

Recruitment Procedure is currently under review

Recruitment Procedure



EAST RIDING
OF YORKSHIRE COUNCIL

Lead Directorate and Service:	Corporate Resources - People Services
Effective Date:	January 2020
Contact Officer/Number:	HR Advice Centre/391221
Approved By:	The Cabinet 1 November 2011 Minute 4306 Full Council 24 November 2011 Minute 1893 CMT 6 October 2014 Minute 15966, CMT 13 January 2020 Minute 19133

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I. Introduction

All corporate recruitment is handled centrally by Business Services within People Services, who provide advice and support on the recruitment process. (For school-based posts, the role of Business Services is limited to the processing of advertisements and issue of contracts of employment, except for Head teacher posts where a full recruitment service is offered).

This procedure complies with government legislation relating to safeguarding and the 'Safer Recruitment' guidance issued by the East Riding Safeguarding Children Board.

Children and vulnerable adults are likely to see anyone who works in a familiar setting as a safe and trustworthy adult and will not distinguish between paid staff or volunteers regardless of their roles or hours of work. Therefore the same principles must be applied when recruiting paid employees and volunteers. Please refer to the Volunteer Recruitment Guidelines for further information on recruiting volunteers.

All recruitment advice is intended to minimise the risk of making an unsuitable appointment. The recruiting manager must take the final appointment decision by assessing the risks involved, and in compliance with Council policy and guidance.

All vacant posts **MUST** go through an appropriate recruitment process. Guidance may be sought from People Services where required. Guidance is also available from the Recruitment Information Platform
<http://insight.eastriding.gov.uk/manager-recruitment/>

Vacancy

When an employee notifies their manager that they are leaving, the manager must:

- Ensure they have a written resignation letter/email. A vacancy cannot be advertised before the employee has resigned. (Once the resignation has been received, the manager can start the recruitment process immediately and not wait for the notice period to finish if it is urgent to fill the post).
- Ensure an exit interview form is completed by the employee if they are leaving voluntarily.

The manager must consider whether:

- they need to fill the vacancy;
- they should fill the vacancy on a temporary basis (for example if the work may cease is for a temporary reason);
- they may wish to convert the post to an apprenticeship (for further information see the Apprenticeship Strategy);
- any future service developments will affect the post;
- any changes are required to the post duties.
- The existing work patterns remains appropriate

The manager must in all cases review the job outline and employee specification to ensure they are a true reflection of the needs of the job. If the post duties and responsibilities have changed significantly, the job profile must be updated and sent to People Services for re-evaluation.

New Posts (excluding school posts)

To create a new post, a new or revised job profile must be sent to People Services to be evaluated.

To establish a permanent or temporary post, an e-decision record must be completed and approval of the Director of Corporate Resources received.

When new posts are approved by e-decision record or as part of an establishment review, they will be created on the establishment and set up on the Council's Payroll/HR system by an Business Services Assistant.

Managers should decide the best way to attract applicants, but an interview and pre-employment checks must be carried out.

New Posts (Schools)

To create a new post (after staff consultation with affected groups on how the proposed new post would fit within the agreed staffing structure), a new or revised job profile must be sent to People Services to be evaluated and the post must then be approved by the school's governing body.

Use of Agency Staff

Where a post needs to be temporarily filled at very short notice, agency workers can be used if no other recruitment option is suitable (the use of existing recruitment pools or a temporary appointment should first be considered). Only employment agencies registered with the Council may be used via the Council's framework provider.

The recruiting manager will ensure all posts will have been evaluated through the Council's job evaluation system and agency workers will be paid at the same rate of pay as directly employed staff. Use should be limited to less than 12 weeks where possible. If an agency worker is used for more than 12 weeks consideration must be given to the implications of the Agency Worker

Regulations and advice sought from People Services.

For all posts the recruiting manager must ensure all recruitment checks have been undertaken, and are provided by the agency through the Council's framework provider, prior to any work being undertaken. This includes details of references, qualifications and the right to work in the UK. The recruitment manager must carry out an identity check on the first day of work to confirm full name and NI number and then check that the Council has not previously dismissed the agency worker - People Services can assist with this check.

For safeguarding roles, the recruiting manager must obtain written confirmation through the Council's framework provider that an enhanced criminal record check has been carried out with the appropriate barred list checks for the role, within the last 3 years and the individual has not had a break in service of 12 weeks or longer, or if the person is registered with the DBS Update Service that an online status check has been carried out by the agency themselves within the last 12 months, and that the agency considers the individual suitable for the role.

For roles in CQC registered care homes, the manager must ensure that they see proof that the individual has been fully vaccinated against COVID-19, or has medical exemption, in accordance with the Health and Social Care Act 2008

Managers must always recruit in the most cost effective way and where an agency worker has been used to cover an immediate need, consideration must then be given to advertising the vacancy on a permanent or temporary basis as soon as possible.

2. Job Outline and Specification

Job Outline

The job outline must clearly state the main duties and responsibilities of the post. For all posts working with children or vulnerable adults, the job outline must also state the post holder's individual responsibility for promoting and safeguarding the welfare of children or vulnerable adults in the course of their duties.

Job outlines must use the Council's standard template which includes all employees' responsibilities for:

- Health and Safety
- Confidentiality
- Safeguarding and promoting the welfare of children, young people and vulnerable adults.

Employee Specification

The employee specification must include

- Qualifications and experience needed to perform the role.
- Any other essential or desirable criteria that can be measured through an application form or CV.

Criteria set in the specification must relate to the core competencies and be relevant to the job outline/ profile. The competencies should not be included in the employee specification but should be used during the short-listing process and link to the interview process.

For posts working with children and vulnerable adults, specific requirements in terms of behaviour, personal qualities or attitude needed to perform the role with vulnerable groups must be added to the employee specification and the manager must be prepared to assess the candidate against these at interview (sample

interview questions to explore safeguarding issues are available from Business Services). The employee specification must include essential criteria that are specific enough to produce a shortlist of candidates who will be able to perform the duties of the post and provide objective justification for disqualifying others who do not meet these criteria. Desirable criteria must only be used to reduce the shortlist to manageable numbers for interview.

All criteria must be objective and measurable, eg 'Good IT skills' is open to different interpretation and hard to measure objectively - a better criterion would be 'Ability to use Microsoft Word and Excel to produce letters, mail merge, and data input'.

