

## Team Domenica Safer Recruitment Policy

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### This document is relevant to:

- Trustees
- Senior Leadership Team
- Education Team
- Café Team
- Day Service Team
- Supported Employment Team
- Marketing Team
- Fundraising Team
- Commercial Development Team
- HR and Finance Team

### Associated documents:

- Pro-Forma form
- Application form
- HR In-house onboarding checklist
- Criminal record / suitability self-disclosure form
- Team Domenica interview question scoring sheet
- Professional Reference form
- Onboarding & ID Appointment form
- Health disclosure form

### Legislation and references:

- [Equality Act 2010](#)
- [Care Act 2014](#)
- [DfE Keeping children safe in education](#)
- [Disclosure & Barring Service](#)
- [Ministry of Justice – guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 \(and self disclosure\)](#)

# Contents

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## Contents in this Policy

Page	Section
3	Introduction and scope
4	Ongoing culture of vigilance
5	Safer recruitment – recruitment and selection training
6	Pre-recruitment process
7	Recruitment documents
8	Internal staff promotion
9	References
10	Interviews
11	Conditional offer of employment
12	Enhanced DBS check
13	Onboarding & ID check appointment
14	Mandatory training
15	Occupational health
16	Employment of ex-offenders
17	Equality, Diversity and Inclusion
18	GDPR / DPA 2018
19	Appendices

**We have developed a stringent Safer Recruitment Policy to ensure that all staff members are carefully selected and screened before joining Team Domenica.**

**This policy is intended to underpin the safeguarding procedures established by the Charity.**

# Introduction and scope

At Team Domenica, we are committed to ensuring the safety and wellbeing of all our young adults. As such, we have developed a stringent Safer Recruitment Policy to ensure that all staff members are carefully selected and screened before being allowed to work within the Charity.

Our young adults at Team Domenica will be treated with respect and accorded full civil and legal rights. All our young adults have the right to protection from abuse wherever it arises.

All employees and volunteers, regardless of their posts share in the responsibility for protecting our young adults, keeping them safe from harm whilst they are attending Team Domenica and for reporting concerns about a young person's welfare and safety.

We expect all applicants and visitors of Team Domenica to wholeheartedly share and comply with this commitment.

It is the intention of the Charity to carry out an appropriate and thorough procedure during the recruitment of new colleagues to any post within the Charity. The Team Domenica Safer Recruitment Policy is intended to underpin the safeguarding procedures established by the Charity.

## Scope

This policy applies to all staff members and trustees, including fulltime, part-time, casual and temporary employees, as well as volunteers who wish to offer their time on a regular basis.

All employees and trustees who are responsible for and involved in recruitment and selection of all staff should adhere to the policy.

The strategic responsibility for the safer recruitment and vetting process lies with the trustees. The operational responsibility sits with the Senior Leadership Team – SLT (which includes the Designated Safeguarding Adult Lead - DSL), the Head of Department and the HR Manager.



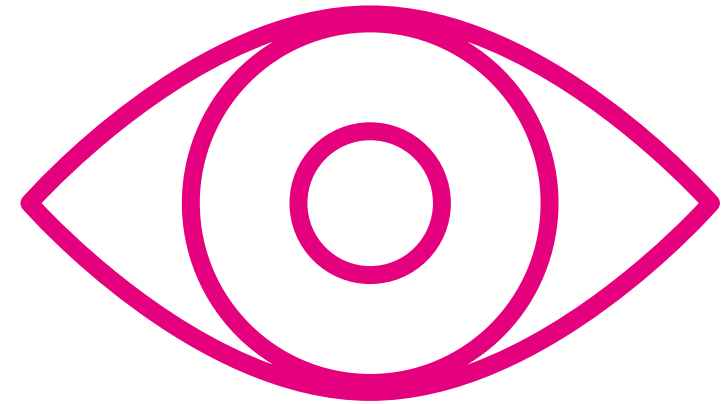
# Ongoing culture of vigilance

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All prospective candidates seeking employment with Team Domenica take note that everyone involved in the Charity along with our young adults themselves, promote ongoing awareness and vigilance about welfare and safety.

