

Beacon House

Therapeutic Services and Trauma Team

Safer Recruitment Policy

Document Details

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THE SERVICE

Mission statement

Beacon House offers a high quality, innovative, attachment and trauma informed mental health and occupational therapy service. Our specialist multi-disciplinary team of therapists provide assessment and therapy to children, families and adults experiencing a wide range of emotional, relational and sensory difficulties. We are highly committed to safeguarding the children and adults we work with and strive to offer an effective and safe service to individuals of all ages.

We aim to contribute to an international culture shift where the impact of loss, disruption and trauma is understood and repaired - through creating freely available resources and delivering training. We aspire to move information about trauma and adversity into the hands of those who need it.

The services we provide

Beacon House provides the following services:

1. *Clinical services to children, adolescents and families* – this service is sometimes provided within the child’s school or home;
2. *Clinical services to adults* – this includes, but is not restricted to, adults who have experienced early trauma and adversity;
3. *Training services* – with a special focus on teaching about the impact of complex trauma and its repair. Training may be delivered by internal or external trainers. Delegates include professionals and members of the public;
4. *Organisational consultation to external agencies* – to promote teams and organisations to become trauma-informed;
5. *Case consultations and clinical supervision* – to enable individual practitioners and professional networks external to Beacon House to become more effective and trauma-informed;
6. *Educational Psychology interventions with schools and families* – to enable vulnerable children to reach their potential within their learning environment

PURPOSE AND AIMS

All staff working for and on behalf of Beacon House, and those listed above under 'The services provided', recognise a moral and statutory responsibility to safeguard and promote the welfare of all children and adults at risk. We endeavour to provide a safe and welcoming environment where children and adults are respected and valued. We believe that a child or adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and adults at risk, and we are committed to practice in a way that protects them.

The safe recruitment of staff to Beacon House is the first step to safeguarding and promoting the welfare of children and adults at risk. As a service working with vulnerable children and adults, we are committed to doing everything possible to prevent unsuitable people obtaining a role delivering services under the umbrella of Beacon House.

The purpose of this policy is:

- 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, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age
- To ensure that Beacon House complies with its obligations under the General Data Protection Regulation (GDPR) and other relevant legislation in respect of the safe handling, use, storage, retention and disposal of disclosure information
- To ensure compliance with all relevant legislation
- To ensure that Beacon House meets its commitment to safeguarding and promoting the welfare of children and adults at risk by carrying out all necessary pre-recruitment checks in line with safer recruitment practices
- To inform how we identify best practice steps which should be applied to all roles within Beacon House, whether paid, unpaid, self-employed or employed
- To protect children and adults at risk who receive services from Beacon House. This includes children of adults who use our services and children of staff members

SCOPE

This policy applies to our practice and procedures from the beginning of the recruitment process, through to induction and staff who exit from the service.

Compliance with the policy applies to all employees of Beacon House who are involved with the recruitment of new staff.

Beacon House policies and procedures which contribute to safeguarding are listed below, and should be followed in conjunction with this document:

Policy Title	Version Dates
Safeguarding Framework	January 2021
Health and Safety	January 2021
Supervision and Management	January 2021
Compliments, Concerns and Complaints	January 2021
Disciplinary	January 2021
Statement of Purpose	January 2021
Equality, Diversity and Inclusion Policy	January 2021
GDPR Privacy Standard	January 2021
Quality Assurance Policy	January 2021

LEGAL FRAMEWORKS

This policy is informed by the following legal frameworks:

- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) Order 2013
- Part V of Police Act 1997
- Data Protection Act 2018
- Equality Act 2010
- Immigration, Asylum and Nationality Act 2006

EQUALITY, DIVERSITY AND INCLUSION STATEMENT

These procedures will be applied fairly to all potential employees and self-employed associate therapists regardless of race, ethnic or national origin, colour or nationality, gender (including marital status), age, disability, sexual orientation, religion or belief, length of service, whether full or part-time or employed under a permanent or a fixed-term contract or any other relevant factor.

At Beacon House we recognise that we work with a diverse range of clients, so we aim to recruit in a way which reflects the diversity of our client group.

SAFEGUARDING STATEMENT

Beacon House is highly committed to safeguarding all children and adults who come into contact with our service. We have a comprehensive Safeguarding Framework which guides our safeguarding practice and culture, and which aims to ensure children and adults at risk are safe and protected.

DEFINITIONS

Child: Anyone who has not yet reached their 18th birthday. In this document 'children' is taken to include young people up to the age of 18, as defined in the Children Act 1989 and 2004.

Adults at risk: Any person who is aged 18 years or over and who is at risk of abuse, neglect, exploitation or grooming because of their unmet needs and mental health difficulties. Some organisations use the term "vulnerable adults", however Beacon House will use the terminology 'adults at risk' as this focuses attention on the risks that people face rather than any inherent vulnerability. This is also in line with the terminology used in the Care Act 2014.

DEFINITIONS (CONT)

Regulated Activity: Regulated activity (with children) includes individuals who:

- Teach, train or instruct, care for or supervise children
- Provide advice or guidance wholly or mainly to children relating to their emotional, educational or physical well-being
- Provide health care to children, including psychotherapy and counselling
- Provide personal care to children
- Monitor the content of internet-based services for children
- Drive a vehicle for children

On more than 3 days in a 30-day period or overnight between 2am and 6am with the opportunity for face-to-face contact with the children.

Individuals who undertake the regular day to day management or supervision of individuals carrying out regulated activity with children are also included under 'Regulated Activity'.

Regulated activity (with adults) includes professionals who, as a result of the adult's age, illness or disability, carry out any of the following:

- Train, instruct or provide advice or guidance to adults
- Provide health care, personal care or day-to-day help to adults, including psychotherapy and counselling
- Provide assistance to adults in conducting their affairs
- Convey adults to or from anywhere they would be receiving health care, personal care or social work

These activities only need to be carried out once to be a regulated activity with adults. Individuals who manage or supervise anyone on a day to day basis who carries out regulated activity with adults are also included under this definition.

DEFINITIONS (CONT)

Safeguarding and promoting the welfare of children and adults at risk refers to the process of protecting children and adults from abuse or neglect, and the impairment of their health or development. It also refers to a process that ensures that children grow up in safe, effective and nurturing care, in which children can reach their unique potential. Safeguarding is a preventative approach, and aims to reduce the likelihood and impact of harm.

Child protection refers to the processes undertaken to meet statutory obligations laid out in the Children Act 1989 and associated guidance (see Working Together to Safeguard Children, An Interagency Guide to Safeguard and Promote the Welfare of Children) in respect of those children who have been identified as suffering, or being at risk of suffering harm.

Disclosure is an interchangeable term that applies to any disclosure received during recruitment - including references, self-disclosure form, verbal disclosure, whistleblowing information, DBS and oversees criminal checks.

Staff refers to all those working for or on behalf of Beacon House - full time or part time, employees, self-employed therapists or third-party contractors.

Associates refers to all those practitioners who are self-employed and work for Beacon House to deliver clinical assessments, interventions, consultations and training.

