

Review Date- 13/02/2026

Trinity Support Services Safer Recruitment & DBS Policy

Introduction

At Trinity support services, safer recruitment is central to the safeguarding of children and young people and we have a duty to protect their welfare. This includes ensuring that we have safe recruitment and selection procedures which prevent unsuitable persons from gaining access to our children and young people.

The following policy is based on current legislation, guidance, and best practice. Throughout this policy and procedure 'children' and 'young people' refer to any child under the age of 18 years.

'Staff' refers to any adult who is employed, commissioned or contracted to work with or on behalf of children, in a paid capacity.

The aim of the safer recruitment policy is to help deter, reject or identify people who might be a risk to children and young people or are otherwise unsuited to working with them.

The aims of Trinity support services recruitment policy are as follows:

To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position.

- To ensure that all job applicants are considered equally and consistently.
- To ensure that no job applicant is treated unfairly on any grounds including race, color, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.
- To ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance such as the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and to ensure that Trinity support services meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Policy statement

Section 11 Children Act 2004, sets out the arrangements for safeguarding and promoting the welfare of children and applies to all key local bodies named under section 11(1) of the Act. One of the key features of these arrangements is ensuring safe recruitment procedures are in place.

Trinity support services is commitment to safeguarding and promoting the welfare of children and young people, which it is expected all our employees share. Our Safeguarding Policy Statement reads;

*“Trinity support services are committed to ensuring that our Young People are helped and protected at all times. Our teams are fully trained in safeguarding practice and this is refreshed regularly in supervision and team meetings.
Our children and young people have the right to feel safe in their home and we are committed to ensuring that this is achieved”.*

Procedure

Our Safer Recruitment policy includes giving consideration to safeguarding arrangements at every step of the recruitment process.

Planning and Advertising

All of our Job Adverts demonstrate our commitment to safer recruitment and vetting procedures. This enables us to protect every potential applicant from unfair practice and ensure we safeguard our young people.

Our adverts include our Safeguarding Statement and states the need for all successful applicants to undertake an enhancement with barring DBS or a check on their current DBS where applicable.

Job Description

Our Job Descriptions are reviewed regularly to ensure they remain compliant with safer recruitment guidance. Contained within the Job Descriptions, for all posts and roles, will be Trinity support services Safeguarding Statement. They will also include the post holder's safeguarding responsibilities and the expectation that they share our commitment to safeguarding and promoting the welfare of our young people.

Person specification

Our person specification will include:

- The essential and desirable qualifications and experience:
- Other requirements needed to perform the role in relation to working with children and young people.
- The competencies and qualities that the successful candidate should be able to demonstrate.

Application form

All applicants must complete the Trinity support services application form. Where CVs are submitted, an application form will be provided that must also be completed – a curriculum vitae will not be accepted in place of an application form.

The Trinity support services application form is designed in order to obtain:

- Identifying details of the applicant including current and former names, current address and National Insurance Number.
- Details of any academic and/ or vocational qualifications with details of the awarding body and date of the award.
- A full history in chronological order since leaving secondary education, including periods of any post-secondary education/training and part-time and voluntary work as well as full time employment, with start dates, explanations for periods not in employment or education/training and reasons for leaving employment.

Details of referees. One referee should be the applicant's current or most recent employer/line manager, not a colleague. Where an applicant is not currently working with children, but has done so in the past, a reference will also be obtained from the employer by whom the person was most recently employed in work with children in addition to the current or most recent employer.

- A statement of the skills and abilities, and competencies/experience that the applicant believes are relevant to his/her suitability for the post and how s/he meets the person specification.

To comply with the Equality Act 2010, Trinity support services do not include date of birth on the main application form but are included in the diversity monitoring form.

This form is retained by those responsible for HR/Personnel and not made available to those involved in the short listing process;

The application form also contains a statement that all posts as Trinity support services are exempt for the rehabilitation of offenders Act 1974: Therefore information is requested about any previous (including spent) convictions, cautions, reprimands, warnings or blind overs. It is unlawful for Trinity support services to employ anyone who is barred from working with children. It is also a criminal offence for any person who is barred from working with children to apply for a position. All applicants will be made aware of this and also that providing false information is an offence and could result in the application being rejected and a referral made to the police and/or the Disclosure and Barring Service.

