

Royal Borough of Greenwich

Safeguarding Statement for Recruitment

The Royal Borough of Greenwich is committed to our responsibilities for safeguarding and promoting the welfare of children, young people and vulnerable adults as outlined in Working Together to Safeguard Children and Protecting Adults at Risk (SCIE Report 39)

We are committed to recruiting candidates who share the commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that the people selected are right for the job, and that all candidates are appropriately screened prior to appointment.

The following pre-employment checks and will be undertaken as applicable:

- References
- Occupational Health pre-employment screening
- DBS check
- International certificate of good conduct / international CRB (for overseas applicants)
- Identity check
- Evidence of qualifications applicable to the role
- Confirmation of registration with applicable registered body (i.e. HCPC)

References

For all roles which involve working with children, young people or vulnerable adults, or roles in which the duties will involve access to sensitive information relating to children, young people or vulnerable adults, the Royal Borough will take up references prior to interview. You should provide details of referees including your current and previous employers, covering the last 5 years. If you are currently working with children, on either a paid or voluntary basis, your current or previous employer will be asked about disciplinary offences relating to children, including any in which the penalty is time expired. We will also ask if you have been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure.

Recruitment of Ex-Offenders

If the post you are applying for is exempt from the Rehabilitations of Offenders Act 1974 then all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.

If you are successful at interview, and the post you are applying for is exempt from the Rehabilitations of Offenders Act 1974 then we will require you to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service (DBS) and we administer this process. If you're currently employed by Royal Greenwich and have obtained an

Enhanced Disclosure with Royal Greenwich within the last 3 years, it may not be necessary to apply for another Disclosure.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences. The DBS has a code of practice, which we fully comply with. A copy of this can be found on the gov.uk website www.gov.uk/government/publications/dbs-code-of-practice

Interview

We ensure that anyone making appointment decisions has the necessary information, guidance and support to identify and assess the relevance and circumstances of any offences. If you are invited for interview for a position working with, or with access to sensitive information relating to children and young people, we shall assess issues relation to safeguarding and promoting the welfare of children and young people including:

- your motivation to work with children and young people;
- your ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- your emotional resilience in working with challenging behaviours; and
- your attitude to the use of authority and maintaining discipline.

Appointment

If you are offered the post, we shall ask for evidence of:

- your identity; and
- your qualifications (including any relevant professional registration).

We shall also check:

- whether you are on List 99 or the POCA list (as appropriate). You are asked to give your date of birth and any previous surnames on this form. This information will be used only to check you against List 99.
- that you are medically fit to undertake the role.

False Information

Please note that providing false information is an offence and could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police.