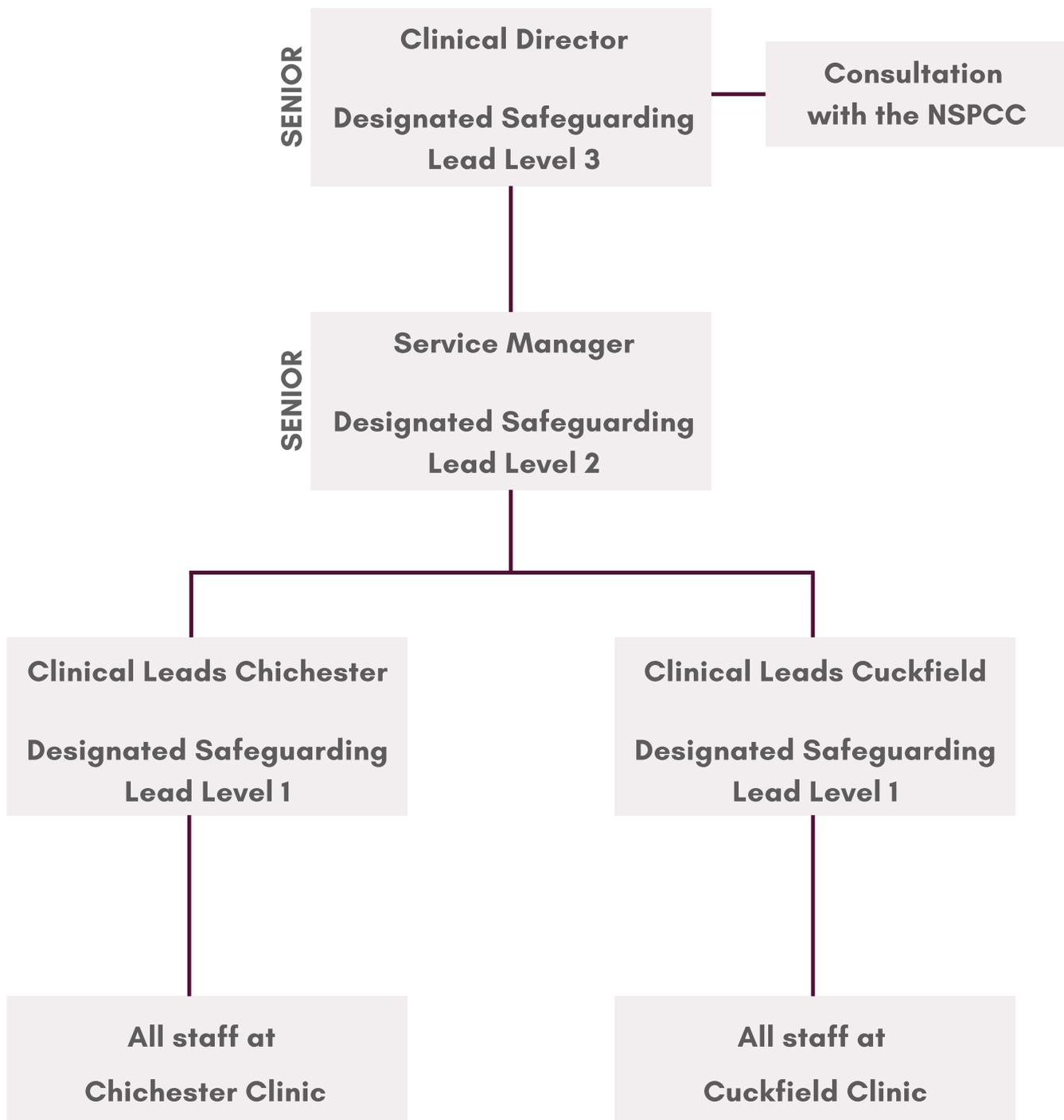
Therapists refers to therapists at Beacon House who work directly with children and adults at risk. They may be employed or self-employed.

Third Party Contractors refers to individuals or companies external to Beacon House commissioned to provide a maintenance or infrastructure service, such as cleaning or information technology.

ROLES AND RESPONSIBILITIES

Structure and accountability

The following structure chart illustrates the levels of safeguarding reporting:



ROLES AND RESPONSIBILITIES (CONT)

It is the Clinical Director's responsibility to:

- Have overall responsibility for the strategic development, monitoring and improvement of safeguarding and safer recruitment practices across the service
- Ensure, through a range of supervision, management and audit processes, that Beacon House has effective policies and procedures in place for the recruitment of all staff
- Audit the Beacon House single central record once a month to ensure all staff are up to date with their required documentation, including DBS certificates; and request updates where necessary
- Develop the job descriptions for employed roles, and the role briefs for self-employed roles; and update them as necessary
- Write the advertisements for all roles
- Contribute to the shortlisting process and be present on the interview panel
- Take responsibility for conducting a risk assessment should a disclosure be made during the recruitment process
- Design and review all documentation related to safer recruitment, including an annual review of this policy
- Include lessons learnt from our recruitment practices in an annual safeguarding practice report
- Delegate the day to day implementation of the safer recruitment policy to the Service Manager
- Offer a policy induction to all new members of staff and record this on the relevant induction checklist

ROLES AND RESPONSIBILITIES (CONT)

It is the Service Manager's responsibility to:

- Ensure that Beacon House operates safer recruitment procedures and that all appropriate checks are carried out and recorded for all staff who join Beacon House
- Inform new recruits about the documentation and checks required; carry out all checks; gather and store all documentation; and record the completion of each stage of the recruitment process
- Request references; verify references via a telephone call and record additional information collated during the verification check. It is also the Service Manager's responsibility to store reference information according to our systems and escalate to the Clinical Director if a reference is not satisfactory
- Escalate to the Clinical Director if a disclosure is made during the recruitment process, in order that a risk assessment can be conducted
- Apply for the DBS clearance for all roles; and delegate to an administrator to ensure the storage of DBS information in accordance with this policy
- Contribute to the shortlisting process and be present on the interview panel.
- Deliver an operational induction to all new members of staff and record this on the relevant induction checklist

It is the Clinical Leads' responsibility to:

- Be familiar with the content of this policy and adhere to it at all times, where relevant
- Contribute to the writing of advertisements by the Clinical Director, participate in the shortlisting process, be present on the interview panel and contribute to decision making
- Offer a clinical induction to all new members of staff and record this on the relevant induction checklist

RECRUITMENT AND SELECTION PROCEDURE

Advertising

To ensure equality of opportunity, Beacon House will advertise all posts to encourage as wide a field of applicants as possible, normally this entails an external advertisement.

Any advertisement will make clear the Service's commitment to safeguarding and promoting the welfare of children and adults at risk. Our safeguarding statement can be found in Appendix One.

Any advert will also consider the risk involved in the role being recruited to, and the environment in which the role will be applied. The advert will apply appropriate language when describing the way in which the role will work and the safeguarding practices in place.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act and our GDPR Privacy Standard.

Defining the role

All roles will have a clear and well-defined role description/role brief which provides clarity about role boundaries and the expected values and behaviours when working at Beacon House. This should include:

- Full range of duties of the role and statement outlining our commitment to safeguarding children and adults at risk
- Key knowledge, skills, experience and behaviours required for the role
- Safety roles and responsibilities, including safeguarding responsibility
- Detailed person specification with criteria for suitability assessment, including safeguarding knowledge, skills, experience, attitude, values and behaviours

RECRUITMENT AND SELECTION PROCEDURE (CONT)

Application Forms

Beacon House uses its own application form and all applicants for either an employed role or a self-employed role will be required to complete an application form containing questions about:

1. Their academic and full employment history
2. Their suitability for the role in terms of skills, experience, qualifications and values
3. Any gaps or discrepancies in employment history
4. Criminal convictions

The application form will include the applicant's declaration regarding convictions and working with children and adults at risk, and will make it clear if the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

It is a criminal offence for any person who is barred from working with children and/or adults to apply for a role in regulated activity at Beacon House.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected, dismissal if the applicant has been selected, and referral to the police and/or the DBS.

