



## Safer Workforce Practice Checklist

There are four main elements to Safer Workforce practice:

1. Designing a Job Description and advertising a post.
2. Recruiting an employee/volunteer.
3. Providing supervision and training.
4. Managing allegations or concerns about an employee's/volunteer's 'suitability to work with children/young people'.

Designing a job description/advertising a post	
Activity	Checklist
Explicitly advertise your commitment to safeguarding in the job advert and application pack, including explicit reference to seeking an Enhanced CRB check. <i>(eg '(insert name of Agency) is committed to safeguarding children and vulnerable adults')</i>	
Incorporate clear statements about an individual's safeguarding responsibilities in the Job Description and Person Specification. <i>(eg 'Displays a commitment to the protection and safeguarding of children, young people and vulnerable adults')</i>	
Include information about safeguarding practice in Application Packs for applicants.	

Selecting an employee or volunteer	
Activity	Check list
Always use Application Forms (do not accept CVs on their own)	
Ensure a minimum of two people shortlist and check for any gaps/discrepancies in employment history (explore these fully and to the appointing panel's satisfaction at interview)	
Take up written references (from current and previous employer/s). Enclose the Job Description and Person Specification with the reference request. Ensure the reference specifically asks if there have been: <ul style="list-style-type: none"> <li>• Any concerns/allegations about the applicant's behaviour towards children/vulnerable adults</li> <li>• Any disciplinary action</li> <li>• Confirmation of the applicant's responsibilities</li> </ul> Good practice is to follow this up with a phone call.	

<p>Upon receipt of references, ensure that you:</p> <ul style="list-style-type: none"> <li>• Check that the referee has answered all of your questions</li> <li>• That there are no vague or ambiguous statements in the reference</li> <li>• Follow up any inconsistencies between the reference and the employee's statement at interview</li> </ul>	
<p>Ensure you have at least two interviewers. At <b>interview</b> explore the applicant's attitudes towards children and young people/vulnerable adults, their motivation for pursuing the role and managing boundaries.</p> <p><i>(*See below for possible interview questions)</i></p>	
<p>Verify the identity of the applicant, their qualifications and right to work in the UK. Take copies of the original documents for retention on personnel file.</p>	
<p>Some posts require Enhanced CRB checks, details are available on the following website  <a href="http://www.direct.gov.uk/en/Employment/Startinganewjob/index.htm?CID=EMP&amp;PLA=url_mon&amp;CRE=crb">http://www.direct.gov.uk/en/Employment/Startinganewjob/index.htm?CID=EMP&amp;PLA=url_mon&amp;CRE=crb</a> .</p> <p>Enhanced CRB checks are required for 'anyone involved in regularly caring for, training, supervising or being in sole charge of children or vulnerable adults. They are also required for certain licensing purposes and judicial appointments.'</p> <p>In addition, volunteer or staff roles that fit one or more of the following categories would benefit from an Enhanced CRB check:</p> <ul style="list-style-type: none"> <li>• Access to identifiable information/records about children and young people/vulnerable adults</li> <li>• Potential to build a relationship of trust with children and young people/vulnerable adults</li> <li>• Access to home/living environment</li> <li>• Site maintenance staff in buildings open to the public (post-Bichard Inquiry)</li> </ul>	
<p>Check that the employee/volunteer once the offer of employment has been made, is medically fit to undertake the role.</p>	
<p>Check that the employee/volunteer is not prohibited from taking up the role <i>eg barred by the Independent Safeguarding Authority, Professional registration, etc.</i></p>	

\* Questions you could use in an interview include:

- Have you ever felt uncomfortable about a colleague's behaviour towards children in a previous job? What were your concerns, what did you do about them?
- Safeguarding children is an important part of our work. Can you give me some examples of how you would contribute to making this organisation a safer environment for children?
- Why do you want to work with children? What do you think you have to offer?

Providing supervision and training	
Activity	Checklist
<p>Ensure that all staff and volunteers received Child Protection basic awareness training as part of their induction.</p> <p>Staff responsible for the recruitment of other staff working with children receive Safer Recruitment Training</p> <p>(see <a href="http://www.mkscb.org/mkscb-professionalsandvolunteers/DisplayArticle.asp?ID=60991">http://www.mkscb.org/mkscb-professionalsandvolunteers/DisplayArticle.asp?ID=60991</a> for further information about Safeguarding training.)</p>	
<p>Ensure that all staff and volunteers receive a copy of:</p> <ul style="list-style-type: none"> <li>• MKSCB Safeguarding Wallet Card</li> <li>• Your Agency/Service's Safeguarding Policy</li> <li>• Your Agency/Service's Whistleblowing process</li> <li>• And any information about acceptable standards of behaviour/code of conduct</li> </ul>	
<p>Ensure that all staff and volunteers know who the organisation's internal named lead is for Child Protection/Safeguarding and for Allegations (Named Senior Manager (NSM)).</p> <p>Ensure that all staff and volunteers know who to report safeguarding or allegation-related concerns to outside of the organisation <i>ie Referral and Assessment Team</i> in Children's Social Care, the Local Authority Designated Officer (LADO), the Police</p>	
<p>Make sure that safeguarding is a core part of the organisation's business, which is regularly discussed in supervision, not just an 'add-on'. Promote an ongoing 'culture of vigilance' with all staff and volunteers.</p>	

Managing Allegations or Concerns about an employee's/volunteer's 'suitability to work with children/young people'	
Activity	Checklist
In the event of an allegation or concern, if you think a child/young person <i>may</i> be at <i>any immediate risk of harm/danger</i> , contact the Referral & Assessment Team in Children's Social Care, or Police straight away.	
In the event of an allegation or concern about a professional's/ volunteer's 'suitability' to work with children/young people, ensure that you inform a senior manager who will liaise with the Local Authority Designated officer (LADO). NB: Take all concerns seriously.	
Seek advice from the LADO and Named Senior Manager for Child Protection on how to proceed/next steps. NB: Remember to follow the instructions you are given - contravening instructions could compromise an investigation, do not investigate or explore the situation further.	
Be prepared to contribute to a Strategy Meeting or Professionals' Meeting if one is called.	

Contact Details: Referral And Assessment Team: 01908 253169/70  
Local Authority Designated Officer: 01908 254300  
Agency Named Senior Manager: *for individual agency/setting use*