

Safe Recruitment Process Planner

Planning

Clarify case for new appointment, position within the organisation, & management and supervision arrangements

Consult CSSA Policy and Practice Guidance regarding recruitment to determine level of DBS Disclosure required, if any, and other safeguarding considerations

Develop Job Description, Person Specification and Application Form for the role.

Development

Advertise, as required and ensure applicants are notified that the following will be required:

- 1. Verification of identity at or after interview
- 2. At least two satisfactory references, one of whom should be the current manager, if employed
- 3. DBS Disclosure if the role is eligible and
- 4. Disclosure of previous relevant convictions at interview or another agreed time after interview

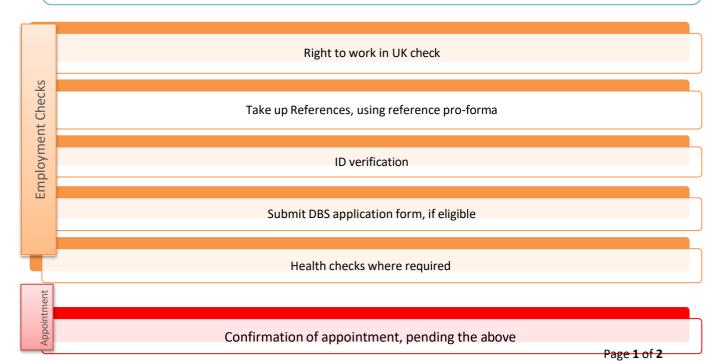
Selection

Shortlist from completed applications and invite to formal interview/discussion.

Panel Interview with set questions and scoring sheet for employees & formal discussion for volunteers.

Letter of appointment pending required checks

Se



01 July 2021 Review:

Post-Appointment

Probationary period & expectations clarified in writing

Induction Process, including safeguarding practice, policies & procedures

Supervision and support

Training and development opportunities

Appraisal