Our application form for clinical roles can be found in Appendix Two; and our application form for non-clinical roles can be found in Appendix Three.

Shortlisting

At least two people will be on the shortlisting panel. Shortlisting will be completed by the panel members separately in the first instance, with the panel coming together to discuss once individual shortlisting is complete. When shortlisting, the panel should consider:

- Is the application form fully complete?
- Are there gaps in the employment history and have these been explained sufficiently?
- Is information consistent (e.g. between employment history and reference history)?

RECRUITMENT AND SELECTION PROCEDURE (CONT)

References

See Appendix Four for our reference proforma for clinical roles, and Appendix Five for our reference proforma for non-clinical roles.

Professional references will be requested upon the conditional offer being confirmed to the applicant. All offers of employment will be subject to the receipt of two satisfactory references covering the previous 5 years.

One of the references must be from the applicant's current or most recent employer if possible.

At least one referee must be able to comment on the applicant's suitability to work with vulnerable groups.

References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children and adults at risk.

Any discrepancies or anomalies will be followed up by the Service Manager. Direct contact by telephone will be undertaken with each referee to verify the reference and explore any points identified. The additional information gained is recorded on the reference by the Service Manager and returned to the referee for their records.

Beacon House does not accept open references, testimonials or references from friends or relatives.

RECRUITMENT AND SELECTION PROCEDURE (CONT)

Interviews

There will be a face-to-face interview attended by either the Service Manager or Clinical Director, and the relevant Clinical Lead. Interviews are recorded on the proforma found in Appendix Six.

During the interview, there will be an assessment of suitability against the defined criteria in the job description/role brief and person specification.

Interviews enable the interview panel to explore any anomalies or gaps which have been identified in the applicant's history, to evaluate if they have any safeguarding relevance.

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has been disclosed on the application form.

All staff involved in shortlisting and interviewing will have undertaken safer recruitment training, which is updated every three years.

All applicants who are invited to interview are asked to bring their passport as photo ID. Following the conditional offer, they are asked to return to Beacon House and provide the following to the Service Manager:

- Original certificates related to their core qualifications
- Evidence of their membership with the relevant professional body
- ID required to undertake the relevant DBS check and a right to work check

Photocopies of documentation will be taken, and stored on their personnel record in line with our privacy policy.

The information from interview will be collated together with the information in the application form and any testing/tasks given to the applicant, in order to inform the final decision.

Unsuccessful applicant documents will be retained for a period of six months in line with our retention policy, and then securely destroyed once that six months has passed.

RECRUITMENT AND SELECTION PROCEDURE (CONT)

Offer of a role at Beacon House

Beacon House carries out a number of pre-recruitment checks in respect of all prospective employees and associates.

If Beacon House decides to make an offer of employment or contracted self-employed work following the interview, any such offer will be conditional on the following satisfactory checks:

1. The agreement of a mutually acceptable start date and the signing of a contract incorporating the Beacon House's terms and conditions
2. Verification of the applicant's identity (if this has not previously been verified)
3. The receipt of two satisfactory references (one of which must be from the applicant's most recent employer, and both of which must collectively cover the previous 5 years)
4. Where the position amounts to working with children and/or adults at risk, the receipt of an enhanced disclosure from the DBS which the Service Manager considers to be satisfactory
5. Where the position does not amount to regulated activity, the receipt of a basic disclosure from the DBS, which the Service Manager considers to be satisfactory
6. Where the position is working with children or adults at risk, confirmation that the applicant is not named on the Children's and/or Adult's Barred List
7. Verification of the applicant's right to work in the UK
8. Any further checks which are necessary as a result of the applicant having lived or worked outside of the UK such as an overseas criminal records check, overseas employment referees, and a check for sanctions by professional bodies overseas
9. Verification of professional qualifications which are required in order to accept the role
10. Verification of professional registration with the HCPC or an equivalent body

See Appendix Seven for the recruitment checklists used by the Service Manager to track and audit paperwork obtained. The applicant's checklist is retained on their personnel files.

We will carry out all checks in compliance with the current Data Protection regulations. Information will only be obtained where it is essential to the recruitment decision and kept in accordance with the Act.

It is the responsibility of successful applicants to provide all relevant documentation to assist with the final stage of the recruitment process. Failure to do so may result in delays in the new staff member's start date.

RECRUITMENT AND SELECTION PROCEDURE (CONT)

The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to children. Therefore, any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the amendment order 2013 must be declared when applying for a position working with children and/or adults at risk. The disclosure statement is included within the application form, and we operate a self-disclosure process in addition to this.

See Appendix Eight for our self-disclosure form.

DBS (Disclosure and Barring Service) Check

The DBS provides controlled access to criminal records and related information through its Disclosure Service, enabling companies to make safer recruitment decisions by identifying applicants who may be unsuitable for work involving direct contact with children and adults at risk, and/or have access to sensitive and/or confidential information about children and adults.

The DBS Code of Practice sets out the obligations that must be met by recipients of disclosure information, a copy of which is available on the home office website on the DBS homepage.

<https://www.gov.uk/government/organisations/disclosure-and-barringservice>.

There are four levels of DBS disclosure: basic, standard, enhanced and enhanced with barred list:

1. **A basic check** will contain details of convictions and conditional cautions considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.
2. **A standard disclosure** shows current and spent convictions, cautions, reprimands and warnings held on the Police National Computer.
3. **An enhanced disclosure** contains the same information as the standard disclosure plus any relevant and proportionate information held by local police forces.
4. **An enhanced disclosure with barred list check** contains all the above from point 3, as well as a check of the new Children and/or Vulnerable Adults barred lists where requested.

RECRUITMENT AND SELECTION PROCEDURE (CONT)

DBS (Disclosure and Barring Service) Check (CONT)

The level at which a disclosure is processed depends on whether the individual is working in a regulated activity or not.

Beacon House applies for an enhanced disclosure with barred list check from the DBS for all roles working in a regulated activity. Alternatively, we can accept an existing enhanced DBS that was issued within the last three years, if it is for the same role.

The purpose of carrying out or requesting an enhanced check is to identify whether an applicant has any spent or unspent cautions, reprimands, final warnings that are not “protected” and any other relevant suitability information.

The purpose of carrying out the barred list check is to determine whether the individual is barred from working with children and/or adults at risk.

For non-clinical roles (such as secretarial positions), an enhanced DBS check without a barred check list will be requested.

It is Beacon House’s policy that the DBS disclosure must be obtained before the commencement of work within the service.

DBS certificates must be renewed every three years (or annually for those using the DBS update service). Staff may choose to subscribe to the DBS update service which allows applicants to keep their DBS certificates up-to-date and readily available for re-checking by Beacon House.

Staff at Beacon House are aware of their obligation to inform the Service Manager of any sanctions, cautions or convictions that arise between these checks taking place.

If a successful applicant opts for the DBS Update Service, the Service Manager at Beacon House will:

1. Obtain consent from the applicant to carry out an update search.
2. Confirm the certificate matches the individual’s identity.
3. Examine the original certificate to ensure that it is for the appropriate workforce and level of check, i.e. enhanced certificate or enhanced with barred.
4. The update check would identify and advise whether there has been any change to the information recorded since the initial certificate was issued. Applicants will be able to see a full list of those organisations that have carried out a status check on their account.

