



DIMENSIONS  
CARE

# Safe Recruitment Policy

This policy clarifies our approach to ensuring all reasonable measures are taken to scrutinise and access the suitability of all potential employees. The emphasis is upon promoting the safety and welfare of children.

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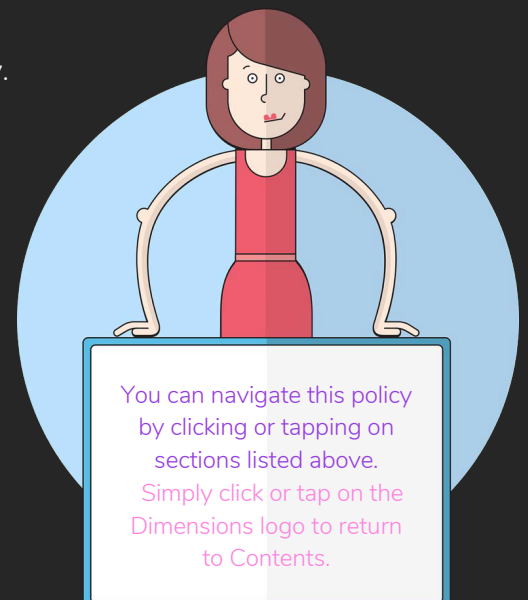
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## SECTION ONE: Introduction

This policy applies to all Dimensions Care colleagues, with a particular emphasis upon those with leadership responsibilities and Human Resources colleagues.

The systems and procedures identified within this policy are mandatory. Duties and responsibilities are clarified for all colleagues. We expect everyone to understand the fundamental importance of safe and effective recruitment. Dimensions Care are committed to:

- Ensuring the safeguarding of children is paramount. This policy is part of a wider duty to promote the welfare of children and protect them from harm;
- Zero tolerance of any inappropriate behaviour towards children by colleagues;
- A belief that prevention is essential in safeguarding children and promoting their welfare.



All colleagues must be clear that:

“For those agencies whose job it is to protect children and vulnerable people, the harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed”

Richard Report (2004) (p.12, para 79)

Dimensions aim to ensure that they don't succeed. People that seek to harm children are not welcome and nor will they ever be.

## SECTION TWO: Agency Staff

It is general policy that Dimensions will not use agency staff. This is to maintain consistency of approach and ethos, but importantly it contributes towards trust and assurance.

Dimensions aim to maintain a bank of floating staff, whom may be deployed to services as required. Senior management will provide cover where possible. This is good practice, as it is an opportunity for senior managers to experience frontline practice, which will contribute towards overall service development through an increased understanding of day-to-day practice within a service.

In extreme circumstances agency staff may be used, but only when all other options have been exhausted.

Managers must note that all agency staff will require all checks in place as required by safe recruitment protocol. These checks must be evidenced and held 'on site'. No individual is permitted to work with children without an up-to-date, enhanced DBS check in place.

It is noted that for any regular agency staff, i.e., those individuals used on a regular basis, they must be provided with supervisions and asked to join team meetings where practicable. Additionally, Dimensions Care have a clear process in place for any allegations or disclosures made against a member of agency staff. For more details, please refer to our Allegations Policy.

In all cases, where there are concerns about the conduct of an individual working in an agency capacity (towards children), the agency supplying the person and LADO will be informed. If criminality is suspected, the Police will be informed.

We take our responsibilities towards safeguarding children extremely seriously and will never tolerate any form of harm towards a child.

## SECTION THREE: Policy Statement

Our colleagues are our most important resource. In serving the needs of children accessing our services, we can only be as effective as the people we employ.

Successful and thorough recruitment and selection has a fundamental role to play in ensuring the people with the right combination of knowledge, competencies and personal attributes are appointed.

Dimensions managers and appropriate senior staff must ensure that their recruitment functions are carried out with a view to safeguarding and promoting the welfare of children and young people.

Our recruitment and selection procedures are in place to help deter, reject, or identify people who might abuse children or who are otherwise unsuited to work with them. A relevant member of the Senior Management Team (SMT) will lead the process of making staff appointments and delegate duties and responsibilities as appropriate, in consultation with the Operations Director.