There is awareness by all that individuals who may want to harm our young adults could seek to work in or gain access to our Charity, or that those who currently work at Team Domenica could create circumstances where our young adults come to harm. There are clear and well promoted procedures for raising concerns, including whistleblowing and the culture of the Charity is open and reflective.

There are regular mechanisms such as training, coaching, surveys and proactive-based discussions to explore and develop practice, knowledge, skills and attitudes.



# Safer recruitment – recruitment and selection training

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It is a Team Domenica requirement that at least one member of the selection panel has successfully completed the e-learning Educare Safer Recruitment training prior to the start of the recruitment process.

All Heads of Departments will have also completed some specific face-to-face consultancy training to understand situations that may arise and what the law says to further assist the recruiting Head of Department.



# Pre-recruitment process

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## **Pro-Forma Form (see appendix A)**

At Team Domenica, a Pro-Forma form is required to be completed by the Head of Department and approved by the COO – stating the Job role, salary, TD location and the role's main contractual details (e.g., permanent/casual, full-time/part-time, fixed-term, holiday entitlement).

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## **Job Description and Person Specification**

An accurate job description is required for all advertised posts. A person specification, which is a profile of the necessary requirements for the post, is required for all posts.

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## **Application Form (Appendix B)**

An Application Form, produced by Team Domenica, will be used to obtain a common set of core data from all applicants including questions about how they meet the person specification and essential criteria for the job being advertised. It will also be used to obtain the contact details of 2 x referees, which HR can contact prior to interview. HR will go through the Application Form in detail and let the Head of Department know of any discrepancies which can be queried at the interview stage. The application form will include information regarding the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) as required by the Disclosure & Barring Service (DBS) code of practice.

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## **EDI Monitoring Form**

This monitoring survey will be a digital form emailed as a link to prospective candidates. It will be used by Team Domenica to monitor Equality, Diversity and Inclusion in the workplace.


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# Recruitment documents


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-  **HR In-House Onboarding Checklist (Appendix C)**  
Used internally by HR to log the progress of the applicant's recruitment journey from application for the role through to their first day of employment.


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-  **Reference Request Forms (Appendix D)**  
HR will collect at least 2 x professional references for all shortlisted applicants. Wherever possible, one of the referees should be the applicant's current and most recent employer. If not, two relevant employers should be identified as appropriate referees.


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-  **Criminal / Suitability Self-Disclosure Form (appendix E)**  
All shortlisted candidates will be provided with a criminal / suitability self-disclosure, to be returned at least 24 hours prior to interview. Any disclosed information that may be relevant to suitability to work with vulnerable people will be discussed with the candidate during the interview stage.


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-  **Interview Question Scoring Sheet (Appendix F)**

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-  **Onboarding & ID Appointment Form (Appendix G)**  
Used by HR for the successful applicant's ID check to carry out the DBS application, give further information to the candidate on the onboarding process and ask about any pre-booked holidays.

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-  **Health Disclosure Form (Appendix H)**  
Health disclosure form is to be completed by the applicant at the onboarding check appointment stage.