RECRUITMENT AND SELECTION PROCEDURE (CONT)

Dealing with convictions

Beacon House operates a formal risk assessment procedure if a DBS certificate is returned with details of convictions. In such scenarios, we will put together a risk assessment panel, led by our Clinical Director. We will use the risk assessment form (found in Appendix Nine) and will seek support from external agencies (e.g. police force, probation officer etc) as appropriate.

Consideration will be given to the Rehabilitation of Offenders Act 1974, Exceptions Order 1975, Amendment Order 2019, and also:

- The nature, seriousness and relevance of the offence
- How long ago the offence occurred
- One-off or history of offences
- Changes in circumstances
- Decriminalisation
- Remorse
- Mitigating circumstances
- Triggers present in the post being applied for
- Whether it was an overseas or a UK conviction
- Whether it is a one-off offence or whether this is a history of offences

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Clinical Director and Service Manager will evaluate all of the risk factors above before a position is offered or confirmed.

DBS Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

DBS Retention

Once a recruitment (or another relevant) decision has been made, Beacon House does not keep disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep disclosure information for longer than six months, Beacon House will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

RECRUITMENT AND SELECTION PROCEDURE (CONT)

Disposal

Once the retention period has elapsed, Beacon House will ensure that any disclosure information is permanently and securely destroyed.

Beacon House will not keep any photocopy or other image of the disclosure or any copy or representation of the contents of a disclosure, once we are satisfied that the DBS clearance checks have been completed and recorded on our Central Single Record. However, notwithstanding the above, Beacon House will keep a record of the date of issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken. These details are retained on our Single Central Record.

Right to Work

All applicants are required to undergo a right to work check as proof of identity/eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines.

Beacon House does not discriminate on the grounds of age. Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

In undertaking this check, we will:

1. See the applicant's original documents
2. Check that the documents are valid with the applicant present
3. Make and keep copies of the documents and record the date we made the check

During the check, we will ensure:

- The documents are genuine, original, unchanged and belong to the applicant
- The dates for the applicant's right to work in the UK have not expired
- The photos are the same across all documents and look like the applicant
- Dates of birth are the same across all documents
- The applicant has permission to do the type of work we are offering (including any limit on the number of hours they can work)
- If 2 documents give different names, the applicant has supporting documents showing why they are different, such as a marriage certificate or divorce decree

Checks are undertaken in accordance with the document 'An Employers' Guide to Right to Work Checks, 2019'.

The checklist used to record this procedure can be found in Appendix Ten.

RECRUITMENT OF EX-OFFENDERS

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the DBS), Beacon House complies fully with the Revised Code of Practice for Disclosure and Barring Registered Persons (2015) and undertakes to treat all applicants for positions fairly.

Beacon House undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about.

We can only ask an individual about convictions and cautions that are not protected.

We are committed to the fair treatment of staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select candidates based on their skills, qualifications, experience and values.

For positions where a criminal record check is necessary, we make clear on our recruitment materials that an application for DBS certificate will be submitted in the event of an offer being made. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. This discussion supports a fair assessment of the relevance of conviction information and circumstances surrounding any offences. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of a role at Beacon House.

We undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of work at Beacon House.

PROBATION PERIOD

All employed staff are offered a probationary period of three months, which is written into their contract. Beacon House has the right to extend the probation period if concerns arise regarding the employee's performance or conduct. This will always be discussed with the employee with clear targets for improvement if necessary.

After the agreed probation period, a meeting is held to confirm the cessation of the probation period, or otherwise. This is confirmed in writing by the Clinical Director to the employee.

Self-employed staff are not eligible for a probation period, however, their performance and conduct are monitored within their clinical oversight structure, and any significant concerns related to either capability of conduct may result in them no longer being offered work opportunities at Beacon House.

INDUCTION

All new members of staff are given an operational induction programme by the Service Manager, a policy induction programme by the Clinical Director and a clinical induction programme by the relevant Clinical Lead. At the end of the induction period, the Service Manager, Clinical Lead and new member of staff sign the induction programme to confirm that it has all been adequately addressed and understood.

Our induction programmes for clinical staff can be found in Appendix 11, and for non-clinical staff can be found in Appendix 12.

The following areas are covered in relation to our safeguarding framework:

- The identity and contact details of the DSL
- The roles DSLs have within the service
- The roles of the staff member related to safeguarding culture and practice
- Familiarisation with our safeguarding framework and a signature to confirm the policy has been accepted and will be complied with
- Key procedures related to the day to day practice of safeguarding (e.g. what to do if there is a concern about a child or adult at risk being at risk of harm and how to raise a concern about another member of staff)
- The safeguarding staff code of conduct and the procedure for reporting a wrong-doing
- The requirements for child protection training

RECORD RETENTION/DATA PROTECTION

Beacon House is required to undertake the range of checks outlined in this policy. Therefore, if an applicant is successful in their application, Beacon House will retain on their personnel file any relevant information provided as part of the application process.

This will include:

- Their application form
- Copies of documents used to verify identity, right to work in the UK and qualifications
- Professional body registration number and/or certificate
- Two references
- Self-disclosure form
- Risk assessment form, if applicable
- The applicant's full name and previous names, date of birth, address, personal telephone numbers, email address, and next of kin
- Bank details
- National insurance number
- A photograph

In line with our Privacy Policy for employees and associates, the above information will be retained for the duration of time they are working with Beacon House, and for seven years following the end date of their work with us, if in that period of time:

- There has been no apparent breach of the contract
- There have been no proven allegations made against the individual regarding safeguarding or professional poor practice

If there are such allegations about safeguarding relating to an individual, either during their working period with Beacon House or in the seven years following, we will retain their data for 10 years after they have retired, or when they reach 75, whichever is later.

False, malicious or unsubstantiated records are deleted from their personnel record.

ONGOING EMPLOYMENT/CONTRACTING TO BEACON HOUSE

Beacon House recognises that safer recruitment and selection is not just about the start of employment or a self-employed contract, but should be part of a safer culture at Beacon House. Beacon House therefore provides ongoing support and oversight for all staff. The structures through which this takes place are described in our Supervision and Management Policy.

MANAGING ALLEGATIONS AGAINST STAFF

If at any point during the recruitment process, the period of time the individual is working for or with Beacon House, or following their departure from Beacon House a safeguarding allegation is made against them, the procedures set out in detail in our Safeguarding Framework will be followed.

THIRD PARTY CONTRACTORS

How we manage third party contractors is dealt with under our Safeguarding Framework.

VISITORS

The nature of our services means that members of the public enter our building on a frequent basis. This includes clients who are accessing therapeutic services and delegates attending training events. We also receive frequent visits from professional colleagues who work in other services.

We do not have the right to administer recruitment checks on visitors to Beacon House, but we apply steps to mitigate risk as far as possible. This is outlined in our Safeguarding Framework.

APPENDIX ONE

OUR SAFEGUARDING STATEMENT FOR ADVERTISEMENTS

We are committed to safeguarding and protecting the children and adults that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of a criminal records and vetting checks. We have a range of policies and procedures in place which promote safeguarding and safer working practice across all aspects of our service.

APPENDIX TWO

APPLICATION FORM FOR CLINICAL ROLES (EMPLOYED OR SELF-EMPLOYED)

Beacon House Application Form (Clinical)

Thank you for your interest in working with Beacon House. Please take your time to complete this application form, which we will carefully consider in line with our safer recruitment policy.

Beacon House Values

Safeguarding Statement

Beacon House is highly committed to the safeguarding of all children and adults at risk who come into contact with our service. Following safer recruitment procedures is the first step to ensuring we are able to keep all those who come into contact with Beacon House safe.

