



## Safe Recruitment

### Introduction

The purpose of this policy is to set out the minimum requirements of a recruitment process for employees of Pathhead and District Community Association SCIO (PDCA) that aims to:

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

### Statutory Requirements

Where there are some statutory requirements for the appointment of some staff in community and outreach centres, they must always be met, recognising that those requirements will change from time-to-time.

### Inviting Applications

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

*“PDCA is committed to using the relevant legal policies. All postholders are subject to a satisfactory disclosure.”*

Prospective applicants will, as a minimum, be supplied with or given access to (eg: on PDCA’s internet web site) the following:

- ✓ job description and person specification;
- ✓ All PDCA’s policies;
- ✓ the selection procedure for the post.

All applications must be in writing (either on paper or by e-mail).

### Short-listing and References

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

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

References will be sought directly from the referee.

References or testimonials provided by the candidate will never be accepted.

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



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

Referees will always be asked specific questions about:

- ✓ the candidate's suitability for working with children, young people, vulnerable adults or the elderly;
- ✓ the candidate's suitability for this post.

### The Selection Process

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

Interviews will always be face-to-face.

Candidates will always be required:

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

### Employment Checks

All successful applicants are required:

- ✓ to provide proof of identity;
- ✓ to complete disclosure applications and receive satisfactory clearance;
- ✓ to provide actual certificates of qualifications;
- ✓ to complete a confidential health questionnaire;
- ✓ to provide proof of eligibility to live and work in the UK.

### Induction

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

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



Pathhead & District Community Association SCIO  
The Community Hall  
11 Main Street  
Pathhead  
EH37 5PZ  
[www.pathhead.info](http://www.pathhead.info)

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## Change Record

16/12/20	NHD	Formatting
10/12/20	Committee	Policy approved by the Committee
30/11/20	Trustees, BC	Policy approved by the Treasurer and The Trustees
2.12.18	MJ ND	updates
27.11.19	MJ sec.	
22.11.19	MJ sec.	