# Internal staff promotion

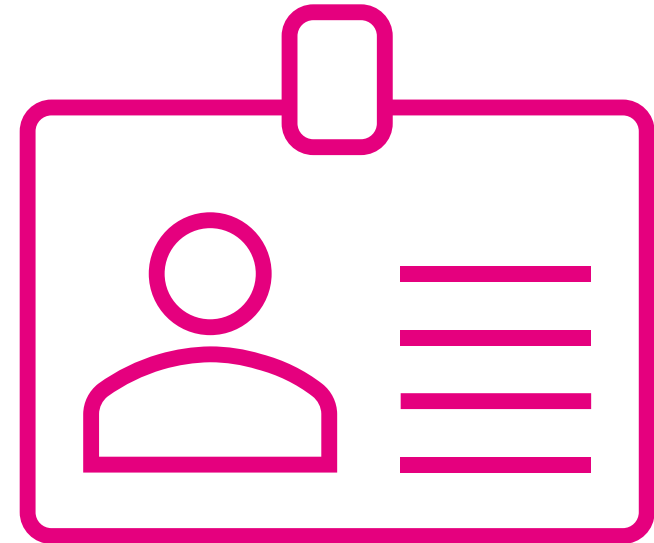
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We enable and encourage colleagues to progress within the Charity, where availability of position and employee's abilities and qualifications permits.

When it is an open recruitment process, we will guarantee an interview to internal candidates. We seek to fill vacancies through internal promotions where possible and appropriate. We also insist that current employees must submit written applications, attend interview and follow selection processes as expected of external applicants. Appointments are based on personal merit and ability to perform the required task.

When a position can't be filled internally, it may be advertised externally. Promotions are not based on length of service and never considered as 'a given'.

Equal opportunity principles are always applied.





# References

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- References will start to be collected before the interview stage.
- At least 2 x satisfactory references will need to be returned to confirm a job offer.
- Whenever possible, one of the references should be the applicant's current and most recent employer. If not, two relevant employers should be identified as appropriate referees.
- The two references should always be from two different organisations / employers. The referee should have sufficient seniority in their organisation to be able to provide a reference.
- References are requested using Team Domenica Professional Reference form (appendix D).
- Should the current or most recent employer not be able to complete all the relevant questions on the reference form, HR will ask them to answer the following question: 'Do you have any concerns regarding the applicant working with young vulnerable adults?'
- Written references will also be validated by HR over the phone.

# Interviews

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Short-listed applicants will be contacted by the recruiting Head of Department and be informed of pre-interview preparation arrangements. This will include completing a **Criminal / Suitability self-disclosure form** prior to interview.

The interview will assess the merits of each applicant against the job requirements by using the **Team Domenica interview question scoring sheet (Appendix E)**. Where applicable, the suitability to work with young adults with learning disabilities will be explored and further assessed with a shadow trial interview and where deemed necessary a third interview with Team Domenica's DSAL or Deputy DSAL.

## Interview panel

A minimum of two interviewers (one being the recruiting Head of Department) will form the interviewing panel. The panel will:

- Have the necessary authority to make decisions about appointments.
- Where appropriate (for instance if the role will be candidate-facing such as a teaching or mentoring role) one of our young adults will be involved in the interview process. This will usually involve a short meeting between one of our young adults with another member of the interview panel and the job applicant.
- Be appropriately trained (one member of the interview panel will have completed an appropriate Safer Recruitment training course).
- Reach a consensus before the interview about the required standard for the appointment; this will include a 'minimum score' in order to be appointed.
- Consider the issues to be explored with each candidate and decide who on the panel will ask about each of these.
- Include at least 2 safeguarding questions in the interview question scoring sheet.
- If it is relevant to the role, ask the applicant if they are mentally and psychologically robust to deal with the challenging requirements of the role, asking them for examples to evidence this.
- Agree the assessment criteria in accordance with the person specification and score and record responses to interview questions.
- Aim to promote diversity in the recruitment process
- Explore with the candidate any discrepancies or gaps in their application form / employment history, or concerns raised in their references or suitability self-disclosure
- Use the 'additional comments and concluding remarks' section on the interview questions sheet to justify why the applicant is either progressing, or not progressing to the next stage of the recruitment process.

## Shadow /Taster Trial

For all learning-facing roles (e.g., teacher, mentor, job coach or café training roles), applicants who have successfully completed the first interview stage will be invited to attend a shadow/taster trial. For all teaching roles, there should also be a taught and observed lesson or mini-lesson. The objective will be seeing the teachers in action.