If the role you are applying for involves frequent or regular contact with, or responsibility for, children or adults at risk, or access to their sensitive data, you will also be required to apply for a valid DBS (Disclosure and Barring Service) certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role. You are welcome to request our full Safer Recruitment policy or access our Safeguarding Framework on our website (www.beaconhouse.org.uk).

GDPR Statement

Please note that your personal data will be recorded, stored, processed and utilised for safer recruitment purposes in accordance with our Privacy Policy. If your application is not successful on this occasion, we will securely and permanently destroy all information you have provided to us after six months, in line with our retention policy.

Equality and Inclusion Statement

The work of Beacon House is based on the belief that each individual is of equal worth regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics). All application forms will be considered equally, regardless of the above characteristics, and on the basis of the applicant's ability, experience, professional values and qualifications. We recognise the value of employing a diverse workforce in order to cater in the best way for our clients

Therapeutic framework

Beacon House offers a wide variety of therapeutic approaches and our team includes a diverse range of professional backgrounds and disciplines. We embrace clinical creativity, safe and effective ways of working. An important principle underpinning our service is that we are formulation-driven, rather than diagnosis-driven. We have an over-arching framework of being trauma-informed, and we always strive to understand the function of an individual's attachment pattern in formulating their needs and behaviours.

APPENDIX TWO (CONT)

APPLICATION FORM FOR CLINICAL ROLES (EMPLOYED OR SELF-EMPLOYED) CONT

Professional membership

Name of professional body	Membership number

Personal Statement

Provide evidence of how you meet the criteria within the person specification for the role.

What personal and professional values do you bring to your work, and how do your values influence your practice?

APPENDIX TWO (CONT)

APPLICATION FORM FOR CLINICAL ROLES (EMPLOYED OR SELF-EMPLOYED) CONT

In line with our safer recruitment policy, please use this space to explain the reason for any gaps in your work history.

Have you lived or worked overseas at any time? If so, please provide details

Declaration of criminal convictions

We recognise the contribution that ex-offenders can make as employees, and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to a role at Beacon House. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and we will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age at the time of the offence(s).
- The length of time since the offence(s) occurred.
- The circumstances surrounding the offence(s) and the explanation(s) offered
- Whether the situation has changed since the offense

It is important that applicants understand that failure to disclose all unspent convictions could result in disciplinary proceedings or dismissal.

APPENDIX TWO (CONT)

APPLICATION FORM FOR CLINICAL ROLES (EMPLOYED OR SELF-EMPLOYED) CONT

<p>Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013?</p> <p>Yes/No</p>	
<p>If yes, please provide details:</p>	
Your signature	
Today's date	

Please sign here to consent to us utilising your personal and special data about you in order that we can process your application in accordance with our safer recruitment policy.

Your signature	
Today's date	

APPENDIX THREE

APPLICATION FORM FOR NON-CLINICAL ROLES

Beacon House Application Form (Non-Clinical)

Thank you for your interest in working with Beacon House. Please take your time to complete this application form, which we will carefully consider in line with our safer recruitment policy.

Beacon House Values

Safeguarding Statement

Beacon House is highly committed to the safeguarding of all children and adults at risk who come into contact with our service. Following safer recruitment procedures is the first step to ensuring we are able to keep all those who come into contact with Beacon House safe.

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Beacon House offers a wide variety of therapeutic approaches and our team includes a diverse range of professional backgrounds and disciplines. We embrace clinical creativity, safe and effective ways of working. An important principle underpinning our service is that we are formulation-driven, rather than diagnosis-driven. We have an over-arching framework of being trauma-informed, and we always strive to understand the function of an individual's attachment pattern in formulating their needs and behaviours.

APPENDIX THREE (CONT)

APPLICATION FORM FOR NON-CLINICAL ROLES (CONT)

What personal and professional values do you bring to your work, and how do your values influence the way you work?

Is there anything else you would like us to know?

Have you completed safeguarding training in the last three years, if so, please give details:

APPENDIX THREE (CONT)

APPLICATION FORM FOR NON-CLINICAL ROLES (CONT)

Have you had a DBS issued within the last three years? If so, please give details of the role you were checked for, the level of DBS check obtained and date of issue.

In line with our safer recruitment policy, please use this space to explain the reason for any gaps in your work history.

Have you lived or worked overseas at any time? If so, please provide details

APPENDIX THREE (CONT)

APPLICATION FORM FOR NON-CLINICAL ROLES (CONT)

Declaration of criminal convictions

We recognise the contribution that ex-offenders can make as employees, and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to a role at Beacon House. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and we will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age at the time of the offence(s).
- The length of time since the offence(s) occurred.
- The circumstances surrounding the offence(s) and the explanation(s) offered
- Whether the situation has changed since the offense

It is important that applicants understand that failure to disclose all unspent convictions could result in disciplinary proceedings or dismissal.

<p>Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013?</p> <p>Yes / No</p>	
<p>If yes, please provide details:</p>	
<p> </p>	
<p>Your signature</p>	<p> </p>
<p>Today's date</p>	<p> </p>

Please sign here to consent to us utilising your personal and special data about you in order that we can process your application in accordance with our safer recruitment policy.

<p>Your signature</p>	<p> </p>
<p>Today's date</p>	<p> </p>

APPENDIX FOUR

REFERENCE PROFORMA FOR CLINICAL ROLES

Referee Details

Please provide details of two referees, who we will contact in writing within the next two weeks.

Your referees must:

1. Cover your work over the previous five years
2. Include your current or most recent employer
3. Include someone who has supervised your clinical work, if the role you have applied for is as a therapist.

Your referees must NOT:

1. Be a friend or family member

Please note that we will telephone your referee on receipt of their reference to verify their identity.

Referee 1	
Full name	
Address	
Telephone number(s)	
Email address	
The referee's relationship to you	
Please provide the start and end dates that this referee worked with you for	

Please mark with an 'X' here to confirm you are happy for us to contact this referee:

APPENDIX FOUR (CONT)

REFERENCE PROFORMA FOR CLINICAL ROLES (CONT)

Referee 2	
Full name	
Address	
Telephone number(s)	
Email address	
The referee's relationship to you	
Please provide the start and end dates that this referee worked with you for	

Please mark with an 'X' here to confirm you are happy for us to contact this referee:

APPENDIX FOUR (CONT)

REFERENCE PROFORMA FOR CLINICAL ROLES (CONT)

PROFESSIONAL REFERENCE (Clinical)

Applicant's Name:

The above individual has applied to work within our team as a **<insert job role>**, and they have provided your name as a referee.

Please can we ask you to complete the form below and return to us at jayne.hemming@beaconhouse.org.uk within the next 10 days?

Please note that, if the applicant is successful, your reference will be stored on their personnel file, but they are *not* entitled to access it under the Data Protection Act (2018).

Today's date	
Your name	
Your job title	
The name of your organisation	
Your address:	
Your telephone number/s	
Your email address	
How long have you known the applicant for?	
What is/was your relationship to the applicant?	

