Summary of Safer Recruitment Process

Prepare

- Decide who will oversee process & record completion
- Role outline & person specification*
- Advertise*

**include DBS eligibility & safeguarding statement*

Apply

- Application form – include links to policies & Privacy Notice
- Confidential self-declaration form
- Shortlist/interview/assess suitability

Pre-Start Checks

- Proof of identity
- Two references
- DBS check

- when DBS 'contains information' always refer to DSA
- renew DBS every 3 years

At Start of Role

- 1:1 Induction*
- Review after a 'settling-in' period

**volunteer agreement/ paid worker contract*
safeguarding reporting procedures
safeguarding training

ongoing support, accountability, oversight, learning & development, review, record keeping