Job outlines and employee specifications must not contain any information that could be discriminatory. Further advice is available from Business Services. Managers should take care not to:

- Refer to age or an age range.
- Use words that imply an age, eg young, mature, energetic. This could prevent certain groups of candidates applying.
- Use phrases such as "the person must be fit", "able bodied" or "generally healthy", which discriminate against people with disabilities. (There are very few jobs that cannot be done by a person with some form of disability. If you want advice either contact People Services or the Disablement Advisory Service who will be pleased to help. Your attention is drawn to the Equality Act 2010).
- State qualifications that discriminate against older people, eg GCSE. Always state 'or equivalent level qualification' or 'or equivalent level

qualification covering the same subject matter’.

- Exclude applicants who could do the job by requesting a specific qualification or a degree level education - is it really necessary to do the job? Asking for relevant experience, skills and ability may avoid this.
- State a specific number of years’ experience required as young people may have less employment history but still have covered the requirements of the job. You should instead focus on the skills and abilities required to do the job, eg instead of ‘three years’ experience’ ask for ‘detailed knowledge of building control regulations and evidence of their practical application and interpretation across a wide range of projects including domestic, commercial and large scale developments’.
- Refer to the sex or race of the post holder unless this is a Genuine Occupational Requirement (see below).

Managers should hold an electronic copy of job outlines and employee specifications for posts they manage or for which they have recruitment responsibility. Example copies of job outlines and employee specifications are available centrally.

Genuine Occupational Requirement (GOR)

There must always be a clear justification for including a genuine occupational requirement in a job advert - otherwise the Council could be liable for a discrimination claim. Formerly known as Genuine Occupational Qualifications (GOQ), first introduced by the Sex Discrimination Act 1975, the Equality Act 2010 introduces a single GOR, which applies to all protected characteristics. Employers must show that the requirement to discriminate is a ‘proportionate means of achieving a legitimate aim’. The previous list of GOQs outlined in previous legislation was removed.

Examples of Genuine Occupational Requirements:

- A same sex care worker or lavatory attendant - justification being privacy and decency because of likely physical contact or because people are likely to be in a state of undress or using sanitary facilities.
- A female worker for a domestic violence unit - justification being the women residing there are seeking refuge from men.
- A position providing welfare services to people of a particular racial group, where services can most effectively be provided by a member of the same racial group due to their understanding of cultural needs and sensitivities.
- A position requiring an employee to live in accommodation that is not equipped for people of that sex and it is not reasonable for the employer to make the necessary adjustments.
- A person with a specific disability, eg a sight or hearing impairment,

employed to advise on how best to deliver services to users with these disabilities - justification being their level of insight into the issues faced by these groups.

- A person must be 25 years old to apply for a driving job requiring a particular type of driving licence, where the law requires the driver to be 25 before they can hold that type of licence.

If it is felt that a GOR exists, the manager must consult with People Services and explain how discrimination is justified. A statement must be added to the advertisement specifying that a GOR is being used and the justification, for example:

‘A genuine occupational requirement for a female worker exists for this post under the Equality Act 2010 due to privacy and decency.

Where a GOR does not exist, a recruiting manager can still use appropriate wording within their advert text to encourage different applicant groups to apply. For example:

‘Applications are welcome from everyone, irrespective of age, but especially from people in the under 25 age group.’

3. Advert

Redeployment

The Council has a responsibility towards employees whose employment is at risk, to help find them alternative employment. Please refer to the Redeployment and Retraining Policy.

Self-rostering Principles

The Council recognises that staff who work shifts may from time to time, need to balance their working lives with their

personal lives. This process provides a system whereby shift workers are able to swap shifts for other shifts that become available. The following principles must be followed;

- This process will only apply to shift workers in service areas that have agreed to adopt these principles
- Any vacancies will be offered to existing employees prior to being advertised externally
- Any shift-swapping will be operated fairly and effectively, while ensuring the Council's shift patterns and optimum staffing levels are maintained
- Service areas will ensure that all of those eligible receive the same communication and opportunity to swap shifts
- Staff can only swap shifts for a post that is the same as their substantive post.
- Applications will be submitted as an expression of interest,
- In the event of two or more employees wanting the same shifts a random draw will take place
- Employees can swap shifts and gain up to a maximum of 3 hours increase to their contract
- The vacant shifts as a result of this process will then be advertised

Secondments/Expression of Interest/Temporary Cover

Secondments should be for a maximum of 12 months' duration, unless authorised by the Director of Corporate Resources via decision record or externally funded for a specific time period. Applicants must have the approval of their line manager to apply and normal recruitment procedure must be followed, ie external advertisement, but the advertisement text can state that 'applications are welcome from internal candidates who wish to apply for the vacancy as a secondment'.

Expressions of interest may only be used under guidance from People Services, during restructure of service areas, where posts may be 'ring fenced' to certain employees or where a paid or voluntary work experience placement opportunity is approved to become an established post and is 'ring fenced' to those individuals who have worked in that placement. In these situations an expression of interest form will be used as opposed to a full application form.

Where a vacancy arises in a service area where the recruiting manager is aware of employees who are 'at risk', due for example, to their posts being deleted or temporary contracts coming to an end where the employee will qualify for redeployment, recruitment can be via expression of interest ring fenced to the employees 'at risk', even if this is a single employee. Approval must be sought from People Services.

Expressions of interest may also be used, only under guidance from People Services, to arrange maternity/sickness/secondment cover within a team by existing part-time employee(s) temporarily increasing their hours.

Where an expression of interest is used, the only differences to the recruitment process are the shorter application form and lack of external advertisement. The normal short listing and interview process must be followed as well as completion of all pre-employment checks.

Advertisement

All posts must be advertised, either via expression of interest (where appropriate in ring-fence conditions agreed with People Services), internally or externally. For posts of under 12 weeks' duration or for casual appointments, there is discretion in exceptional circumstances to appoint without a formal advertisement as

long as a HR Manager approves the way applicants have been sourced.

The advertisement must include the closing date, which should be a minimum of 10 calendar days after the advert first appears. If the interview date is included in the advertisement, the recruiting manager is under no obligation to make alternative arrangements for applicants unable to attend on the given date. If the interview date is not given in the advertisement, the manager must try to make alternative dates available on request.

The advertisement must reflect the job outline and employee specification and state those essential requirements likely to disqualify candidates, to avoid wasting applicants' time.

The advertisement must not contain any information, which could be discriminatory (see section 7.6). Any restrictions on those who can apply must be clearly stated with the justification, eg GOR.

All adverts will automatically include a statement confirming the Council's commitment to equalities in employment and safeguarding vulnerable groups.

Posts for which a Criminal Record check is required

In general, an enhanced DBS disclosure is required for any post, which involves regular work with children or vulnerable adults and applicants are required to declare all convictions, including those considered as 'spent' for other purposes. Please refer to the Criminal Record Checks Policy for full details or speak to the Council's Disclosure Service (01482) 391219 for advice if you are unsure if a post requires a criminal record check.