APPENDIX FOUR

REFERENCE PROFORMA FOR CLINICAL ROLES (CONT)

<p>Are you aware of any current or previous disciplinary action or sanctions taken against this person where there were concerns relating to children's or adult's safety or protection? If yes, please provide details:</p>	
<p>Are you aware of any proven allegations or ongoing investigations against this person where there are concerns relating to children's or adult's safety or protection? If yes, please provide details</p>	
<p>The applicant will be working within a multi-disciplinary team with vulnerable children, teenagers or adults in a therapeutic capacity. Please indicate any reasons why the applicant would not be suitable for this role.</p>	
<p>Please provide a reference for the applicant, bearing in mind their qualities in the following areas:</p>	
1. Professionalism and integrity	
2. Clinical competence	
3. Reliability and efficiency	
4. Team working	
5. Capacity for empathy and compassion	
6. Understanding and knowledge of safeguarding vulnerable groups	
7. Attitude towards vulnerable groups	
<p>Would you recommend the applicant?</p>	<p>Yes/No</p>

APPENDIX FOUR

REFERENCE PROFORMA FOR CLINICAL ROLES (CONT)

Please note: in line with our safer recruitment policy, our Service Manager will telephone you within 14 days of receipt of this reference to verify what you have said. The content of the telephone call will be recorded by our Service Manager in the box below and returned to you for your own records.

Verification Telephone Call Record – For Office Use Only	
Date and time of telephone call	
Telephone call record by	

APPENDIX FIVE

REFERENCE PROFORMA FOR NON-CLINICAL ROLES

PROFESSIONAL REFERENCE (Non-Clinical)

Applicant's Name:

The above individual has applied to work within our team as a <insert job role>, and they have provided your name as a referee.

Please can we ask you to complete the form below and return to us at jayne.hemming@beaconhouse.org.uk within the next 10 days?

Please note that, if the applicant is successful, your reference will be stored on their personnel file, but they are *not* entitled to access it under the Data Protection Act (2018).

Today's date	
Your name	
Your job title	
The name of your organisation	
Your address:	
Your telephone number/s	
Your email address	
How long have you known the applicant for?	
What is/was your relationship to the applicant?	

APPENDIX FIVE

REFERENCE PROFORMA FOR NON-CLINICAL ROLES (CONT)

<p>Are you aware of any current or previous disciplinary action or sanctions taken against this person where there were concerns relating to children's or adult's safety or protection? If yes, please provide details:</p>	
<p>Are you aware of any proven allegations or ongoing investigations against this person where there are concerns relating to children's or adult's safety or protection? If yes, please provide details:</p>	
<p>The applicant will be working within a multi-disciplinary therapeutic team which provides services to vulnerable children, teenagers and adults. Please indicate any reasons why the applicant would not be suitable for this role.</p>	
<p>Please provide a reference for the applicant, bearing in mind their qualities in the following areas:</p>	
1. Professionalism and integrity	
2. Reliability and efficiency	
3. Team working	
4. Capacity for empathy and compassion	
5. Understanding and knowledge of safeguarding vulnerable groups	
6. Attitude towards vulnerable groups	
Would you recommend the applicant?	Yes/No

APPENDIX FIVE

REFERENCE PROFORMA FOR NON-CLINICAL ROLES (CONT)

Please note: in line with our safer recruitment policy, our Service Manager will telephone you within 14 days of receipt of this reference to verify what you have said. The content of the telephone call will be recorded by our Service Manager in the box below and returned to you for your own records.

Verification Telephone Call Record – For Office Use Only	
Date and time of telephone call	
Telephone call record by	

APPENDIX SIX

RECRUITMENT CHECKLIST PROFORMA – CLINICAL ROLES

Individual Interview Record

This form should be completed for each interviewed candidate and stored in line with our retention guidelines. Candidates have the right to access their interview notes under the Data Protection Act 1998.

Post title:	
Interviewer:	
Interview date:	
Candidate's name:	
Total score:	

Question No.	Interview notes	Score out of 5
1		

2		
3		
4		

8		
9		
10		

14		
15		
16		

5		
6		
7		

11		
11		
11		

APPENDIX SEVEN

RECRUITMENT CHECKLIST PROFORMA – NON-CLINICAL ROLES

Recruitment Checklist

Name of member of staff:	
Title of role:	
Employment status for this role:	
Clinical or non-clinical:	
Name of responsible Service Manager:	

Document/Check	Date requested	Date completed	Satisfactory?
Application form			
Photo ID			
Right to work check			
Reference 1			
Reference 2			
DBS Clearance			
Barred list check (clinical roles only)			
Self-disclosure form			
Overseas check			
Professional registration evidence (clinical roles only)			
Professional indemnity insurance (clinical roles only)			
Qualification certificate/s			
Supervisor form (clinical roles only)			
Personal details form			
Website profile (clinical roles only)			
Website photo			

APPENDIX EIGHT

SELF DISCLOSURE FORM

Self-Disclosure Form **Private and confidential**

Part 1: For completion by Beacon House:

Name of applicant:	
Previous name(s):	
Address and postcode:	
Telephone/mobile no:	
Date of birth:	
Gender:	
Identification (tick box below):	
<input type="checkbox"/>	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.
UK passport with details of issuing office or non-UK passport with work permit/visa	<input type="checkbox"/>
UK photo-card driving licence	<input type="checkbox"/>
Proof of National Insurance number or current work permit number	<input type="checkbox"/>
Proof of home address and postcode	<input type="checkbox"/>
Signature of authorised officer at Beacon House:	
Print name:	
Date:	

APPENDIX EIGHT

SELF DISCLOSURE FORM (CONT)

Part 2 - For completion by the applicant named in Part 1

This form is to be completed by all applicants and will be reviewed at the point that an employment / self-employed decision is made.

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children or adults at risk, or access to their sensitive data, you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance.

<p>Have you ever been known to any children's/social services department or to the police as being a risk or potential risk to vulnerable groups?</p>	<p>Yes / No</p>
<p><i>If yes, please provide further information:</i></p>	
<p>Have you been the subject of any allegation, disciplinary investigation and/or sanction by any organisation or professional body due to concerns about your behaviour, actions or conduct towards children or adults at risk?</p>	<p>Yes / No</p>
<p><i>If yes, please provide further information and include details of the outcome:</i></p>	

APPENDIX EIGHT

SELF DISCLOSURE FORM (CONT)

<p>Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013?</p>		<p>Yes / No</p>
<p><i>If yes, please provide further information:</i></p>		
<p>Do you have any spent or unspent convictions from a court outside of the United Kingdom?</p>		<p>Yes / No</p>
<p><i>If yes, please provide further information:</i></p>		
<p>Confirmation of declaration (tick box below)</p>		
<input type="checkbox"/>	<p>I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation’s attention.</p>	
<input type="checkbox"/>	<p>In accordance with the organisation’s procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.</p>	
<input type="checkbox"/>	<p>I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people or adults at risk.</p>	
<input type="checkbox"/>	<p>I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard vulnerable groups.</p>	
<p>Signature of applicant:</p>		
<p>Print name:</p>		
<p>Date:</p>		

APPENDIX NINE

RISK ASSESSMENT FORM TO EVALUATE DISCLOSURES

Risk Assessment Decision Framework for Disclosures Form - For applicants for employment or associates

This framework has been created to aid the process of decision making and recording of matters relating to disclosures.

