK guidance - in recruitment folder on shared drive). The list of acceptable documents is available from the UK Border Agency.

13.5 Action on concerning information

Where concerning information emerges from any of the pre-employment checks, such as the DBS disclosure show that the applicant is barred from working with children; the candidate has provided false information; or there are serious concerns about the candidate's suitability to work with children, young people or adults at risk; an appointment will not be made.

The concerning information is acted upon by seeking advice from the relevant Director and Head of People and where false information is provided, this may be reported to the Police. If there is evidence of an allegation having been made but not dealt with, advice is sought from the Local Authority Designated Officer (LADO), or local authority safeguarding adults lead as appropriate.

14 Use of agency for recruitment

Where we use any agency to recruit new colleagues, we ensure that the agencies concerned use the same safer recruitment standards and apply them rigorously.

15 Data protection compliance

All personal information generated in the course of the recruitment process is stored securely and confidentially and processed in line with our obligations under data protection legislation.

Pre-employment checks are documented and/or photocopied, e.g., qualification certificates, and retained on the individual's personnel file. In the case of DBS Status Checks, a record is maintained of the date the disclosure was obtained, by whom, the level of disclosure and the unique reference number.

16 Reviewing procedure (and policy)

Procedures (and associated policies) are reviewed regularly and in consultation with colleagues, Board, young people, Unison or other identified stakeholders as relevant, through:

- Team briefings, team meetings and development days
- Board / Committee meetings
- Independent People Ambassadors, 1625 Connects events and other young people's meetings as appropriate
- Stakeholder feedback processes

17 Links

This Procedure links to all our policies and procedures which relate to our colleagues.

18 Communication of procedure

This Procedure is available electronically and is accessible to all people involved with 1625IP. Communicating procedure content occurs at induction for new starters or to everyone when a procedure has been updated, e.g., via the Team Brief.

Where relevant, young people are given a summarised version at commencement of service and / or in the Young People's Handbook.

Copies are available on request. If you would like this document in a different, more accessible format please ask.

19 Document history

Version #	Owner	Issued date	Date of next review
1-6	SLT	To 2020	December 2022
7	Head of People	December 2022	December 2025