The recruiting manager should confirm to Business Services at the advertisement

stage whether the post requires a DBS check as the application form used for these posts makes applicants aware of the requirement to declare all convictions, including those 'spent' and that if successful, they will be subject to a DBS check.

Managers must use the Safe Recruitment Checklist to aid them when recruiting to a post working with children or vulnerable adults (For advice on eligibility on DBS check please contact Business Services)

Posts for which a COVID-19 Vaccination is required

The recruiting manager should indicate on the Recruitment Advert Form whether the post requires a COVID-19 vaccination in accordance with the Health and Social Care Act 2008.

Advertisement Placement

Media

Managers must choose advertising media and style of advert with reference to the Council's Recruitment Advertising Strategy and Guidelines and:

- the need to attract the candidate with the best skills, knowledge and ability for the job;
- the cost of advertising;
- advert response analysis from previous advertisements;
- the skills within the local labour market;
- the speed of recruitment required.

All vacancies will be open to either internal applicants only or advertised externally, as the recruiting manager deems appropriate. Schools must seek guidance from People Services for the recruitment of Head Teachers and Deputies.

All recruitment advertisements will appear on the Council's recruitment website <https://jobs.eastriding.gov.uk>.

The Advertising Team will supply cost information and will format the advertisement to meet the requirements of the Recruitment Advertising Strategy and Guidelines.

Any recruitment to be advertised in an external publication must be requested through Business Services who will notify the Advertising Team.

Details of any external media used to advertise a vacancy must be submitted to Recruitment Services with the advertisement and will be used to supply reports on external advertising spend to the Head of People Services.

Cost

Managers are responsible for the cost of all advertisements placed from their own budgets and must supply a suitable cost centre.

Advertising Deadlines

Advertising deadlines are available on the intranet.

Placement Procedure

To place an advertisement, complete the recruitment advertisement form (available on the intranet) and email to recruitment.services@eastriding.gov.uk with the job outline and employee specification for the vacant post.

Business Services will:

- Check that the post exists and if temporary that the end date is consistent with the proposed recruitment duration.
- Check the post number, post title, WTE and pay scale are correct.
- Check for any potentially suitable redeployees.
- Check that the advertisement, job outline and employee specification are not discriminatory.
- Input the advert into the HR/ Payroll system which will publish the advertisement on the recruitment website.
- Pass details to the Advertising Team for placement in hard copy or chargeable online publications.

Applications**Requests for Application Forms**

The correct application form for each post is available online or from Business Services in electronic or hard copy.

Managers can request either to accept a standard formatted application form or a CV application. This should be requested on the advertisement form. Advice on application methods is available from Business Services.

Candidates with certain disabilities may be unable to complete an application form in the standard format. The Council will be flexible in recognition of this access issue and candidates should discuss alternative options to provide the required information with Business Services.

Eligibility

Applications must be made directly by the individual applicant. Applications from agencies on behalf of individuals are not accepted.

Applicants who apply on the incorrect application form for posts that have not opted to accept CV applications, working with children or vulnerable adults, will be disqualified, but they will be given the chance to complete the correct form if they can submit it before the closing date.

The following are eligible to apply for internal-only advertisements:

- Permanent post holder.
- Person on temporary contract issued by the Council if they are working for the Council at the time the advert appears.
- Apprentice employed by East Riding of Yorkshire Council.
- Person registered with the Council's WorkLink/Work Choice programme.
- Staff in joint arrangement posts with a contract issued by the Council.
- Agency worker working for East Riding of Yorkshire Council.
- A casual worker.

The following are not eligible to apply for internal-only positions:

- Person who has no link with the Council.
- Staff in joint arrangement posts with a contract issued by other authorities.

Information included in Application Forms

For posts working with children or vulnerable adults, the application form informs applicants that the post is exempt from the Rehabilitation of Offenders Act 1974 and that they are required to declare all convictions, cautions, reprimands or final warnings, including those regarded as 'spent', but excluding any offences removed by the rules for filtering of old or minor offences which are now 'protected' and do not need to be declared. They are informed that a DBS check is required for the post and must provide a signed statement that they are not barred or disqualified from working with vulnerable groups or subject to sanctions relating to work with vulnerable groups imposed by a regulatory body. Check this in relation to GDPR issues with requesting criminal record history.

Application forms for posts working with vulnerable groups require for all external applicants:

- Full identification details of applicants - current and former names, date of birth, current address and National Insurance number.
- Qualifications relevant to the position with details of awarding body and date of award.
- Full employment history since leaving secondary education including periods of unemployment, study, and voluntary work, bringing up a family, part time work or multiple employment, giving start and end dates and reasons for leaving employment.
- Referee details, to include the most recent employer where the applicant worked with vulnerable groups.
- Statement to inform applicants that referees will be asked about disciplinary offences relating to vulnerable groups and whether the applicant has been the subject of any concerns in relation to vulnerable groups

Storage

Completed application forms are stored electronically by Business Services Link to the privacy notice on the intranet here.

Late Applications

Applications are accepted in the first post on the day after the closing date to allow for those hand delivered to County Hall the previous afternoon. If late applications are received, the manager will be contacted to ask if they wish to accept these. This decision is at the manager's discretion unless it can be shown that the Council received the application before the closing date, in which case it must be considered.

Closedown Pack (excluding Schools Posts)

A closedown pack including all application forms received will be prepared for the recruiting manager on the day after the closing date in electric format. Application forms will be passed to managers on flow in special circumstances (contact Business Services to arrange this).

Workforce Monitoring Information

All workforce monitoring information is only stored with the HR/Payroll system for reporting purposes and is not available to recruiting managers.

Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 places an obligation on all employers to ensure that successful candidates have a right to work in the country. All candidates (including internal applicants) are asked to bring documentary evidence with them to interview. This must be photocopied as it may be required to demonstrate the Council has met its legal obligation to make this check and, in the case of the successful candidate, sent to Business Services with the other appointment papers.

All European Economic Area (EEA) residents are eligible to work in the UK. This includes nationals of Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and Switzerland. From 1 January 2014 this also applies to nationals of Bulgaria and Romania.

From November 2008, the points-based system covers all migrants from outside the European Economic Area (EEA). It does not apply to workers from outside the EEA who are legally settled in the United Kingdom (living here with permission to stay permanently, including indefinite leave to remain) or those who already have a visa or permit granting them 'limited leave to remain' for a specified time period with no employment restrictions shown. These applicants will be able to produce a passport or residence permit as evidence of their legal right to work and a photocopy of this documentation must be kept on file for all employees. Advice on acceptable documentation to evidence the right to work in the UK is available from Business Services.