Appointments are only made after mandatory procedures have been followed (e.g., references, Enhanced Disclosure Check, and proof of identification and qualification). Dimensions Care Limited are committed to safeguarding and promoting the welfare of young people who access our services. All colleagues are expected to share this commitment.

### OUR SAFEGUARDING STATEMENT

All adults employed by Dimensions are subject to an enhanced DBS check. All colleagues, contractors or volunteers will be expected to report any concerns relating to the safeguarding of children in accordance with established procedures.

If any conduct in relation to the safeguarding of children gives cause for concern, the company's child protection procedures will be followed, alongside implementation of the company's disciplinary procedure. For further information, please refer to our Safeguarding Policy.

### NO FORM OF INAPPROPRIATE BEHAVIOUR AROUND CHILDREN WILL BE TOLERATED.

## SECTION FOUR: Equality, Diversity & Inclusion

Dimensions Care Limited are committed to ensuring anti-discriminatory and equal opportunities recruitment and selection practices.

We will actively promote anti-discriminatory, anti-racist and anti-oppressive practices and policies. In addition, Dimensions Care Limited will seek to ensure that the gender balance of colleagues, etc., is appropriate to the needs of our children and their respective services and/or provision.

## SECTION FIVE: Scope of Policy

Compliance with the expectations of this policy is required by all colleagues. The Operations Director has overall responsibility for the implementation.

It is vital that measures detailed in this policy are applied thoroughly whenever someone is recruited to work with children. This means people who regularly come into contact with children, as well as those who regularly work in a setting with children. This is particularly important where they will be regarded as safe and trustworthy because of their regular presence.

## SECTION SIX: Implementation

All staffing requirements will be identified and agreed by Senior Management in formal consultation with the Directors.

This policy and procedures have been designed to provide detailed guidance to colleagues with recruitment responsibilities to develop and maintain high standards of professional, safe, and effective recruitment practice. No part of this policy or related procedures can be compromised, regardless of circumstances. Safe recruitment is a fundamental component of effective and safe practice.

Good practice and equality of opportunity are integral to Dimensions recruitment and selection processes. Recruitment and selection will be approached in a fair, consistent, equitable, transparent, and effective manner, with due regard for Equal Opportunities legislation, including the Equality Act 2010 and other key legislation such as the Safeguarding of Vulnerable Groups Act (SVGA) 2006.

The SVGA 2006 was passed to help avoid harm, or risk of harm, by preventing people who are deemed unsuitable to work with children and vulnerable adults from gaining access to them through their work.

## STEP-BY-STEP GUIDANCE

All personnel, prior to a formal offer of employment:

- Must complete an application form before they are formally offered any position within the organisation. This should be completed prior to interview, to ensure that any areas requiring further scrutiny (e.g., gaps in employment history) are suitably addressed;
- Must provide no less than TWO references. One of those references must be from a most recent employer. Additionally, if the candidate has experience of working within a social care environment, a reference should be provided from that employer. This is essential if the person has been employed within a social care setting within the last five years; (Continued Over)

- Will be subject to follow-up telephone reference verification by management within the service or setting. N.B. It is not appropriate for Human Resources staff to facilitate a reference verification;
- A required to declare any previous instances of dismissal or proven/substantiated allegations of misconduct. If a person has been historically subject to dismissal or allegations of misconduct, they must be able to demonstrate their suitability to work with children and young people. All discussion and assurances must be recorded. If any explanation is not satisfactory, any offer of employment will be withdrawn;
- Will be subject to an Enhanced Disclosure and Barring Service (DBS) check and subject to Vetting & Barring Scheme when in place. DBS Outcomes with a Positive Trace will evoke an assessment of the individual's suitability to work with children and young people. This completed and recorded using a DBS Positive Trace Form. All discussion and assurances must be recorded. If any explanation is not satisfactory, any offer of employment will be withdrawn;
- Must bring/provide evidence of relevant qualifications, training and experience, which will be copied and retained to personnel files;
- Must confirm that they have the right to work in United Kingdom (UK) and there will be further checks for those who have lived outside the UK;
- Must provide evidence of proof of identity, such as (for example) original copies of their:
  - i. Driving Licence;
  - ii. Car Insurance and MOT Certificates for copying;
  - iii. Passport;
  - iv. Birth Certificate.
- Required to present a fitness to work certificate/letter from a General Practitioner (GP) (depending upon the individuals' circumstances).

