

DUNSTABLE TOWN COUNCIL

SAFER RECRUITMENT POLICY

Safer Recruitment Statement

Dunstable Town Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We comply with the statutory legislative requirements and guidance, and we follow a rigorous selection process which seeks to discourage and screen out unsuitable applicants.

Safer recruitment

Our job descriptions and person specifications confirm individual responsibility for safeguarding the welfare and well-being of children, young people and vulnerable adults. All posts which may be considered as 'regulated' activity as defined in the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 are subject to Disclosure and Barring Service (DBS) checks and the following recruitment process will be carried out.

Application stage

We require all applicants to complete our Application Form which seeks to elicit the information we require to undertake the shortlisting process and to assess the applicant's suitability for the post they have applied for. We only accept Curriculum Vitae in addition to, not as a substitute for completing our Application Form. We reserve the right to reject any applicant who has failed to fully complete our Application Form. Part of the application form includes self-declaration in respect of their criminal record.

Shortlisting

Only those candidates who meet the criteria outlined in the person specification will be shortlisted. If we identify anything of concern to us, then this will be raised and explored during the interview.

Interview

Shortlisted candidates will take part in an in-depth interview and selection process. Candidates will be asked to address any discrepancies, anomalies, or gaps in employment in their application form including their employment history. Candidates will be invited to discuss any disclosures that they have self-declared on the application form and any queries we may have arising from the information provided in their employment references.

Appointment

An offer of employment is conditional upon us being satisfied with the outcomes of all of the following checks:

- Verification of the candidate's identity.
- An Enhanced Disclosure and Barring Service Certificate (DBS) including a Children's Barred list check, where applicable.

- Overseas criminal record and overseas professional registration checks where a candidate has lived (in the last 10 years), worked, or qualified overseas, where applicable.
- Verification that the candidate is not the subject of a prohibition order or section 128 direction made by the secretary of state.
- Compliant employment references. All referees will be asked to express if they would have any concerns with the candidate working with children or vulnerable adults or if there were any previous safeguarding concerns.
- Verification of qualifications and professional registrations relevant to the candidate's role.
- Verification of the candidate's right to work in the UK.

On appointment and annually thereafter, all colleagues are required to undertake safeguarding training, and to reaffirm and disclose any changes to their criminal record. Our contracts of employment place an ongoing requirement on all colleagues to immediately notify us if they are the subject of a police investigation, are released under investigation, or receive a caution or conviction.

Recruitment of offenders

All posts within Dunstable Town Council are, (by reason of The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)) exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that all applicants for employment with the Council must disclose all unspent cautions and convictions and all unprotected spent cautions and convictions. An explanation of when a spent conviction is unprotected is available on the Ministry of Justice website.

If relevant information (whether concerning previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a DBS check, we will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children or vulnerable adults it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, class A drug-related offences, robbery, burglary, theft, deception or fraud.

If the post involves a licensee responsibility, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception, or fraud.

If the post involves some driving responsibilities, it is our normal policy to consider it a high risk to employ anyone who has been convicted of dangerous driving or of an offence of driving under the influence of alcohol or drugs, within the last 10 years.

Probation

All new employees will be subject to Dunstable Town Council's probation procedure for a minimum of six months but can be extended if required. The probation period is to enable the assessment of a colleague's suitability for the job for which they have been employed, which includes the monitoring and review of their performance of their duties, skills, qualifications, and experience outlined in the job description and person specification and their suitability to work with children, young people or vulnerable adults.

Recruiting Volunteers

The Council also undertakes safer recruitment of volunteers which follows the good practice as listed above for the safer recruitment of employees. Volunteers will need to complete an application form, have references followed up and have an appropriate DBS check together with completing safeguarding training before they can commence volunteering for Dunstable Town Council, where applicable.

Equal opportunities

Dunstable Town Council recognises the value of, and seeks to achieve, a diverse workforce that includes people from all backgrounds. We take positive steps to create an employment culture in which people feel confident about being treated with fairness, dignity, and tolerance irrespective of their differences. This commitment extends beyond the relationship between the conduct of employees, potential employees, and the whole community. We are committed to the elimination of unlawful discrimination and the promotion of good relations between all.

General Data Protection Regulation

Dunstable Town Council is committed to ensuring that your privacy is protected. By signing a contract of employment, you understand that Dunstable Town Council, and/or agents appointed by the Council, process your personal data, including "special category personal data" as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administration, as well as, complying with applicable laws, regulations, and procedures.