It is the responsibility of the manager to recheck documentation every 12 months for those with 'limited leave to remain' and send a photocopy to HR for the personal file. This annual recheck must be carried out to ensure the Council is compliant with immigration legislation and the employee must not be allowed to continue working after expiry of their visa (unless permission has been granted by the Home Office while a renewal application is under consideration). It is the responsibility of the employee to renew their right to work in the UK prior to expiry of their current visa.

All other migrants from outside the EEA will be subject to a points-based assessment to determine if they will be given permission to enter or remain in the UK. The Council will only be able to sponsor applications for tier 2 - skilled workers. Non-EEA applicants will be signposted to the UK Border Agency website at application and interview stage where they can self-assess the likelihood of obtaining sponsorship.

Suspended Recruitment Process

If it is necessary to place a post on hold or withdraw a post after recruitment has commenced, eg due to an establishment review or restructure, all applicants must be informed of the delay as soon as possible (contact Business Services to arrange this).

Re-advertisements

If there are no applicants for an advertised post, no-one who meets the essential criteria at short listing or no appointment is made after interview, the manager will need to re-advertise. All applicants must be informed they have been unsuccessful.

Where a vacancy has been advertised and received applications, those applications must be considered through a short-listing

process and if required interviewed before considering a re-advertisement.

Where the same post is re-advertised and applicants re-apply who meet all the essential criteria and were previously interviewed but unsuccessful, they need not be shortlisted again, unless their application form shows evidence of significant development or new skills/experience gained since their last application.

If a new vacancy arises within 6 months for the same post or a post with identical terms and conditions, ie scale point, hours, type of post – permanent/ fixed term and location, the candidates for the initial vacancy can be re-considered for the new vacancy without the need to advertise. Interview notes and scores from the previous interviews can be used to offer the post to the highest scoring candidate or a new shortlist can be drawn up from the applications and further interviews held. Contact Business Services to request the application forms in these circumstances.

4. Shortlisting

The final short listing assessment should be carried out by more than one officer and preferably by the same officers who will be interviewing candidates. There is no ideal number of candidates that should be shortlisted, but it should be remembered that it is expensive to interview more candidates than necessary. One candidate alone can be shortlisted if they are the only candidate who meets all the essential criteria

All parts of the application form must be used to assess whether the applicant meets the requirements on the employee specification. Only information explicitly given in the application form can be used - no inferences must be drawn. A short listing matrix should be used to score each applicant against every essential

requirement or competency, where it is possible to make an assessment from a written form. Those requirements which it is more suitable to assess at interview should be disregarded at this stage. Only candidates meeting all essential criteria must be shortlisted.

The application form must not be used as a test of literacy unless this is a genuine requirement for the post. Where academic qualifications are a post requirement, overseas qualifications should be checked for their equivalent level.

An assessment against the desirable criteria on the employee specification can be used to reduce the shortlist to a number practical to interview. If the number of applications is exceptionally large, it is acceptable to use a random selection method to select the number of applicants required to fill the interview slots, from those meeting all the essential criteria.

For posts working with children or vulnerable adults, managers must check the application form for any declarations around criminal convictions but also ensure that dates match up and for external candidates that there are no unexplained gaps in employment history. If omissions are identified, applicants must be contacted for clarification, or a discussion take place at interview. If external applicants have clearly not followed the request on the application form to provide a full employment history from leaving school, including all breaks, this is a valid reason for disqualifying the application.

Self-disclosure of a criminal record should not at this stage bar an applicant from being shortlisted, unless the offences declared are so serious that the applicant could never be employed in the vacant position due to the level of contact with children or vulnerable adults, no matter

what the individual mitigating circumstances. In all other cases, the applicant should be shortlisted without reference to the self-disclosure and only if they become the preferred candidate should a discussion of the circumstances of the offences declared take place in order to determine provisional suitability and then proceed to pre-employment checks including a DBS check to confirm the information disclosed.

It is the responsibility of the recruiting manager to ensure records are kept which justify the short listing decision and to return the short listing matrix and any notes to Business Services for storage in case of dispute. Notes must not be made on copy application forms as these will not be retained by Business Services.

5. Feedback to Candidates not Shortlisted

Business Services will inform applicants not shortlisted that they are unsuccessful once interview letters have been issued. If managers do not wish this to happen, they must inform Business Services.

On request, applicants should be given feedback by the manager on the reasons for not being shortlisted to assist with future applications. A clear statement should be given of which essential requirements on the employee specification were not met by the information provided in the application form or which desirable criteria were not met when reducing the shortlist due to high numbers of applicants. Feedback should include (wherever possible) some positive elements from the application as well as areas for development.

Feedback to Unsuccessful Candidates after Interview

A member of the interview panel must contact all candidates after interview to inform them of the outcome and offer feedback if required. Constructive feedback will assist applicants to develop themselves for future applications. The interview panel should also be open to and invite feedback on the way the interview was conducted.

Managers must provide feedback on request to any unsuccessful candidate. To assist with this, they should retain application forms long enough to provide feedback to candidates. After interview to allow for feedback requests and then return all forms to Business Services for secure disposal. It is good practice for managers to retain a note or copy of feedback given.

6. Interviews

Interview Letters

On receipt of short listing information from the recruiting manager, Business Services will issue interview invitation emails/letters. If the time before interview is less than one week, managers should also telephone candidates to invite them. Managers should retain all application forms for use at interview and to provide feedback to unsuccessful candidates.

The interview email/letter will give details of the date, time and venue of the interview and the names and job titles of the interview panel. Candidates will be informed of the documentation they need to bring to interview, eg identity evidence and qualification certificates. Any applicant with special requirements is invited to ring to discuss these.

Selection Methods

Openness and transparency must be maintained throughout the selection process. All selection techniques used must be at a level appropriate to the post, valid and reliable, free of bias and non-discriminatory in content, administration and scoring. If commercial products are to be used, managers must ensure those conducting the tests/activities are trained, competent and licensed to use the product. Techniques may include:

- **Tests**
Eg word processing test, psychometric test, IT skills test.
- **Tasks**
These can range from individual practical tasks to group tasks.
- **Assessment Centres**
These will be used for recruitment of Head of Service posts and above and for most recruitment pools. Candidates attend in groups and take part in a range of individual tests and tasks, group tasks and an interview. Assistance in planning assessment centres is available from the Training section.
- **Presentations**
These are generally used as part of an interview to allow the candidate to demonstrate their depth of knowledge and understanding of one subject or issue which would not easily be assessed by questioning.