For successful applicants, all records will be retained and monitored through CHARMS. The CHARMS system allows us to monitor, review and audit all matters relating to safer recruitment to ensure continued compliance.

#### IMPORTANT

In addition to maintaining the above process in recruitment, colleagues must remember to take account of a person's presentation and their instincts about whether an individual is suitable to work with children (and any other vulnerable group).

## SECTION SEVEN: Clarification of Administrative Processes

This part aims to clarify the roles of relevant administrative staff and operational managers in issuing and handling recruitment administration.

Colleagues are reminded that they will be handling personal data that is subject to the conditions of the General Data Protection Regulations (2018).

Unless prior permission has been granted by a Director the following documents must be issued/used by colleagues with HR or management responsibilities only:

- Application Form
- Character Reference Request Form
- DBS Positive Trace Form
- Disciplinary Action Notification Form
- Dismissal Notification Form
- Employment Reference Request Form
- Invitation to Interview
- Job Description and Person Specifications New Starter Form
- Notice of Successful Application
- Notice of Unsuccessful Application
- Reference Request Form and Letter (Professional);
- Telephone Reference Follow Up Form;

The following may be issued by the relevant manager or delegated senior personnel, such as deputy managers and senior professionals with a service (at the discretion of the manager):

- Confidentiality Agreement
- Employment Health Questionnaire
- Health and Safety Employee Recognition
- Induction Book/Record
- Job Description and Person Specifications
- New Starter Form

NOTE: Copies must be kept securely on file once completed and shared only with relevant colleagues, such as those with HR responsibilities and designated managers.

## SECTION EIGHT: Legislation & Guidance

The conditions of this policy apply to all colleagues working with children, as well as to those who have contact with children, young people, and other vulnerable groups. The basis of our approach is drawn from Working Together (2018; 2020) and Keeping Children Safe in Education (2021), as well as other relevant guidance. This policy has been implemented with regard to the following legislation and regulations:

### CARE & EDUCATION

- Care Act 2014
- Care Leavers (England) Regulations 2010
- Children's Homes (England) Regulations 2015
- Fostering Services (England) Regulations 2011
- The Children Act 1989 (Volume Three)
- The Education (Independent School Standards) (England) Regulations 2010 as amended (SI 2012/2962)
- The Education (Non-Maintained Special Schools) (England) Regulations 2011
- The Further Education (Providers of Education) (England) (Regulations) 2006
- The Protection of Children Act 1999
- The School Staffing (England) Regulations 2009 as amended by SI 2012/1740 and SI 2013/1940
- Working Together to Safeguard Children (2018;2020)

## POLICE

- Police Act 1997
- The Police Act 1997 (Criminal Records) Regulations 2002, as amended
- The Police Act 1997 (Criminal Records) (No 2) Regulations 2009, as amended

## OTHER

- Safeguarding Vulnerable Groups Act 2006
- Sexual Offences Act 2003 (Sections 16 & 17)
- Protection of Freedoms Act 2012
- Equality Act 2010
- The Common Law Duty of Care
- The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended
- General Data Protection Regulations (GDPR) 2018

Please note: Dimensions may introduce further standards, providing they do not conflict with these essential requirements. The above lists are not exhaustive.

## SECTION NINE: Roles & Responsibilities

The Senior Management Team (SMT) is responsible for the management and implementation of this policy, in consultation with the Board of Directors. The SMT lead will ensure that any colleagues involved in recruitment and selection are made aware of their responsibilities within this policy. This will be delivered by:

- Mandatory training in safe recruitment for managers and relevant senior colleagues;
- Supervision and managers meetings;
- Firm expectations of professional behaviour and conduct.

