Advertising vacancies

In your setting you will already have a lot in place already to keep children safe, the purpose of the Safe Recruitment Health Check will give your team the opportunity to reflect on the current practice you have in place when you recruit staff, and to identify the areas where you feel you could and need to improve your safeguarding processes.

Completing this Safe Recruitment Health Check will help you put together an action plan. For each of the following statements, rate your setting on a scale 1 to 5, where 1 indicates nothing is currently in place and awareness in the area is low (therefore, action needs to be taken) and 5 is where things are already in place and awareness is high (so no further action needs to be taken).

Once you have rated your organisation against each safeguarding feature, go back to those areas where you have identified a lower rating ensuring that the last column is completed stating the action that your setting has decided to take.

Safeguarding Feature	Rating 1 - 5	Action to be taken
1. All staff and volunteers have up to date enhanced Disclosure and Barring Service (DBS) check and are signed up to the automatic updates.		
2. Candidates are asked to disclose criminal convictions, and an enhanced Disclosure and Barring Service (DBS) check is carried out for all posts. Ensure a process is in place to carefully and fairly consider such information.		
3. Candidates and staff are asked to disclose if they may be disqualified by association due to living or working with a disqualified individual.		
4. A robust advertising and recruitment policy is in place with suitable Application Form, Job Descriptions and Job Specifications. Consider using safeguarding statements to promote the organisation's commitment.		

Safeguarding Feature	Rating 1 - 5	Action to be taken
5. All Staff and volunteers have had **APPROPRIATE** levels of briefings or training on understanding abuse. All staff and volunteers understand the setting's policy for reporting		
6. Time is taken to plan and structure recruitment activities, ensuring everything is in place before candidates are interviewed. This should include Job Description and Person Specification and criteria for selecting the right candidate.		
7. Ensure detailed information is collected from candidates on their application prior to interview, so that details can be carefully scrutinised.		
8. References are taken up at earliest possible stage in the recruitment process.		
9. Interviews are well planned with questions and marking criteria in place. Some of the interview questions should be designed to probe the candidates' motives for working with children as well as considering their suitability, skills and experiences relevant for the job		
10. Policies and procedures are in place for people to raise concerns about someone's behaviour towards a child in your setting's care. Your setting's culture should be open and encouraging to the raising of concerns.		

Safeguarding Feature	Rating 1 - 5	Action to be taken
11. Allegations or concerns about behaviour towards children are taken seriously and are dealt with in an appropriate, fair and timely manner in conjunction with guidelines set out by LSCB		
12. A Code of Conduct - that sets out appropriate behaviour expected of all staff, paid or voluntary, in terms of their behaviour towards children, young people and families - is in place and familiar to all staff. It should also inform children what behaviour is expected of them.		
13. All staff are given a thorough induction which includes setting boundaries and expectations of their roles and responsibilities. This should include attendance on a suitable safeguarding course if not undertaken within last 3 years.		
14. Safeguarding and protecting children is seen as core to services offered by the setting, and is regarded as such by staff, parents and children using these services.		
15. The organisation has a culture of vigilance and does not rely solely on DBS checks or recruitment as the only method of ensuring people who work or volunteer with the setting are safe.		