The selection process should always include a face-to-face interview that assesses the merits of each candidate against the job requirements, and explores their suitability to work with vulnerable groups (where applicable).

Where appropriate video conferencing should be explored. Skype interviews can be facilitated by contacting Business Services.

Interview Panel

It is a requirement that the manager, Head teacher or lead Officer undertaking recruitment have attended the Council's Recruitment and Selection course or completed 'Safer Recruitment' training as provided by the Department for Education and comply with the Recruitment Policy and Procedure.

Interview panels must consist of a minimum of two people, at least one of whom must have attended Recruitment and Selection training or completed 'Safer Recruitment' training.

If an applicant has a close family or other relationship with a member of the interview panel, this person should stand down from the panel. In exceptional circumstances, where no other suitable interviewer can be found, the relationship must be clearly recorded in the interview notes and it must be ensured that there are at least 2 other members of the interview panel.

External stakeholders and service users can be involved in the interview process and provide feedback. The final recruitment decision must however be taken by a Council employee or governing body for school posts.

Involving children, young people or vulnerable adults in the recruitment and selection process for relevant posts is recognised as good practice, but care must be taken to safeguard the participants. A variety of approaches could be used, eg young people might form part of an interview panel; candidates might be asked to take part in an interactive exercise with young people such as discussing a given subject. For further information please see the Guidelines on involving Children and Young People in Interviews on the intranet.

For joint-funded posts, representatives from the external funding body can be

included as members of the interview panel, in proportion to the funding provision and be involved in the recruitment decision.

The interview panel must prepare in advance a list of “core questions”, which each candidate will be asked, based on the employee specification and job outline and which are relevant to the requirements of the post. The interview panel must not prompt candidates, but probing is allowed as the answers given are likely to lead to further questions which will be specific to each candidate.

Other questions, which may differ for each candidate, will be those relating to details on individual application forms. These questions, however, must still be relevant to the requirements of the post, ie they will assist in assessing the candidate against one or more of the factors on the employee specification.

Some questions are potentially discriminatory and must be avoided, eg those concerning marital status, family, religion, health, disability etc. It is unlawful to ask any job applicant about their health or disability until the applicant has been offered a position (includes preferred candidate status) and questions cannot be asked at interview about whether any reasonable adjustments would need to be made for the applicant to carry out the role. The only exception to this is that questions can be asked at interview to determine whether a job applicant would be able to undertake a task that is intrinsic the job, ie one which if it could not be performed, would mean that the job could not be carried out. For example, at a care assistant interview, where lifting and handling of people is intrinsic to the role, the interviewer could ask questions relating to the applicant's health or disability status in order to determine if applicants are capable of lifting and handling service users.

In addition to agreeing questions, it is equally important to agree expected answers and a scoring system for the interview and any tests or presentations being used.

The Interview

It is the manager's responsibility to ensure the smooth running of the interview process, make candidates feel that they matter as individuals, and leave with a favourable image of the Council.

Therefore managers must ensure that:

- Suitable accommodation is reserved. Rooms should be free from distractions, eg telephones, and should have adequate heating, lighting and ventilation. Managers should consider the layout of the furniture - it should be appropriate to the type and level of the post and accessible.
- They arrange the time of each interview to allow candidates sufficient time to travel from their base to the place of the interview, without undue inconvenience, ie someone with a considerable distance to travel should not be scheduled for interview in the early morning.
- The receptionist is aware of all candidates' names and their time of interview.
- Candidates are scored fairly and notes are made which clearly justify the recruitment decision.

Reasonable adjustments will be made to the interview to allow all candidates to present themselves in the best light. This may mean providing:

- sign language or foreign language interpreters;
- large print or Braille copies of any documents for sight impaired candidates;
- a written copy of the interview questions for hearing impaired, foreign or learning disabled candidates;
- large print (comic sans size 14 minimum) documents in plain English

and using pictures or symbols for learning disabled candidates;

- suitable time to complete tests for those with a disability causing slowness of understanding or writing, eg dyslexia;
- space at interview for a companion to support someone with a disability;
- practical assessment of competency in skills or tasks required for the post;
- re-phrasing of questions to present them in ways that are more easily understood.

When interviewing, managers must ensure they:

- Ask open questions which invite a longer response:
 - Tell me about
 - Give an example of
 - How do you go about?
- Ask follow up questions to check that candidates have done what they say they have done and continue to probe until they get the information they need.
- Focus on what applicants have actually done rather than what they say in theory; avoid hypothetical questions.
- Remember that past performance is the best predictor of future performance.

Points to cover at interview

The interview panel must clarify with candidates at interview:

- the Council's probationary period;
- the pre-employment checks required for the post.

Checks must also be made to:

- Verify the candidate's identity and take copies of identity documents produced.
- Verify the candidate's relevant qualifications/driving licence/and professional registration required for the post, eg HCPC registration and take copies of all certificates.
- Ensure the applicant signs their application form if they applied on-line.
- Verify the candidate is entitled to work in the UK under the Immigration, Asylum and Nationality Act 2006 or if they will require sponsorship and take photocopies of any paperwork to meet UK Border Agency requirements for evidencing that right to work in the UK documentation has been produced.

Please note that managers should ensure candidates are aware of the reasons for and consent to their documents being copied. Some candidates may wish to be present for the copying so that their documents are not out of their possession or sight.

Note-Taking at Interview

It is the responsibility of the recruiting manager to ensure thorough notes are taken at interview which justifies the decision taken and to return all interviewers' notes, scores and the 'points to be covered at interview' sheet to Recruitment Services. These will be stored in the recruitment job file for a period of six months from the closing date of the vacancy. Candidates can request access to notes made about them at interview, so it is important that only factual information of a non-discriminatory nature is recorded.

If the preferred candidate for the post is from outside Europe and requires sponsorship under the Points Based Immigration system, interview scoring and notes for all candidates will be required as part of the sponsorship application.

Safeguarding Requirements at Interview

For posts working with children or vulnerable adults, the interview must include elements to assess suitability to work with vulnerable groups.

Application forms of external candidates must be checked for a full employment history since leaving school including periods of unemployment, study, being at home with children, etc. For internal candidates, questions will need to be asked at interview to cover this requirement. The recruiting manager must note any gaps and query them with the candidate either prior to or at interview.

Interview questions must be asked to assess:

- the personal attributes of the candidate relevant to safeguarding;
- knowledge and understanding of safeguarding in the relevant workplace, eg school, care home, etc;
- motivation for working with children or vulnerable adults;
- emotional maturity and resilience;
- values and ethics

(Sample safeguarding interview questions are available from Business Services.)