Any instances of professional and/or wilful neglect regarding safer recruitment will result in disciplinary action, which may constitute gross misconduct and ultimately dismissal. Colleagues with recruitment responsibilities, in whatever capacity, have a duty to ensure that people selected to work with children:

- Are subject to rigorous scrutiny regarding their fitness and suitability to work with children and people from vulnerable groups;
- Are of integrity and good character;
- Have the experience, qualifications, and skills for the work, taking full account of regulatory requirements;
- Are mentally and physically fit for the purposes of the work that the individual is to perform. A Health Questionnaire must be completed by all potential employees following a conditional offer of employment. Where required, Dimensions Care will make reasonable adjustment to accommodate any identified individual needs. Please note that we cannot compromise upon the implicit need to keep children in our homes safe from harm.



Regular reports must be provided to the Operations Director on recruitment and selection decisions, as well as reports on the composition of the workforce (incl. anonymised analysis of any data held for monitoring purposes on the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, gender and sexual orientation).

The Operations Director must maintain oversight of staffing matters and key areas for regular monitoring are incorporated into monthly Key Performance Indicators (KPIs), which are embedded into a wider framework of corporate governance. This will include any accounts of lessons learned and how those lessons have informed future practice(s).

## SECTION TEN: Implementation

The children for whom we provide care deserve highly motivated and skilled individuals, whose values and approach are safe, professional, and effective.

Our recruitment and selection procedures and other HR management processes must help to deter, reject, or identify people who might abuse children, or are otherwise unsuited to work with them. Our Safeguarding Policy Statement applies to everyone who is employed by Dimensions Care Limited.

Dimensions Care are committed to safeguarding and promoting the welfare of all children who access our services. All colleagues working with children are expected to share this commitment.

The Directors, in liaison with the Senior Management Team (SMT), will:

- Formally review the staffing structure at least once a year;
- Oversee recruitment procedures;
- Monitor and review this policy on an annual basis; and
- Agree or delegate agreement of membership of recruitment panels. There will no less than two interviewers and in some cases (e.g., for senior or specialist posts) a larger panel will be required.

The Finance Team, in consultation with HR and the Operations Director, will:

- Ensure that all decisions about salaries are based on evidence and are applied equitably, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, gender and sexual orientation;
- When formulating the budget, ensure that training needs have been identified through performance management and that they are suitably budgeted for.

## SECTION ELEVEN: Selection & Shortlisting

The following Section provides a step-by-step walkthrough regarding our selection and shortlisting process. Colleagues must be diligent in applying the below conditions of good practice.

### PRE-INTERVIEW

- Confirm post is agreed by relevant senior staff. This must be aligned to the current budget;
- Source, advertise for post(s), with our safer recruitment statement on all advertisements;
- Shortlist;
- Agree Interview Panel and Date and time of interviews;
- Appoint/agree Panel Chairperson;
- Agree who is to ask what questions, factoring in a Warner style approach (See Appendix B);
- HR/Administrative colleagues to send out Interview letters;
- HR/Administrative colleagues confirm interview day details, those attending and provide application forms, questions for Interview Panel, scoring and comment form.

Prior to interview ensure that the following is copied and retained to file:

- Birth Certificate, Driving Licence and Passport;
- Relevant Original Professional and Academic Qualification Certificates;
- Marriage Certificate (where relevant);
- Divorce Details (where relevant);
- GCSC Registration Number and Certificate (where relevant);
- Two Utility Bills showing current address;
- Salary Slip (or other such document) which contains National Insurance number;
- Work Permit/Permission to Work in the UK.

Please Note: Failure of applicant to ensure the provision of original documents of the above will result in interview not proceeding.

### RECRUITMENT PANEL

The recruitment panel will:

- Ensure the safeguarding statement appears in public facing literature, including our website;
- Consist of (as a minimum) a lead practitioner and a suitable colleague who have been trained in safer recruitment;
- Ensure sufficient knowledge of the formal Job Description that clearly states the main duties and responsibilities of the post, as well as the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with; (Continued Over)

- Ensure sufficient knowledge of the formal Person Specification, which should include a specific reference to suitability to work with children and young people. This should also:
  - i. Include the qualifications and experience, and any other requirements needed to
  - ii. perform the role in relation to working with young people;
  - iii. Describe the competences and qualities that the successful candidate should be able
  - iv. to demonstrate.