Scrutinising and shortlisting

All applications are scrutinised by 2 senior staff members, one of which will then be present at the interview process.

All application forms are scrutinised to ensure:

- They are fully and properly completed.
- The information is consistent and does not contain any discrepancies.
- Gaps in employment/training or a history of repeated changes of employment are identified.
- Incomplete Application Forms will not be accepted.
- Any anomalies, discrepancies or gaps in employment and the reasons for this are discussed and recorded during the interview process. All Gaps in Employment must be explained.

- All candidates are assessed equally against the criteria contained in the person specification.

References

Trinity support services will request references upon successful interviews. Referees are provided within the application form and confirmed during the interview process.

Trinity support services will provide all referees with a reference pro-forma either for character references, or professional references. These proformas are designed to obtain objective and factual information in order to support our appointment decisions;

One reference will be obtained from the current or most recent employer/line manager or HR (not from a colleague within the organisation);

- They will be sought and obtained directly from the referee.
- A copy of the job description and person specification will be included with all requests.
- Trinity support services will not accept references or testimonials provided by the candidate, or open references, i.e. To Whom It May Concern.
- All references, once received, are scrutinized and any concerns resolved satisfactorily before the person's appointment is confirmed.
- All references received via email or post will be verified by telephone.

Where an applicant is not currently working with children, but has done so in the past, a reference will also be obtained from the employer by whom the person was most recently employed in work with children in addition to the current or most recent employer.

Trinity support services referral pro-forma request details of;

- The referee's relationship with the candidate, e.g. did they have a working relationship and how long has the referee known the candidate
- How they have demonstrated that they meet the person's specification.
- Whether the referee is satisfied that the person has the ability and is suitable to undertake the job.
- Whether the applicant has been the subject of any disciplinary procedures and whether the applicant has had any allegations made against them or concerns raised, which relate either to the safety and welfare of, or the applicants behaviour towards, children and young people. Details about the outcome of any such concern should be sought.
- Whether the referee is satisfied that the candidate is suitable to work with children/young people. If not, for details of the referee's concerns and the reason why the person might be unsuitable.

All referees are reminded that they have a responsibility to ensure that the reference is accurate, and that relevant factual content of the reference may be discussed with the applicant.

Requests addressed to a candidate's current employer or a previous employer also seek:

- Confirmation of details of the applicant's current post, salary and sickness record.
- Specific verifiable comments about the applicant's performance history and conduct.

- Details of any disciplinary procedures the applicant has been subject to which relate to the safety and welfare of children or to the applicant's behaviour towards children or young people and the outcome.
- Details of any allegations or concerns about the applicant that relate to the safety and welfare of children or behaviour towards children, young people or Adults at Risk and the outcome of these concerns.

Any information received about past disciplinary action or allegations will be considered in the circumstances of the individual case.

Interview process

Upon being invited to, and confirming, a face-to-face interview, all candidates are asked to bring with them documentary evidence of their right to work in the UK and their identity. Such evidence is to be as prescribed by UK Visas and Immigration and the Disclosure and Barring Service, and can include a current driving license or passport including a photograph, or a full birth certificate, and a document such as a utility bill or financial statement that show the candidate's current name and address (please note that these latter two are time-limited and must be no more than 3 months old), and where appropriate change of name documentation.

Some form of photographic ID must be seen. Candidates are also asked to bring with them documents confirming any educational and professional qualification(s).

The interview process is designed to assess the merits of each candidate against the job description and person specification and explore their suitability to work with children/young people.

Interview panel

A panel of at least two people will conduct the interviews, this will allow one member to observe and assess the candidate whilst the other can make notes, while the candidate is talking to the other.

The members of the interview panel will;

- Consist of at least one person whom is trained in safer recruitment and selection at level 2 or above
- Have the necessary authority to make decisions about the appointment;
- Have Identified any issues they wish to explore with each candidate based on the information provided in their application form.
- Make notes of the applicant's interview answers which will be collated by and stored.