Interview Expenses

The Council does not pay interview expenses for travel to the interview or any interview-related expenses.

7. Preferred Candidate

References

Business Services will request references (where the candidate has given permission for these to be obtained) at preferred candidate stage. References will only be obtained prior to interview upon request of the recruiting manager (unless the applicant has not given permission.)

A reference must always be sought from the current or most recent employer/manager. Two references will be required for external appointments and one for internal candidates (excluding posts requiring a DBS check where two references will be required for all applicants, whether internal or external).

Internal candidates must always give their current line manager as referee. If the line manager will be on the interview panel, a reference will be sought from the next line manager upwards unless this is inappropriate due to lack of personal knowledge of the applicant. In this situation, the candidate and line manager may agree a suitable alternate referee or the reference can be provided by the line manager after interview if the candidate is the preferred candidate.

For posts working with children or vulnerable adults, a reference must be obtained from the most recent employment with vulnerable groups, if the applicant has more recently been working outside this field. Where possible for posts working with children or vulnerable adults, references covering the previous 5 years' employment will be obtained. The recruiting manager should contact Business Services if they wish requests to be sent for additional references to those shown on the application form.

A standard pro forma will be used to request references and a job outline and employee specification for the post

supplied. Referees will be reminded in the covering letter that they have a responsibility to ensure the reference is accurate, does not contain any material misstatement or omission and they should provide relevant factual content that could be discussed with the individual.

All referees will be asked:

- Their relationship to the candidate.
- How long they have known them and in what capacity.
- Whether they are satisfied the applicant has the ability and is suitable to perform the post.
- To comment on how the person has demonstrated their abilities to meet the employee specification.
- To confirm details of the applicant's current post and salary.
- To comment on the applicant's performance history and conduct.

In addition, for posts working with children or vulnerable adults, the referee will be asked:

- To state whether they are completely satisfied the candidate is suitable to work with vulnerable groups and if not, to provide specific details of concerns.
- To provide details of any disciplinary procedure the applicant has been subject to in which disciplinary sanction is current.
- To provide details of any disciplinary procedures the applicant has been subject to which have involved issues relating to safety and welfare of young people, including anywhere the disciplinary sanction has expired and the outcomes of those.
- To provide details of any allegations or concerns that have been raised about the applicant that relate to the safety or welfare of children or young

people or behaviour towards young people, and the outcomes of those concerns, ie whether allegations or concerns were investigated, the conclusion reached and how matter was resolved (excluding any allegations which were proven false, unsubstantiated, unfounded or malicious).

References will be passed to managers on flow. On receipt of references, managers should:

- Check all questions on the pro forma have been answered satisfactorily.
- Telephone each referee to verify the written reference and keep a record of this contact (all fostering, adoption and social care posts).
- Follow up questions not answered or vague responses with the referee.
- Check the reference information against the application form for consistency.

For Fostering, Adoption and Care posts, managers must verbally confirm with the referees for the appointed person that the written references are genuine and record this in a signed and dated note, which must be returned to Business Services for the personal file. (Evidence of these reference confirmation telephone calls will be required for external inspections.)

Section 60 of the Equality Act 2010 makes it unlawful for an employer to ask about a job applicant's health until the person has been offered work on a conditional or unconditional basis. In compliance with this Act, all application forms and references will therefore not ask applicants for information regarding their sickness absence during previous employment. Once a preferred candidate has been chosen, the manager may then make contact with the most recent

employer to confirm previous sickness absence levels if this is relevant to the recruitment decision, eg duty to confirm Fitness to Teach under the Education (Health Standards) (England) Regulations 2003. Caution should be exercised and People Services advice sought if such information could change a recruitment decision as any sickness absence may be the result of a disabling condition which the applicant may or may not still have and which may not be relevant to future employment.

It should be noted that there is no legal requirement to provide a reference unless so stated in the individual's contract of employment. In the event that a referee refuses to write a reference, the reason for this must be investigated and an alternative referee sought.

Pre-employment Checks

An offer of employment must not be made until the following are received:

- Two satisfactory references (one for internal candidates, except safeguarding posts in Children's and Adult's service areas where two are required).
- Verification of the applicant's identity.
- Verification of the right to work in the UK.
- Verification of original qualifications.
- Satisfactory DBS disclosure including checks against the barred lists for work with children or vulnerable adults (where required).
- Verification of professional status where required, eg HCPC registration.
- Confirmation of a valid driving licence (where required).

- Evidence of full COVID-19 vaccination or medical exemption where legislatively required, in accordance with the Health and Social Care Act.

Preferred Candidate/Offer of Post

Once the preferred candidate has been selected, it is the responsibility of the recruiting manager to confirm the status of pre-employment checks with Business Services and to confirm previous sickness absence with the previous employer (where relevant).

The manager may ring the preferred candidate and verbally offer them the post **ONLY** if all pre-employment criteria are met and they have email confirmation of this from Business Services.

In all other circumstances the manager **MUST NOT OFFER** the post but can ring the candidate and inform them they are the preferred candidate and the next stage of the recruitment process is to obtain the outstanding pre-employment checks.

An appointment form must then be completed and returned to Business Services (for non-school based posts) with the successful candidate's application form and relevant document copies taken at interview. Business Services will then according to the individual situation, either confirm the offer in an email or issue a pre-offer letter, enclosing as appropriate:

- a medical declaration form
- a full Health and Medical questionnaire to be returned to Occupational Health (if applicable);
- a DBS form (if applicable);
- a bank and emergency contact details form.

Managers may issue any forms or take up verbal references themselves if this will

assist in speeding up completion and return. (Verbal references should still be confirmed in writing but the appointment can continue with a written and signed confirmation of the verbal reference from the manager). Business Services must be informed of forms issued to avoid duplication.

Business Services will chase/obtain any outstanding references (for non-school based vacancies) and be the manager's point of contact to check on the progress of pre-employment checks.

If a manager decides to appoint without receiving one or both references, they must provide explicit emailed or written instructions to Business Services that they are taking full responsibility for proceeding on this basis.

Business Services will check whether the individual has previously been dismissed by the Council for misconduct. If a match is found the recruiting manager will be notified so they can consider whether the previous dismissal would preclude re-employment with advice from the relevant People Services Officer.

Once all checks are satisfactory and this has been confirmed via email by Business Services, the manager can inform the successful candidate verbally and agree a start date. Business Services will (for non-school based vacancies) confirm in writing with a formal offer email/letter and attach the candidate to the HR/ Payroll system.