Working in partnership with the SMT lead manager, a suitably delegated colleague will send out an application pack upon receipt of a request. This should include:

- A letter to the applicants, requiring them to provide references as part of the application will be sent with every application pack. The process of scrutinising evidence of a candidate's suitability will be completed following successful interview. This requirement is also identified within the Application Form. The letter should make it clear that at least one referee should be the applicant's current or most recent employer and that any offer of employment will be subject to intense scrutiny of the application form, evidencing (qualifications, ID checks, Enhanced DBS, successful and verified references, etc.);
- Where an applicant who is not currently working with children has done so in the past, a reference will be sought from the employer by whom the person was most recently employed in work with children and young people, as well as any other vulnerable group (i.e., adults with learning disabilities, etc.);
- References will not be accepted from relatives or from people writing solely in the capacity of friends;
- An application form must be completed for every colleague (a CV will not be accepted).

## SHORTLISTING

The recruitment panel will:

- Obtain and scrutinise all information from applicants, including discrepancies or anomalies;
- Assess any references received and verified in advance of any interview;
- Assess and scrutinise public access social media accounts, such as Facebook for example. This will support the process of considering a person's suitability to work with children and young people, based upon how they present their values and attitudes within a public forum. All checks should be recorded;
- Not accept a Curriculum Vitae (CV) as part of the safe recruitment process;
- Obtain independent professional and character references that answer specific questions to help assess an applicant's suitability to work with young people and resolve any arising concerns. The panel must not rely on references or testimonials provided by the candidate, or open references and testimonials, i.e. "To Whom It May Concern";
- Assess candidates equally against the Person Specification criteria without exception or variation, and without unlawful discrimination;
- Either discuss or arrange a meeting to discuss the details of the interview.

The Panel Must:

- Reach a consensus about the required standard for the job to which they are appointing;
- Consider the issues to be explored with each candidate, and establish who on the panel will ask about each of those;
- Agree their assessment criteria in accordance with the Person Specification.

The panel should agree a set of questions they will ask all candidates. These must relate to the requirements of the post and any issues they will explore with each candidate. This will be based upon the information provided in the candidate's application and verified references (if available). A candidate's response to a question about an issue will determine whether and how that is followed up.

Where possible it is best to avoid hypothetical questions because they lead to theoretical answers. It is better to ask competence-based questions that ask a candidate to relate how s/he has responded to, or dealt with, an actual situation, or questions that test a candidate's attitudes and understanding of issues.

In addition to assessing and evaluating the applicant's suitability the interview panel should also explore:

- The candidate's projected attitude towards children and young people;
- His/her ability to safeguard the welfare of children and young people;
- Gaps in the candidate's employment history;
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee.

The panel must also ask the candidate if they wish to declare anything regarding the requirement for an Enhanced DBS Check.

If, for whatever reason, references are not obtained before the interview, the candidate should also be asked at interview if there is anything s/he wishes to declare or discuss regarding the questions that have been (or will be) put to his or her referees. It is essential that the references are obtained, scrutinised, and verified before a person's appointment is confirmed.

Referees will be asked about disciplinary offences relating to the applicant and specifically those concerning children and young people, as well as vulnerable adults. This will include any offences for which the penalty is expired (i.e., where a warning could no longer be taken into account in any new disciplinary hearing for example).

Please note:

Referees will also be asked about whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.

A nominated colleague will write a letter to shortlisted candidates, inviting them for an interview. This letter will contain the following information (e.g., a 'Recruitment Pack'):

- The arrangements for interviews, such as time and place, directions to the venue and membership of the interview panel;
- A reminder to the candidates about how the interview will be conducted and the areas it will explore including suitability to work with children;
- Notification that the identity of the successful candidate will need to be checked thoroughly to ensure the person is who s/he claims to be;
- Notification that an enhanced DBS check will be undertaken if an offer of employment is made. Consequently, all candidates will be instructed to bring with them documentary evidence of their identity that would satisfy DBS requirements;
- A request that the candidate must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g., the original or a certified copy of a certificate, or diploma, or a letter of confirmation from the awarding body);
- Notification that a copy of the documents used to verify the successful candidate's identity, right to work in the UK and required qualifications will be retained in personnel files;
- A copy of the current Safeguarding Policy Manual.

