



Safer Workforce Practice Checklist

There are four main elements to safer workforce practice:

1. Designing a job description and advertising a post;
2. Selecting an employee/volunteer
3. Providing supervision and training;
4. Managing allegations or concerns about an employee's/volunteers 'suitability to work with children/young people'.

Designing a Job description and advertising a post

Activity	Check list✓
Explicitly advertise your commitment to safeguarding in the job advert and application pack, including specific reference to an enhanced CRB check. (e.g '(insert name of agency) are committed to Safeguarding Children and vulnerable adults.	
Incorporate clear statements about an individual's safeguarding responsibilities in the Job description and Person Specification. (e.g. 'Displays a commitment to the protection and safeguarding of children, young people and vulnerable adults')	
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 in employment history (explore these gaps at interview)	
<p>Take up references (at least one should be from a previous employer). Enclose the job description and person specification with the reference request. Ensure the reference specifically asks if there have been:</p> <ul style="list-style-type: none"> • Any concerns/allegations about the applicants behaviour towards children/ vulnerable adults; • Any disciplinary action; • Confirmation of the applicant’s responsibilities. 	
<p>Upon receipt of references, ensure you:</p> <ol style="list-style-type: none"> 1. check that the referee has answered all the questions; 2. that there are no vague or ambiguous statements in the reference and the employees statement at interview/selection 	
Ensure you have at least two interviewers. At interview explore the applicants attitudes to children and young people/vulnerable adults, their motivation for pursuing the role and managing boundaries (see below for possible interview questions)	
Verify the identity of the applicant, their qualifications and if appropriate their permission to work in the UK. Take copies of original documents for the file.	
<p>Some posts that involve require Enhanced CRB checks (please check CRB website for details). Enhanced CRB checks are routinely sought for ‘anyone involved in regularly caring for, training, supervising or being in sole charge of children or vulnerable adults. It is also available 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"> • Access to identifiable information/records about CYP/vulnerable adults; • . Potential to build a relationship of trust with CYP/ vulnerable adults; • . Access to home/ living environment; . • Site maintenance staff in buildings open to the Public (post Bichard) 	
Check that the employee/volunteer is medically fit to undertake the role	

<p>Check that the employee/volunteer is not prohibited from taking up the role (e.g check with the Independent Safeguarding Authority and professional registration bodies). If they are not registered do not proceed with employment.</p>	
<p>*Suggested interview questions could include;</p> <ul style="list-style-type: none"> • 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 • 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 	
<p>Supervision and Training</p>	
<p>Activity</p>	<p>Check List ✓</p>
<p>Ensure that all staff and volunteers receive Child Protection level 1 Training as part of their induction.</p>	
<p>Ensure that all staff and volunteers receive a copy of:</p> <ul style="list-style-type: none"> • the Safeguarding CueCard; • your Agency/ Service's Safeguarding Policy; • your Agency/ Service's Whistle Blowing process; • and any information about acceptable standards of behaviour/code of conduct. 	
<p>Ensure that all staff and volunteers know who the organisation's internal named lead is for Child Protection/Safeguarding and for Allegations (Nominated Senior Officer (NSO)). Ensure that all staff and volunteers know who to report Safeguarding or Allegation related concerns to outside of the organisation i.e. Duty 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, not just an 'add-on', which is regularly discussed in supervision. Promote an ongoing 'culture of vigilance' with all staff and volunteers.</p>	
<p>Managing Allegations or Concerns about an Employee's/Volunteer's 'suitability' to work with children/young people</p>	
<p>Activity</p>	<p>Check List ✓</p>
<p>In the event of an Allegation or concern, if you think a child/young person <i>may be at any immediate risk of harm/danger</i>, contact the Duty Team in</p>	

Children's Social Care (Tel 01983 525790) or the Police immediately (Tel 0845 045 45 45 or 999 in an emergency)	
In the event of an Allegation or a concern about a professional's/volunteer's 'suitability' to work with children/young people - ensure that you inform a senior manager and the Local Authority Designated Officer (LADO) NB Take all concerns seriously	
Seek advice from the LADO and HR 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 if one is called.	