Identification of any adjustments needed by appointed person

The Equality Act 2010 requires employers to make reasonable adjustments and or modifications to tasks and work places to allow employment of those with a disability. Occupational Health can assist recruiting managers to identify aids and adaptations, which will assist those with

medical conditions or physical limitations to carry out their duties.

Preferred candidates will be issued a medical declaration through the pre offer email to identify any candidates with medical conditions and physical limitations which will require a full medical assessment. These candidates will be asked to complete a Health and Medical questionnaire to be returned to Occupational Health. Applicants with a disability must be assessed as if all reasonable adjustments have been made.

All employees requiring health surveillance, eg those working with noise or vibrating equipment, will require a full medical assessment including baseline screening on entry to the Council, and will be sent a Health and Medical questionnaire and referred for a full Occupational Health assessment. Managers must inform Business Services when placing the advertisement if the post they are recruiting to is subject to health surveillance.

For posts which will include driving a Council vehicle or on the Council's insurance policy, recruiting managers must ensure applicants do not have medical conditions or driving convictions which would invalidate the Council's insurance policy. A declaration of driving convictions is requested in the application form and the manager should confirm both conditions are met with all applicants at interview.

Disclosure and Barring Checks

The manager **MUST** wait for the result of the DBS check to ensure the candidate is suitable before offering the post. An offer of employment cannot easily be withdrawn if a disclosure should reveal information making the candidate unsuitable. While awaiting the DBS check result, the applicant must only be told that they are the preferred candidate and that an offer will only be made on completion

of all pre-employment checks, including DBS check.

Further information on DBS checks is available in the Criminal Record Checks Policy or by contacting the Disclosure Service within Business Services on (01482) 391219, email disclosure.service@eastriding.gov.uk

Safeguarding Checks on Overseas Applicants

In addition to the requirement for a DBS check (schools are legally obliged to carry out a DBS check whether or not the applicant has any UK residency), overseas applicants for posts with vulnerable groups should be asked to produce a 'certificate of good conduct' obtained from their home country or the embassy in the UK. Business Services can provide information on the availability of criminal record information from overseas. If such a certificate is not available, particular care should be taken with the other pre-employment checks, eg references.

In cases where the successful applicant is a UK national but has lived or worked abroad for a period greater than 3 months in the previous 5 years, they should also be required to obtain a 'certificate of good conduct' from the home embassy of the country in which they have been resident.

Obtaining such certificates through the UK embassy for the country provides the ability to authenticate the documents and should also reduce the need and cost to undertake translation.

Appointment requiring Points Based Immigration Sponsorship

If the preferred candidate is a national of non-EU country and does not already have permission to work in the UK, Recruitment Services must be consulted on the procedure to follow to carry out a resident labour market test to meet the requirements for issue of a sponsorship licence. This may require the vacancy to be re-advertised with Jobcentre Plus and on the Council's recruitment website (to bring the total time the vacancy has been live up to 28 calendar days) and for the non-EU candidate to go through a second selection process where they are re-considered against all new applicants for the post.

Please note, the Council can only apply to sponsor non-EU nationals under tier 2 of the points based system - skilled workers. In general, to be eligible for this tier, the vacancy must require a qualification at NVQ Level 3 or above and have a salary of £20,000 per annum or above, but the specific occupational code of practice must be consulted for exact details (available on UKBA website). (See Appendix B for detailed procedure).

8. Offer of Appointment

Contract of Employment

Business Services will prepare and send the letter of appointment, Statement of Main Terms of Employment/Casual letter to the employee within 6 weeks of receipt of all appointment information.

Mobility Clause

All contracts of employment will include the following mobility clause to ensure flexibility of staffing allocation to available premises:

"Your place of work on appointment is . . .
 but you can be required to

work at any other location within the East Riding of Yorkshire Council area."

Personal File

An electronic personal file will be held in People Services for all employees and for non-school based employees will contain:

- Application form
- Advertisement
- Job Outline
- Employee Specification
- ID Photograph where included in document copies
- Interview notes
- Appointment form
- Appointment checklist
- Copies of identity evidence
- Copies or evidence of qualifications
- All References
- Evidence of DBS check (where applicable) - confirmation letter (copy disclosure certificate must not be retained)
- Evidence of HCPC registration (for social workers, assessment officers, etc)
- Evidence of right to work in UK, eg copy of passport/visa/work permit
- Evidence of valid driving licence (where required)
- Bank details and emergency contact details form
- Workforce monitoring form
- Offer and appointment letters
- Statement of Main Terms of Employment

Personal files are stored in electronic format with secure access available to named officers in People Services. Requests to view personal files should be made to Business Services (01482) 391221, email hr.advicecentre@eastriding.gov.uk, fully explaining the purpose of the request.

Other information which arises during employment for storage on the personal file will include:

- Documentation requesting any changes to terms of employment.
- Amendments to Statement of Main Terms of Employment.
- Formal correspondence concerning the employment relationship.
- Documentation of any changes to name or personal details.
- Month 5 probationary review form.
- Pension information.
- Special leave.

Managers must retain (and destroy to timescales in line with data protection legislation) all information in relation to sickness and performance (eg EDR, training).

Schools on-site personal files should contain information as in 40.1 for school-based employees. The personal file held by People Services for these employees will contain basic details of centrally issued documentation.

Personal files will be retained for 6 years after employment ceases.

Recruitment Job File

For non-school based vacancies, the recruitment job file held by Business Services will contain all returned application forms, references for unsuccessful candidates, short listing matrix, interview notes, etc and will be kept for 2 years from the closing date of the vacancy and then securely destroyed.

Where the appointed candidate requires sponsorship under the Points Based Immigration system, the recruitment job file must be available to evidence compliance with immigration legislation and will be retained for the length of employment of the individual.

Schools should retain the same information as in 41.1 in their on-site recruitment job file.

Recruitment Monitoring/Reporting

Workforce monitoring information will be collected as part of online application via the Payroll/ HR system to allow monitoring for equality of employment opportunity by ethnicity, sex, age and marital status.

Schools should complete workforce monitoring for each vacancy and return the monitoring summary sheet to Business Services for central recording.

In conjunction with the Advertising section, Business Services will collect data on advertisement response rates and the cost of recruitment.

9. New Starter Inductions

The manager must ensure all preparations are made for the new employee, eg provision of desk, computer, telephone, IT system passwords and email account, leave card (where appropriate) and ID badge.

Induction

Managers have a specific responsibility for ensuring that all new employees are inducted into the Section/Directorate/School in an efficient and effective way. Induction marks the beginning of the relationship between the employer and employee, and is of fundamental importance in setting standards and enables employees to understand their responsibilities. All new employees should receive a copy of the employee e-induction information and be taken through the induction checklist.

