

Guidelines for Good Recruitment Practice.

"Making safeguarding and promoting the welfare of children an integral factor in HR (and recruitment) management is an essential part of creating safe environments for children and young people" Safeguarding Children and Safer Recruitment in Education DfES January 2007. Contractors should also note changes to Safeguarding procedures brought about by the Protection of Freedoms Act introduced in September 2012.

This DfES document states that Local Authorities who use contractors to provide services for children must ensure that these contractors adopt and implement measures in the DfES Guidance and monitor the contractor's compliance. With this in mind the Council has produced these Guidelines for our contractors of school bus and taxi services, to help you implement good recruitment practices. The Council will also be setting up a series of monitoring checks.

The following documents have been produced to help you:

Post of Bus/Taxi Driver (contains information on which an advertisement may be based and a suggested job description. Also contains information on the Asylum and Immigration Act)

Standard person specification

Standard application form

Suggested form for seeking references

Suggested Interview questions, scoring and check list.

Good Recruitment Practices for Bus and Taxi Drivers.

Posts should be advertised. Please use the document "Post of BusTaxi Driver" to help you. Any post where the employee will convey children or young people on school bus or taxi services, or taxi services carrying vulnerable adults is regarded as 'Regulated Activity' and you must make clear your company's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Contractors must note that driver's who DO NOT undertake 'Regulated Activity' shown above, MUST NOT be required to obtain a DBS Disclosure.

Each advertised post must have a job description and person specification. A suggested job description and person specification has been provided for you. The job description must make reference to the responsibility for safeguarding and promoting the welfare of children, young adults and vulnerable adults. The person specification must include reference to suitability to work with children, young adults and vulnerable adults.

Candidates must complete an application form, a standard application form has been provided for you. You should not rely on Curriculum Vitae's as these will only include the information that the candidate wants you to see. Application forms must include:

- Full identifying details of each applicant including current name, former name, date of birth, current address and National Insurance number.
- A full history in chronological order since leaving secondary education, including periods of education, part time, voluntary work as well as full time employment with starts and end dates, explanations for periods not in employment and reasons for leaving employment.
- A declaration of any family or close relationship to existing employees of your company.
- Details of referees. One referee should be the candidate's current or most recent employer.
- A statement of personal qualities and experience that the candidate believes relevant to the post and how he/she meets the person specification.
- The application form should explain that the post is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, certain cautions and bind-overs, including those regarded as spent must be declared. It should also include a statement that the person is not disqualified to work with children. Where the candidate has convictions, certain cautions or bind-overs they should attach details of their record in a sealed envelope marked confidential.
- The application form should state that the successful candidate will need to provide or apply for a full DBS Disclosure.
- The application form must also state that references will be sought.
- The application form should state that providing false information may result in the application being rejected or the candidate being dismissed if appointed.

Once you have received the candidates' application form you should seek references directly from the referee(s). A reference form has been included in this pack with suggested questions. Ideally you should get references before you interview so that you can ask the candidate about any queries you may have. If a reference cannot be obtained before interview you must receive a reference before you appoint.

Before you interview you should look through the application forms and references to see if there is any thing that needs clarification, for example gaps in the candidates employment details, or any time spent working abroad.

The interview process should assess the merits of the candidate against the job requirements, and explore the candidates' suitability to work with children, young people and vulnerable adults. The selection process for people who will work with children must always include a face-to-face interview. When you write to candidates to invite them to attend an interview you should remind candidates that the interview will explore the individuals suitability to work with children, young people and vulnerable adults and that a DBS disclosure will be sought for the successful candidate. You should ask the candidates to bring with them their PCV or private hire license and their Lancashire DBS badge if they have one. In addition you should ask them to bring documentation as listed in the document "Post of Bus Driver/Taxi Driver" to verify their identity and prove their right to work in this country.

Although it is possible for interviews to be conducted by a single person it is better to have a minimum of two interviewers as this reduces the possibility of any dispute about what was said during the interview.

Before the interview the interviewers should agree a set of questions they will ask all candidates. Suggested questions are detailed in the document "Suggested interview questions, scoring and check list". You should also ask about any gaps in the candidate's employment history and any concerns or discrepancies arising from information provided by the interviewee or the referee.

You should score each candidate immediately after the interview. The document "Suggested Interview questions, scoring and check list" will help you do this.

Once you have decided who you would like to appoint you may make a conditional offer of employment. This is conditional upon:

- Being in receipt of at least two satisfactory references;
- Verification of the candidate identity and their right to work in the UK;
- Verification of the candidates license (PCV or Private Hire);
- The candidates medical history (It is recommended that the successful candidate has a medical with the company doctor or the successful candidates own doctor);
- Verification that the candidate is not disqualified from working with children, young people or vulnerable adults, and does not appear on the Independent Safeguarding Authority Child List or Adult List, or subject to the sanctions imposed by a regulatory body.
- Satisfactory completion of a probationary period;
- Providing a full DBS disclosure (on LCC services a LCC issued drivers DBS badge).

All these checks must be documented.

Where a candidate is found to be disqualified from working with children, young people or vulnerable adults or has provided false information or there are serious concerns about a candidate's suitability to work with children, young people or vulnerable adults the facts must be reported to the police. It is an offence to employ someone for this work who is barred from working with any of these groups.

Once the recruitment process is complete a personnel file should be set up for the employee. This file should include the employee's:

- Application form;
- References;
- Completed check list;
- Copy of PSV licence;
- Copy of DBS badge;
- Copy of documents used to verify the employee's identity and right to work in the UK.

From time to time the County Council will send LCC officers to audit your recruitment practices. However, if you require any help or clarification Jacqueline Day 01772 534607 will be please to help.

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