## SECTION TWELVE: Interviews

The selection panel will:

- Carry out a face-to-face interview that explores the candidate's suitability to work with children and young people, as well as his or her suitability for the post. The selection process for people who will work with children and young people must always include a face-to-face interview even if there is only one candidate;
- Verify the candidate's identity from current ID information and proof of address;
- Verify the candidate's qualifications;
- Check enhanced DBS clearance information;
- Verify the candidate's right to work in the UK.

Interviews – and interview questions - must seek to establish and scrutinise a person's:

- Motivation to work with children and young people, which will be addressed at least in part by Warner style questions;
- Ability to maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours;
- Attitudes towards the use of authority and maintaining discipline.

The interview should take account of their instincts when interviewing. If something doesn't feel right, it probably isn't. In addition, if professionals feel uncomfortable in a person's presence, then a child or young person is just as likely to experience such feelings.

Wherever possible and safe to do so, children and young people should be actively involved in the interview process. This may mean simply preparing a question or attending part of the interview to ask a question or a select number of questions. In all cases, the children and young people's views must be gathered and actively considered in relation to the interviewee's suitability.

## SECTION THIRTEEN: Post-Interview

The Panel discuss and confirm (or otherwise) the candidate's potential for employment nomination, referencing the scoring and comment form.

Following the above, HR or a suitable colleague will process the preferred candidate's application by:

- Sending a conditional offer of appointment letter (subject to final suitability checks and assurances);
- Seeking references and verifying references, proof of professional and academic qualifications;
- Checking all evidence provided and ensuring that the application form has been fully completed;
- Seeking HCPC or other Body for proof of Registration (inc. Registration Number & Certificate);
- Processing Disclosure and Barring Service (DBS) check.

HR or the suitable nominate colleague will confirm that all the above information is in place for employment, following liaison with the SMT lead manager. Letters must also be sent to unsuccessful candidates.

## AN OFFER OF EMPLOYMENT

An offer of appointment to the successful candidate will be conditional upon:

- A fully completed application form, with any employment gaps scrutinised (and evidenced as having been scrutinised);
- The receipt of at least two satisfactory references (if those have not already been received), and reference verification is completed with each referee);
- Verification of the candidate's identity (if that could not be verified on the day of the interview), using current photographic evidence as well as evidence of address;
- A satisfactory Enhanced DBS check;
- A satisfactory check of the barred list;
- A satisfactory right to work check;
- Verification of qualifications (if not verified on the day of the interview);
- Verification of professional status where required.

All checks must be:

- Confirmed in writing;
- Documented and retained on the personnel file, with relevant entries made in the CHARMS system;
- Followed up where there are discrepancies in the information provided.

No potential appointment will be confirmed until all the above checks have been completed and verified.

## SECTION FOURTEEN: DBS Checks

The following information has been extracted from: <https://www.gov.uk/dbs-check-applicant-criminal-record/get-a-standard-or-enhanced-dbs-check-for-an-employee>

Colleagues must check the above link to ensure they have the most up-to-date guidance. Please use the links below to access any further required information

### GET A STANDARD OR ENHANCED DBS CHECK FOR AN EMPLOYEE

How you request a standard or enhanced check depends on how many checks you do a year. If you do:

- Fewer than 100 checks a year you must use a company known as an 'umbrella body'
- 100 or more checks a year you can choose to register with DBS or use an umbrella body

### HOW TO DO A CHECK:

- 1) Ask DBS or your umbrella body for an application form.
- 2) Give the form to the applicant to fill in.
- 3) The applicant will return the completed form to you along with documents proving their identity.
- 4) Send the completed application form to DBS or your umbrella body.
- 5) DBS will send a certificate to the applicant. You must ask the applicant to show you the certificate so you can check it's genuine.

### HOW MUCH IT COSTS

How much it costs depends on the type of check.

Type of check	Cost
Enhanced	£40
Enhanced with barred lists	£40

## HOW LONG IT TAKES

It usually takes around 14 days, but it can take longer if:

- The details given for the check are incorrect
- Several police forces need to be involved in the check

You cannot pay more to get a faster check. If you're registered with DBS you can use the tracking service to [track multiple applications](#).