# Conditional offer of employment

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## Conditional **verbal** offer of employment

A verbal conditional offer will be made to the successful candidate by the recruiting Head of Department. The Head of Department will explain the offer is contingent upon completing a successful enhanced DBS check, health clearance and 2 x satisfactory references which HR will organise.

The Head of Department will inform HR of the outcome of the verbal offer.

## Conditional **written** offer of employment

If the successful applicant has accepted the verbal offer, HR will write a conditional offer of employment letter for their attention. The letter will reiterate the offer is subject to the receipt of two satisfactory references and a satisfactory Enhanced DBS check. In addition, HR will inform the successful applicant that the following will need to be completed/checked before the applicant can commence work:

- The right to work in the UK evidenced by original documents
- If applicable, verification of professional qualifications where required e.g., QTS/QTLS, NPQH, HCPC, ACCA, CIPD
- If applicable, a Prohibition from Teaching check
- If applicable, a pre-employment health assessment
- Completion of mandatory safeguarding e-learning modules

# Enhanced DBS check

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HR will email the successful applicant a DBS ID application number with instructions on how to complete the DBS check.

Once the successful applicant has completed stage one of the DBS check process, HR will invite them to the onboarding & ID check appointment in order to check and verify all ID documents and complete stage 2 of the DBS check. At this stage, sight of the birth or adoption certificate will be requested (where available) and all names provided by the applicant will be cross-referenced; e.g., application form, marriage certificate, divorce papers, bank accounts, employer references and qualification certificates. If, as a result of the work they undertake with service users, the role will be in regulated activity with adults, the appointment would be subject to an enhanced DBS certificate with check of the relevant DBS barred list.

Once complete, HR will be notified by the DBS agency and the DBS certificate will be sent to the applicant's home address.

The successful applicant will be required to present their original DBS certificate to a member of HR, the DBS number along with the type of DBS certificate will be recorded by HR. The original DBS certificate will then be returned to the successful applicant. A start date cannot be confirmed until the DBS certificate has been seen.



## Disclosure & Barring Service

# Onboarding and ID check appointment

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The Team Domenica Policy for the Promotion of Positive Behaviour and Relationships outlines the behaviour we consider to be bullying, the signs that staff should look out for and the responses to bullying that we will consider, ranging from restorative practice to the end of placement.

Once the applicant has accepted the offer in writing to HR, HR will invite the successful applicant to an onboarding and ID check appointment, so that the mandatory onboarding checks can begin and the health disclosure form (Appendix G) can be completed.

At the onboarding & ID check appointment, HR will go through a checklist (Appendix F) with the successful applicant which will include the following items for checking:

- Photographic proof of identity
- Proof of right to work
- 2 x proof of addresses
- Rationale for, and evidence of, change of name if applicable
- Proof of National Insurance if necessary
- Proof of qualifications if applicable

At this stage, if HR have not been able to contact all referees stated in the Application Form, HR will request the successful applicant to supply names and contact details of alternative appropriate referees.

At this stage, if HR need to query any employment history gaps, which were not queried at the interview stage, HR will ask the successful applicant to explain any gaps in writing.

At this stage, HR will ask the applicant to complete, sign and return a Health Declaration form.