All new employees in posts working with children or vulnerable adults must have an induction that includes the Council's

policies and procedures relating to child protection and safeguarding. The purpose of the induction process is to:

- confirm the conduct expected of staff;
- support individuals in a way that is appropriate for their role;
- provide training and information about Council policies and procedures;
- provide an opportunity to recognise any concerns or issues about the new member of staff at the outset and act on them immediately.

A formal 'code of conduct' is good practice within service areas working with vulnerable groups to support and protect both service users and staff by setting out the boundaries and guidelines as to what is good and appropriate behaviour. Without an agreed policy on conduct, no parameters are in place for individuals and there is a risk of interpretation. It is good practice to get staff to sign to confirm their understanding and acceptance of the code of conduct.

10. Probationary Period

The Council operates a 26 week probationary period for all new employees (excluding teachers who are subject to separate statutory provisions). Managers must hold monthly meetings to review performance and identify any additional support or training requirements. A review form must be completed at each meeting and a copy retained by the manager and employee. A copy of the month five form only must be returned to Business Services for storage on the employee's personal file.

11. Hard to Fill Posts

Organisational Development can assist with advice and support in recruiting to 'hard to fill' posts, and different ways to

raise the profile of career choices within the community.

Managers should consider the range of duties and responsibilities within a post and whether repackaging tasks via 'job carving' with assistance from People Services to create part time posts requiring a smaller skill set, may increase the potential applicant pool by creating vacancies which appeal to a more diverse cross-section of job seekers.

12. Recruitment Pools

Recruitment pools can be set up in any service area where vacancies arise frequently and are hard to fill or where it is important to recruit quickly to maintain service provision.

Pools can vary in complexity from a list of contact details of individuals interested in a type of work to those where assessment centres are used to select suitable candidates to enter the pool. In all cases, entry into the pool is no offer or guarantee of work.

Selection from the pool must follow normal recruitment procedures, ie shortlist against employee specification, interview and pre-employment checks as appropriate. Before using a recruitment pool, a mandatory check must be made via People Services against the redeployment list.

Recruitment Services or Organisational Development should be contacted to discuss any service area that may benefit from the creation of a new recruitment pool.

Pools will generally be displayed as constant external advertisements on the Council's recruitment website, with additional publicity as appropriate to keep numbers of candidates at a viable level. In some cases, due to the resources required, eg social worker pool,

advertisements will appear at appropriate intervals to fit with assessment centres.

Where current employees wish to be considered for posts that may be recruited to from a recruitment pool, they will need to check whether they need to join the pool or if an internal-only advertisement runs alongside selection from the pool

All advertisements must make clear the purpose of the pool and that the Council is under no obligation to offer work to those in the pool and that pool members are under no obligation to accept work offered.

East Riding Supply Service

The Council's Supply Service will make a list of suitable teachers available to schools for use in supply work. These teachers will have had identity, qualification, right to work in UK, reference, medical and criminal record checks and an interview to allow a suitability decision to be made and these checks will be kept up to date while they continue on the supply list. Schools must only use supply teachers on the Council's supply list or from an external supply agency that supplies written confirmation of safeguarding checks undertaken.

Approval to join the supply list is no guarantee or offer of employment.

- Ongoing monitoring of all employees as part of the professional development process, and providing training and performance management where needed.
- Ensuring that staff, volunteers, children/vulnerable adults, parents and carers, know how any concerns they might have about safeguarding issues can be raised and to whom they should be addressed.

Contractors

All service areas who commission or have contracts with other organisations to deliver services on their behalf, which will include work with children or vulnerable adults, must ensure that the contractor and any subcontractor adopts and implements the safe recruitment standards in this guidance. Clear and written agreements should be in place to ensure this happens and include compliance monitoring arrangements.

This will also apply to multi-use sites including extended schools where written agreements should be in place between any organisations using the site and the site manager setting out the responsibilities of both sides for health and safety, recruitment and vetting checks and insurance arrangements.

13. Miscellaneous

Safe Culture

To support safe recruitment practice, the Council must maintain a safe culture of continual vigilance by:

- Maintaining a culture that is visibly intolerant of abuse and in which child/adult protection issues are always on the agenda and able to be discussed.

Safe Recruitment Checklist for Posts Working with Children or Vulnerable Adults

SAFE RECRUITMENT CHECKLIST

Control Measure	Adequate (✓/x)	Comments/Actions if not adequate
AT SHORTLISTING STAGE:		
Application form scrutinised for complete work history since leaving school		
Reasons for leaving employment checked for completeness		
Any declaration of criminal offences noted. Did the applicant fully declare the information revealed on their DBS disclosure?		
Any gaps or missing information in application form obtained from applicant		
Any questions arising from work history or reasons for leaving noted to be followed up at interview		
Applicant met every essential requirement on the employee specification for the post		
BEFORE INTERVIEW:		
Referees in application form checked for relevance to recent work history		
Reference requested from current/last employer		
Reference requested from last employer where the applicant worked with vulnerable groups		
If applicant has not provided a referee from current/last employer and last employer where the work involved contact with vulnerable groups, they have been asked to provide one		
On receipt references scrutinised for full completion.		
Any missing information from references followed up by contact with referee		
For fostering/adoption/social care posts referees telephoned to confirm reference is from them and a record kept of this check.		
Any explanation or additional information required obtained directly from referee.		
Any reference information conflicting with information in application form noted to be followed up at interview.		

Control Measure	Adequate (✓/x)	Comments/Actions if not adequate
AT INTERVIEW:		
Identity confirmed by checking of appropriate documentation		
Qualifications required for post confirmed as valid and current		
Right to work in UK confirmed		
If the applicant is from overseas or has lived overseas a 'certificate of good conduct' has been produced from their home country or UK embassy		
COVID-19 vaccination status confirmed where there is a legislative requirement		
Any questions arising from work history or reasons for leaving followed up		
Any reference information conflicting with information in application form followed up		
Safeguarding questions asked to assess motivation to work with children/vulnerable adults		
Competency based questions used to require the applicant to give real examples of situations they have actually dealt with. (Hypothetical questions avoided).		
Any questions not answered satisfactorily followed up to probe for a full response.		
Did the applicant fully disclose the information on their DBS disclosure?		
POST INTERVIEW:		
Confirmation of medical fitness to undertake post		
Confirmation of check by People Services that the person has not previously been dismissed by the Council for misconduct		
Appropriate barring lists checked		
Applicant has not been allowed to commence work prior to DBS result		
Applicant has not been allowed to commence work prior to evidence of full COVID-19 vaccination or medical exemption if legislatively required		