## STAGES OF THE DBS CHECKING PROCESS

- **STAGE 1 - application form received and validated**  
The application form is checked for errors or omissions. The form is either scanned onto the DBS system or returned for correction to the countersignatory within 24 hours of receipt.
- **STAGE 2 - Police National Computer (PNC) searched**  
Key data from the application form is compared against details from the Police National Computer (PNC) to search for any matches.
- **STAGE 3 - Children and adults' barred lists searched (where applicable)**  
Key data from the application form is compared against barred lists to search for any matches.
- **STAGE 4 - Records held by the police searched**  
Enhanced checks are sent by secure, electronic means to the police for an additional check of records before the information is sent back to the DBS. Your details may be same as, or similar to details held at any police force across the country. To make sure potential matches are not missed, those police forces will check the details against their information.

We have also published a [factsheet](#) which looks at stage 4 in more detail, and explores the role that the police play in the DBS checking process.

- **STAGE 5 - DBS certificate printed**  
All the information to be disclosed is printed under highly secure procedures and posted to the applicant. The applicant will then need to show their DBS certificate to the employer who requested the criminal record check.

## FURTHER INFORMATION:

- [Checks employers can make on job applicants](#)
- [Report someone as unfit to work with children or vulnerable adults](#)
- [Find out which DBS check is right for your employee](#)



## DBS UPDATE SERVICE

Anyone can access the Update Service [here](#).

The Update Service is an online subscription that allows you to keep your standard or enhanced certificates up-to-date and allows employers to check a certificate online.

You can join the Update Service as soon as you have your application form reference number.

## SECTION FIFTEEN: Criminal Convictions

All applicants are required to declare if they have a criminal record. Details of a person's criminal record will always be maintained as strictly confidential.

Questions are asked at an early stage in the recruitment process about criminal records to ensure that people with such records are not inadvertently placed in unacceptable/inappropriate positions within the organisation.

Having a criminal record would not necessarily prevent a person from being appointed to any post unless the offence bars the person. However, where it is felt that a recent or serious offence might mean that a person presents a risk to children or people from vulnerable groups, then that person would not be appointed. In cases where the applicant has made a disclosure of a criminal offence, checks are made to ensure that the applicant has disclosed offences in full giving details as requested. If the details given are incomplete it may be necessary to return the application form for completion.

When selecting applicants with criminal convictions for interview the following areas should be considered:

- The date of the convictions;
- The number of convictions;
- The type of conviction;
- The detail of information given.

Please Note:

If an applicant has an offence for criminal damage, but it is the only offence and it happened 20 years ago when they were 18 years old (for example), then this would not be as serious as someone that has been convicted of Actual Bodily Harm 3 times in the last 3 years.

Driving convictions and disqualifications normally appear on Police checks, but speeding convictions, etc. are common and would not normally be considered serious enough alone to not consider an applicant for a post.

In all cases where an offence is listed/identified, a proportionate risk assessment must be completed.

## THE DISCLOSURE OF AN OFFENCE

If an applicant is selected for interview and discloses that they have a previous criminal conviction, the details and circumstances of the offence should be obtained and must include information about:

- Why, When and How it happened;
- The outcome of the offence; and the
- Applicant's reflections (thoughts and feelings) upon the former questions, etc.

The above questions and responses must be recorded at the interview. If explanations and details given are acceptable then this should be noted on the application form notes section.

The following offences would ordinarily warrant automatic de-selection, as consistent with the nature and impact of the crime:

- Murder, manslaughter, kidnap, hijack, money laundering;
- Violence;
- Sexual crimes and exploitation;
- Safeguarding or child protection matters

Please Note: If there is any doubt about whether or not an application should be progressed following a personal disclosure or positive trace (DBS recorded conviction), it must be escalated to a Director for a final decision on that person's suitability for employment.

### DBS "POSITIVE TRACE"

A DBS Positive Trace Form must be completed in all instances where a DBS check is returned with a Positive Trace (i.e., a criminal conviction), whether disclosed in the Application Form or otherwise.