1. Personal Details

Name of applicant				
Date of birth				
Position applied for				
Type of engagement/contract (mark with x)	Applicant for employment	<input type="checkbox"/>	Associate applicant	
Type of DBS check undertaken including barred list checks (mark with x)	<input type="checkbox"/>	Basic		
	<input type="checkbox"/>	Standard		
	<input type="checkbox"/>	Enhanced		
	<input type="checkbox"/>	Enhanced and children barred list		
	<input type="checkbox"/>	Enhanced and adult barred list		
	<input type="checkbox"/>	Enhanced and both barred list		
Issue date of DBS certificate				
Ref number of DBS certificate				
Dates and details of convictions, bind-overs, cautions or other such matters as outlined on DBS Disclosure or provided as additional information by DBS.				
Include information related to the offence:				
Was the offence committed in England?				
Is it still considered an offence in England or has it been decriminalised?				
Recent and relevant employment or volunteering history		Period (From & to dates)	Name of employer	Position & responsibilities
	1			
	2			
	3			

APPENDIX NINE

RISK ASSESSMENT FORM TO EVALUATE DISCLOSURES (CONT)

2. Employment Check Status

References (mark with x)	Ref. 1	Satisfactory		Not Satisfactory		Not Received	
	Ref. 2	Satisfactory		Not Satisfactory		Not Received	
	Ref. 3	Satisfactory		Not Satisfactory		Not Received	
The following employment checks are outstanding:							

3. Applicant provided information (can be face to face, phone or email)

Does the individual agree that the information provided on the DBS Disclosure is correct? (mark with x)		Yes		No	
If No, provide any relevant details and/or steps taken to address the inaccuracies:					
Were the convictions, bind-overs, cautions etc. declared on the Application Form, the recruitment checklist, the self-declaration form or at any other point before the disclosure was received? (mark with x)		Yes		No	
Has the applicant volunteered the details of the conviction(s) openly? (mark with x)		Yes		No	
If yes are there any discrepancies between the information the applicant has provided and that contained in the disclosure certificate? If yes please detail	If Yes, please quote exact wording provided on application form or via email/phone discussion:				
	What were any mitigating reasons given for this?				
Detail any information provided here by the applicant related to the offences revealed					
What were the circumstances of the offence?					
Does the applicant provide mitigating circumstances?					
Is the applicant regretful? Would they do anything differently now?					
Has the individual's circumstances changed since the conviction?					
Please attach any other supporting information provided by the applicant in relation to this issue. All supporting documents must be signed by the applicant					

APPENDIX NINE (CONT)

RISK ASSESSMENT FORM TO EVALUATE DISCLOSURES (CONT)

Applicant signature or attach email confirmation by the individual of the information given above			
I confirm that the information provided above is complete and accurate. I understand that false information or failure to disclose relevant information could lead to a withdrawal of an offer of employment/volunteering opportunity			
Signature		Date	
Signature of interviewing manager		Date	

4. Relevant considerations (to be complete by the risk assessment panel)

<p>Legal or regulatory requirements.</p> <p>For example a regulated activity which would prevent Beacon House from allowing the person who is barred from working with children and/or adults to work of volunteer with those groups</p>	
<p>The seriousness of the offence</p> <p>Information to be considered about the detail of the offence as described by the individual</p>	
<p>The age of the applicant at the time of the offence</p> <p>Consideration should be given to crimes which were committed when the applicant was growing up and if there is a pattern of offending behaviour (see below)</p>	
<p>Pattern of offending behaviour</p> <p>Is this a single offence or is there a pattern of offending behaviour or allegations which may indicate that they have not put their offending behaviour behind them</p>	
<p>The circumstances of the offence</p> <ul style="list-style-type: none"> • What information has been offered by the individual? • What mitigating circumstances have been provided? • Consideration should be given to any change in the applicant's circumstances since the offence/s took place. 	
<p>Life experiences</p> <p>Any experiences they may have had since the offending behaviour to evidence their rehabilitation. For example, volunteering activities/community activity undertaken, or evidence that they can provide which demonstrates a change in their home or personal circumstances.</p>	

APPENDIX NINE (CONT)

RISK ASSESSMENT FORM TO EVALUATE DISCLOSURES (CONT)

<p>Nature of the hazard?</p> <p>E.g. reputational risk, risk to customers or clients, risk of theft?</p> <p>Does the nature of the post applied for present any opportunities for re-offending?</p>	
<p>If risk to others provide more detail of the nature of the risk and who might be harmed</p>	
<p>What is already/will be done to minimise risk?</p> <p>What safeguards can be put in place? What supervision is available and how readily?</p>	
<p>What is the likelihood of hazard/risk reoccurring?</p> <p>1. very unlikely 2. fairly unlikely 3. fairly likely 4. very likely</p> <p>Please provide detail to support your assessment</p>	
<p>Impact of hazard/risk?</p> <p>1. minor impact 2. fairly serious impact 3. very serious impact</p> <p>Please provide detail to support your assessment.</p>	
<p>What is the remaining risk based on likelihood and impact?</p> <p>Is this low/medium/high?</p>	

APPENDIX NINE (CONT)

RISK ASSESSMENT FORM TO EVALUATE DISCLOSURES (CONT)

6. Final Decision by Panel

Recruitment Process and Employment Checks to proceed		<i>(please indicate with x)</i>		
Individual UNSUITABLE for this employment or position		<i>(please indicate with x)</i>		
Decision Rationale/Comments				
Detail information here which summarises your decision and describe any proposed mitigation measures if any e.g. repeat DBS in 12 months/review of Update service in 12 months				
Print name				
Signature				
Role				
Phone Number		Date		

APPENDIX TEN

RIGHT TO WORK CHECKLIST

Staff member's name:				
Check conducted by:				
Date of check:				
Type of check:	Pre-recruitment check	<input type="checkbox"/>	Follow up check	<input type="checkbox"/>
Form of ID checked:				

To be completed by the individual undertaking the check:

Are photographs consistent across documents and with the person's appearance?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are dates of birth consistent across documents and with the person's appearance?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering?	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you taken a copy of the document and stored it in line with our safer recruitment and GDPR policy?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is a follow up check required in six months' time?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

APPENDIX ELEVEN

INDUCTION CHECKLISTS FOR CLINICAL STAFF (CONT.)

Operational induction for clinical staff

Therapist's name	
Carried out by	

1. Roles and Responsibilities of the team

	Done	Date
a. The structure of the organisation and lines of accountability		
b. Admin support available to the therapist (and what is not covered by admin)		
c. Provide contact details sheet of internal and external numbers		

2. Database training

	Done	Date
a. General introduction		
b. How to update the clinical record		
c. Where to find key documents		
d. Where to find key client contact details		
e. Case closure process		

3. SharePoint training

	Done	Date
a. The purpose of Client Files		
b. How to write a letter		
c. Where to find resources		

4. Outlook calendar training

	Done	Date
a. How to book a room		
b. Room allocation for therapist		
c. Set appointments times and rationale		

5. Contract

	Done	Date
a. Signature for the contract		

APPENDIX ELEVEN (CONT)

INDUCTION CHECKLISTS FOR CLINICAL STAFF (CONT)

6. Timesheets

	Done	Date
a. Where to find it and how to complete it		
b. Ensure full client name is used and funding stream specified if it's not self-funding (e.g. ASF)		
c. Completion date is the last day of the month		
d. Pay day is 15th of the following month		
e. Any queries – ask Karen		

7. Treatment plans and estimates

	Done	Date
a. Where to find them and how to use them		
b. Where to find 'funding' information on the clinical record		

8. Taking annual leave and sick leave

	Done	Date
a. What to do for sick days		
b. What to do when booking leave (inform admin, inform clients, update calendar and update clinical record)		

9. Health and Safety & building etiquette

	Done	Date
a. Where to find the Health & Safety policy and handbook		
b. What to do if there is a Health & Safety concern		
c. How to report an accident or near miss		
d. What to do if a first aider is needed		
e. What to do in a fire		
f. Opening up and locking down process		
g. How to maintain the shared spaces		
h. Keys		

