

Safer recruitment: for employees and volunteers

Twelve steps to safer recruitment for employees and volunteers

– from Recruiting Safely 2010

- Step 1** Before you begin, ensure that you have an up-to-date recruitment and selection policy that describes the process and roles.
- Step 2** Ensure that your organisation has a safeguarding policy and that a statement about the organisation's commitment to safeguarding is included in all recruitment and selection materials.
- Step 3** Ensure that you have an up-to-date job description and person specification for the role(s) you wish to recruit to, which have been agreed with the recruiting manager. Where the recruitment is for a volunteer, the job description should be a role outline.
- Step 4** Ensure that you have an appropriate advertisement prepared that contains all necessary information about the role, a timetable for recruitment and your commitment to safeguarding.
- Step 5** Ensure that you have compiled a suitable candidate information pack containing all the required information about the organisation, role, recruitment timetable, safeguarding policy/statement, application form and confidential declaration.
- Step 6** Ensure that each application received is scrutinised in a systematic way by the shortlisting panel in order to agree your shortlist before sending invitations to interview.
- Step 7** Ensure that all appropriate checks have been undertaken on your shortlisted candidates, including references. Confirm identity and relevant certificates of qualifications/course attendance. In addition check 'right to work in the UK' status when appropriate. Remember that, under SO 010, the Methodist Church prohibits the appointment of any person with a criminal conviction or caution for offences against children.
- Step 8** Ensure that all shortlisted candidates receive the same letter of invitation to interview, supplying them with all necessary information.
- Step 9** Ensure that a face-to-face interview is conducted for ALL shortlisted candidates based on an objective assessment of the candidate's ability to meet the person specification and job description.
- Step 10** Ensure that all specific questions designed to gain required information about each candidate's suitability have been asked, including those needed to address any gaps in information supplied in the application form.
- Step 11** Ensure that you are able to make a confident selection of a preferred candidate based upon their demonstration of suitability for the role.
- Step 12** Ensure that your preferred candidate is informed in writing that the offer of employment (including volunteer positions) is conditional on receiving satisfactory information from all necessary checks.