Scope of interview panel

In addition to assessing and evaluating the applicant's suitability for the post, the panel will explore:

- The candidate's attitude towards children/young people.
- Their ability to support Trinity support services policy and agenda for safeguarding and promoting welfare.
- Any gaps in the candidate's employment history.

- Concerns or discrepancies arising from the information provided by the candidate.
- Whether the candidate wishes to declare anything relating to the requirement for a Disclosure and Barring Service check.

Participation of children and young people

Trinity support services believe that children and young people make a valuable contribution to the recruitment process. Young People who reside within our placements are provided with the opportunity to have their questions asked during the interview process.

The views of the young people are also taken into consideration throughout the interview process in regard to the qualities, skills, and personalities that the young people have identified in discussions with Staff as important attributes of a 'support worker'.

Conditional offer of appointment Pre -appointment checks and references

An offer of appointment to the successful candidate is always conditional upon:

- Receipt of at least two satisfactory written references, which are verified by telephone (Or all reasonable efforts are made to verify).
- Verification of the candidate's identity.
- A satisfactory Disclosure and Barring Service Disclosure in received. Or where the Disclosure and Barring Service Update Service applies a check is made.
- Evidence of permission or right to work in the UK.
- Verification of the candidate's medical fitness.
- Verification of training and qualifications.
- Verification of the reasons for leaving all previous care related positions.

Where the candidate is found to be on the Barred Lists, or the Disclosure and Barring Service Disclosure shows they have been disqualified from working with children by a Court; the applicant has provided false information in, or in support of, their application; or there are serious concerns about an applicant's suitability to work with children. Then these facts will be reported to the police and/or Disclosure and Barring Service (if they are not already aware).

Disclosure and barring service checks

The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information. It is Trinity support services policy that the DBS disclosure must be obtained before the commencement of employment of any new employee.

Trinity support services insist that all successful applicants apply for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at Trinity support services. This will be regardless of whether or not the specific roles amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended).

It is Trinity support services Policy to re-check employee's DBS Certificates annually and in addition, any employee that takes leave for more than three months (i.e., maternity leave, career break, etc.) must be rechecked before they return back to work.

Staff are expected to disclose to their line manager any convictions and or charges during their employment. Failure to follow this may result in disciplinary action being taken and could result in gross misconduct.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence

Copies of the DBS certificate will be stored within the employee's personnel files.

Criminal records

Where an applicant has a criminal record, a decision will be made on the suitability of the candidate. In deciding the suitability, the following will be considered:

- The nature of the appointment.
- The nature of the offence.
- The age at which the offence took place.
- The frequency of the offence.

Disclosure and barring service

The Disclosure and Barring Service (DBS), operate an optional Update Service which is designed to reduce the number of DBS checks requested.

Instead of a new criminal records/Barred Lists check being necessary whenever an individual applies for a new paid or voluntary role working with children/Adults at Risk, individuals can opt to subscribe to the online Update Service.

Trinity support services will complete a check on all DBS on the Update Service. A new DBS check will then be necessary if the status check indicates a change in the individual's status (because new information has been added).

Checks on overseas staff

Where an applicant has worked or been resident overseas since 16 years of age then Trinity support services will obtain a check of the applicant's criminal record from the relevant authority in that country and seek additional information about an applicant's conduct.

Not all countries provide this service and advice can be sought from the Disclosure and Barring Service.

The application process for criminal records checks or 'Certificates of Good Character' for someone from overseas varies from country to country.

These checks will be made clear to the candidate at the interview stage and they should be made that if successful they will not be able to commence employment until such overseas checks have been completed and returned.

Agency staff

Where staff are used through an agency, written confirmation will be obtained that the appropriate checks have been undertaken by the providing agency.

This will include; satisfactory references, verification of DBS checks, qualifications and experiences, and proof of right to work in the UK.

Policy Review

This policy is reviewed annually, or after major incidents, legal changes, or operational shifts.

Contact Information

For any questions or concerns regarding this policy or staff are encouraged to contact the following individuals:

- Zoe Ashman Email: zoe.ashman@trinitysupportservices.info
- Tracy Dean (Company Director)
Email: tracy.dean@trinitysupportservices.info