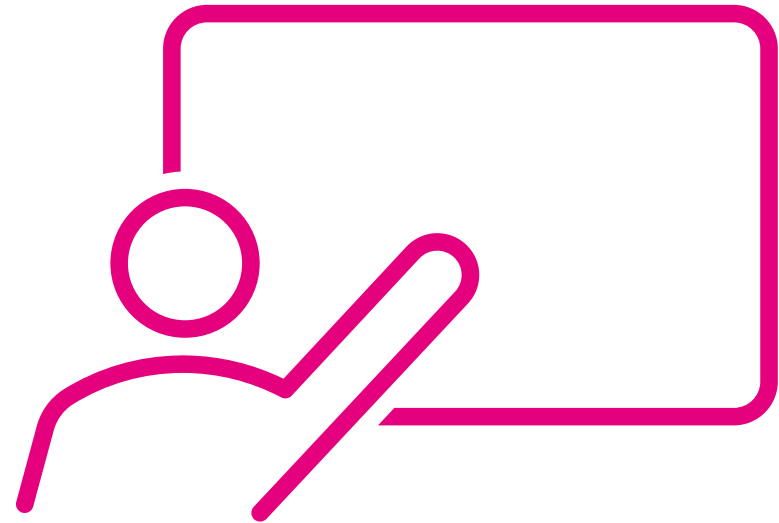
A full explanation of the onboarding process and pre-employment requirements including booking the candidate onto mandatory e-learning training modules will be explained.

# Mandatory training

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Successful applicants are required to complete e-learning induction training modules including safeguarding prior to their first day of employment. The time taken to complete this e-learning training will be re-imbursed in the successful applicant's first payroll.

Successful applicants are required to attend Team Domenica's face-to-face safeguarding induction within the first month of their employment.



# Occupational health

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In some instances, Team Domenica will use an occupational health provider to facilitate pre-employment health checks. This will normally be due to information provided by the candidate in the Health disclosure form.

The occupational health provider will normally use an online questionnaire. They may contact the prospective employee by telephone to discuss any health issues identified or ask to meet with them in person to discuss the situation further. Any correspondence a prospective employee may have with the occupational health advisor is completely confidential. The advisor will inform HR of fitness to work or if any adjustments need to be made on medical grounds.



## Employment of ex-offenders (EEO)

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Team Domenica has a written policy on the recruitment of ex-offenders which is available to all disclosure applicants at the outset of the recruitment process.



# Disclosure & Barring Service



# Equality, Diversity and Inclusion (EDI)

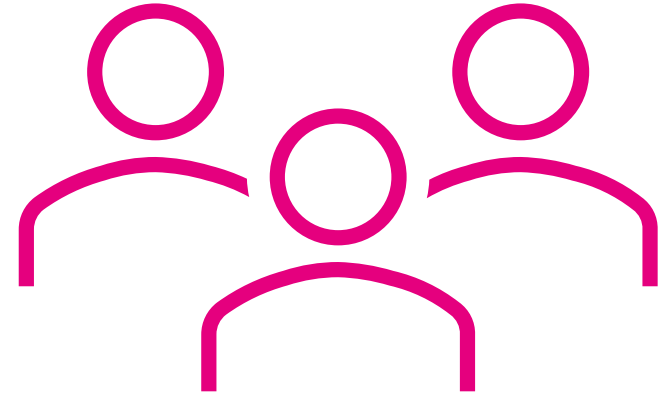
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Team Domenica is committed to its Equality, Diversity and Inclusion policy.

Applications from all sections of our community are welcomed. We celebrate diversity amongst our learners, staff, volunteers and visitors.

Team Domenica will monitor the effectiveness of its EDI policy within the recruitment procedure by collecting relevant information on gender, age, sexual orientation, disability, learning difficulties, ethnicity, religious beliefs and marital status in order to benchmark against similar settings in our local community and sector in general.

Applicants are asked, as part of the application process, to complete an EDI monitoring form. All applications are considered solely on the basis of merit and the ability to do the job. The data collected on the form will be used for the purposes of equal opportunities monitoring only.



## GDPR / DPA 2018

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All recruitment documentation (including application forms, criminal / suitability self-declaration, interview notes) is retained securely for 6 months. For unsuccessful applicants, all records will then be destroyed. For the successful applicant, all recruitment and vetting documents (with the exception of the DBS certificate) will be retained in their personnel file for the duration of employment and for seven years after they leave.

In line with the DBS code of practice, a copy of the DBS certificate is retained only where TD has good reason to do so and only for a maximum of 6 months.