If the Disclosure raises any specific concerns and it is decided not to employ the applicant a letter must be sent explaining the reason for them being unsuccessful. The content of the letter should only confirm that the DBS check was unsatisfactory.

All correspondence will be sent by HR or a nominated senior colleague and kept on file and a copy with the DBS check and application form.

All colleagues when shortlisting, interviewing, and appointing any applicant have a primary duty to the safety and welfare of children. This remains the primary consideration when making any of the former decisions.

A Director will make the final decision in respect to any appointment being made concerning these matters.

## SECTION SIXTEEN: Notifications & Allegations of Non-Disclosed Dismissal by a Former Employer

If an individual discloses that they have been previously dismissed by a former employer or colleagues are subsequently made aware that an individual has been previously dismissed by a former employer, an interview must take place and a Dismissal Notification Form must be completed.

The form must be used to record information made available during the interview. Following the interview, a decision will be made regarding the individual's suitability for the position, which must be agreed by the nominated senior colleague or a Director.

A Risk Assessment must be set in place around the individual concerned until matters are concluded, as appropriate to the circumstances.

## SECTION SEVENTEEN: Allegations of Non-Disclosed Disciplinary Action by a Former Employer

If an individual discloses that they have been previously subject to disciplinary action by a former employer or a colleague alleges that an individual has been subject to disciplinary action by a former employer that indicates negligence or malpractice in safeguarding children, an interview must take place and a Disclosure or Allegation of Previous Disciplinary Action Form must be completed.

The form must be used to record information made available during the interview. The form will clarify:

- What has been done and by whom;
- Any action that needs to be taken;
- A decision regarding the individual's appropriateness for employment. The individual's presentation should be considered, particularly regarding whether they took ownership of any wrong-doing, and learned from what happened.

Following the interview, a decision will be made regarding the individual's appropriateness for the position, which must be agreed by the SMT Lead Manager or a Director.

## SECTION EIGHTEEN: The Bottom Line

The bottom line: [noun] "the final result or the most important consideration of a situation, activity, or discussion."

Everyone who works with children and young people has a responsibility for keeping them safe. Dimensions Care is fully committed to safeguarding the welfare of all children and young people in our services. We are clear that this expectation is the primary duty of all colleagues. Any concerns about any colleague's conduct around children or young people will be taken extremely seriously. If criminality is suspected, we will inform the Police. There will be no compromises.

## Appendix One: About the Quality Standards

### The Quality Standards

#### Regulation 5 Engaging with The Wider System to Ensure Each Child's Needs Are Met

The Quality Standards set out in regulations the outcomes that children must be supported to achieve while living in children's homes. Each standard has an aspirational, child-focused outcome statement, followed by a clear set of underpinning, measurable requirements that homes must meet to achieve the standard.

#### Engaging with the wider system to ensure children's needs are met

5. In meeting the quality standards, the registered person must, and must ensure that staff—
- a) Seek to involve each child's placing authority effectively in the child's care, in accordance with the child's relevant plans;
  - b) Seek to secure the input and services required to meet each child's needs;
  - c) If the registered person considers, or staff consider, a placing authority's or a relevant person's performance or response to be inadequate in relation to their role, challenge the placing authority or the relevant person to seek to ensure that each child's needs are met in accordance with the child's relevant plans; and
  - d) Seek to develop and maintain effective professional relationships with such persons, bodies or organisations as the registered person considers appropriate having regard to the range of needs of children for whom it is intended that the children's home is to provide care and accommodation.

#### The regulations prescribe nine Quality Standards for children's homes:

- 1) The Quality and Purpose of Care Standard (Regulation 6)
- 2) The Children's Wishes and Feelings Standard (Regulation 7)
- 3) The Education Standard (Regulation 8)
- 4) The Enjoyment and Achievement Standard (Regulation 9)
- 5) The Health and Well-Being Standard (Regulation 10)
- 6) The Positive Relationships Standard (Regulation 11)
- 7) The Protection of Children Standard (Regulation 12)
- 8) The Leadership and Management Standard (Regulation 13)
- 9) The Care Planning Standard (Regulation 14)

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