



## **Safer Recruitment Procedures**

These procedures must be followed when recruiting to any VPC posts

Where the role requires DBS check, the volunteer **must not** be left unsupervised with cadets until a satisfactory check has been received

### Role Descriptions

- Key document which must contain clear, accurate and up to date information and requirements about the role
- Only use Force approved role descriptions. National Hub role description templates can be found in Appendix 1
- Will be reviewed annually to ensure fit for purpose
- Must be evaluated by Forces to determine level of recruitment checks required and this must be stated clearly in the role description

Any new roles must be approved by the Force Designated Responsible Officer. For guidance on whether the role requires DBS please consult gov.uk or contact the National Safeguarding Manager [vpc.safeguarding@vpc.police.uk](mailto:vpc.safeguarding@vpc.police.uk).

### Advertising

- Any advertisement will clearly state VPCs' commitment to safeguarding and it's use of safer recruitment practice
- Must include statement regarding rehabilitation of offenders and equality
- Must include statement regarding confidentiality
- Must state clearly whether the role is subject to DBS checks and at what level

### Application forms

- If the force application form does not cover the safer recruitment aspect, then forces must use appropriate safer recruitment application form in addition to any locally approved forms (template safer recruitment application form is available on the VPC website)
- Declaration regarding previous convictions and that exempt from RHO Act 1974
- Incomplete applications will not be shortlisted
- Check for gaps in residence and work and follow up, if interviewed
- question about whether someone is barred from working with children (for safer recruitment roles this should be asked at application stage)
- question around – whether they have a 'no further action status' in terms of previous reports about an individual's suitability
- question whether have right to work/volunteer in this country (legal status)
- statement asking to confirm information is true to best of knowledge and that providing false information is an offence

### References

- Minimum two satisfactory references

- Reference requests MUST ask about the suitability to work with children and young people. An example reference form is available on the VPC website. (If the reference does not ask about suitability or concerns in relation to children or young people it is not an adequate reference check)
- Minimum one reference must be followed up by manager to verify and recorded on Marshall or other cadet management system
- Referees must meet criteria
  - o Over 18
  - o Not a relative
  - o Must be the person nominated by the applicant
  - o Must complete the reference thoroughly
  - o If the role involves direct work with children, at least one referee is someone who can comment on the applicant's suitability from personal experience
- Where the referee declares the applicant as unsuitable, this will be followed up by HR and the recruiting department (e.g., Citizens in policing manager and DRO).

### Interviews

- Face to face or can be managed online
- Structured with set questions
- Will include **motivational questions**, relevant to role (examples of these questions are available on the VPC website and in the Safe Adult section of the Standards document)
- Manager must explore any irregularities or gaps on application form
- Purpose is to assess whether the person is suitable volunteer for VPC and if so, in what role
- Where previous convictions have been declared, appropriate department must reassure that this does not prevent from volunteering but should ask questions to assess suitability

### Disclosure checks

- Specify what level of check is required for the role
- Must not be left unsupervised until a satisfactory check is received
- Re-checks must be carried out every 3 years, if left VPC and returned after period of 6 months
- Relevant check must be carried out on those entering the county from overseas  
[Criminal records checks for overseas applicants - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/criminal-records-checks-for-overseas-applicants)
- Cross reference to process for evaluation and management of positive disclosure checks

### Induction

- Must have suitable induction appropriate to role
- Must be made aware of all relevant policies and complete mandatory training
- Explore whether mentor/additional support needed and put in place

### **Support, line management and supervision**

- Must know who their line manager/supervisor is
- Must know how to raise concerns if they cannot speak to their direct manager
- Must have annual review with manager
- Must know the details of the National VPC Safeguarding Manager

### **Related/further information**

#### **Policies:**

- Safeguarding policy
- Learning and development policy
- HR policies and procedures
- Supervision and management of volunteers policy and procedures
- Ex offenders policy
- Equality and diversity policy
- Whistleblowing Policy

Websites

Contact – who to contact in organisation for support/advice

Author

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