Service Manager Name:	
Service Manager Signature:	
Date:	
Therapist's Name:	
Therapist's Signature:	
Date:	

APPENDIX ELEVEN (CONT)

INDUCTION CHECKLISTS FOR CLINICAL STAFF (CONT)

Policy induction for clinical staff

Therapist's name	
Carried out by:	

1. *Safeguarding Framework*

	Done	Date
a. Who the DSLs in the team and what their roles are		
b. The safeguarding responsibilities of the staff member including code of conduct		
c. Familiarisation with the safeguarding framework and its location		
d. Key procedures if a child or adult is at risk, or if there are concerns about a member of staff		
e. Requirements for safeguarding training		
f. Requirements for DBS renewal		
g. Staff's responsibility to inform Service Manager if any proven safeguarding allegations are made against them.		
h. Signature of policy compliance		

2. *Compliments, concerns and complaints policy*

	Done	Date
a. Where to find the complaints procedure		
b. How the complaints procedure is made available to clients		
c. What to do if a client raises a concern		
d. What to do if a client raises a complaint		
e. How clients can give us feedback		
f. Use of feedback forms		
g. Signature of policy compliance		

3. *Equality, diversity and inclusion policy*

	Done	Date
a. Where to find the Equality, Diversity and Inclusion policy		
b. Staff code of conduct related to equality, diversity and inclusion		
c. How to raise a concern about discrimination or prejudice		
d. Signature of policy compliance		

APPENDIX ELEVEN (CONT)

INDUCTION CHECKLISTS FOR CLINICAL STAFF (CONT)

4. Supervision and Management Policy

	<i>Done</i>	<i>Date</i>
a. Where to find the Supervision and Management policy		
b. The supervision and management structure relevant to the role		
c. Recording procedures for supervision and management		
d. Requirements for clinical supervision		
e. Signature of policy compliance		

5. GDPR Privacy Standard

	<i>Done</i>	<i>Date</i>
a. Where to find the GDPR Privacy Standard		
b. Where to find the Privacy Policies		
c. Key requirements about GDPR practice		
d. How and when to report a data breach		
e. The identity and role of the Data Protection Officer		
f. Data protection for the staff member's personal information		
g. Signature of policy compliance		

6. Other policies

	<i>Done</i>	<i>Date</i>
a. Statement of Purpose for adopted children and adults		
b. Quality assurance		
c. Signatures of policy compliance		

Clinical Director's Name:	
Clinical Director's Signature:	
Date:	
Therapist's Name:	
Therapist's Signature:	
Date:	

APPENDIX ELEVEN (CONT)

INDUCTION CHECKLISTS FOR CLINICAL STAFF (CONT)

Clinical induction for clinical staff

Therapist's name:			
Carried out by:			
	<i>Done</i>	<i>Date</i>	
1. Role of clinical lead in relation to the therapist.			
2. Clarification of the types of presentations, ages, levels of risk preferable to the therapist			
3. Confirmation of the number of sessions per day preferable to the therapist			
4. Handover of any clients already booked in or being referred to the therapist			
5. What to do in situations of mental health risk (harm to self and harm to others)			
6. Assessment Process (ASF and Private)			
a. Admin process to set up assessment			
b. Reading to do prior to assessment			
c. What to cover in an assessment			
d. Report writing style and example reports			
e. Report review process by Lead			
f. Assessment feedback process			
g. Admin process for completing and sending reports			
7. Purpose and frequency of clinical oversight meetings			
8. CPD opportunities within the team			
9. Confirm clinical supervision is in place and how to record it			

Clinical Lead Name:	
Clinical Lead Signature:	
Date:	
Therapist's Name:	
Therapist's Signature:	
Date:	

APPENDIX ELEVEN (CONT)

INDUCTION CHECKLISTS FOR CLINICAL STAFF

Clinical induction for Occupational Therapists

Therapist's name	
Carried out by	

	<i>Done</i>	<i>Date</i>
1. Role of clinical lead in relation to the therapist		
2. Introduction to the equipment and health & safety aspects		
3. Clarification of the types of presentations, ages, levels of risk preferable to the therapist		
4. Infection control		
5. Confirmation of the number of sessions per day preferable to the therapist		
6. Handover of any clients already booked in or being referred to the therapist		
7. What to do in situations of mental health risk (harm to self and harm to others)		
8. Assessment Process (ASF and Private)		
a. Admin process to set up assessment		
b. Reading to do prior to assessment		
c. What to cover in an assessment		
d. Report writing style and example reports		
e. Report review process by Lead		
f. Assessment feedback process		
g. Admin process for completing and sending reports		
9. Gathering feedback		
10. Video recording and storage		
11. Purpose and frequency of clinical oversight meetings		
12. CPD opportunities within the team		
13. Confirm clinical supervision is in place and how to record it		

Clinical Lead Name:	
Clinical Lead Signature:	
Date:	
Staff Member's Name:	
Staff Member's Signature:	
Date:	

APPENDIX TWELVE

INDUCTION CHECKLISTS FOR NON-CLINICAL STAFF

Induction for administrative staff

Staff member's name:	
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PART ONE: Line Manager Induction

1. Roles, responsibilities and service aims

	<i>Done</i>	<i>Date</i>
a. The structure of the organisation and lines of accountability		
b. Roles and responsibilities for each key role		
c. Confirmation of staff member's roles and responsibilities		
d. Service aims		

2. Contract

	<i>Done</i>	<i>Date</i>
a. Signature for the contract		

3. Taking annual leave and sick leave

	<i>Done</i>	<i>Date</i>
a. Procedure for sick days		
b. Procedure for booking annual leave		

4. Safeguarding Framework

	<i>Done</i>	<i>Date</i>
a. Who the DSLs in the team and what their roles are		
b. The safeguarding responsibilities of the staff member including code of conduct		
c. Familiarisation with the safeguarding framework and its location		
d. Key procedures if a child or adult is at risk, or if there are concerns about a member of staff		
e. Requirements for safeguarding training		
f. Requirements for DBS renewal		
g. Staff's responsibility to inform Service Manager if any proven safeguarding allegations are made against them.		
h. Signature of policy compliance		

APPENDIX TWELVE

INDUCTION CHECKLISTS FOR NON-CLINICAL STAFF

5. Compliments, concerns and complaints policy

	<i>Done</i>	<i>Date</i>
a. Where to find the complaints procedure		
b. How the complaints procedure is made available to clients		
c. What to do if a client raises a concern		
d. What to do if a client raises a complaint		
e. How clients can give us feedback		
f. Use of feedback forms		
g. Signature of policy compliance		

6. Equality, diversity and inclusion policy

	<i>Done</i>	<i>Date</i>
a. Where to find the Equality, Diversity and Inclusion policy		
b. Staff code of conduct related to equality, diversity and inclusion		
c. How to raise a concern about discrimination or prejudice		
d. Signature of policy compliance		

7. Supervision and Management Policy

	<i>Done</i>	<i>Date</i>
a. Where to find the Supervision and Management policy		
b. The supervision and management structure relevant to the role		
c. Recording procedures for supervision and management		
d. Signature of policy compliance		

8. GDPR Privacy Standard

	<i>Done</i>	<i>Date</i>
a. Where to find the GDPR Privacy Standard		
b. Where to find the Privacy Policies		
c. Key requirements about GDPR practice including consent forms		
d. How and when to report a data breach		
e. The identity and role of the Data Protection Officer		
f. Data protection for the staff member's personal information		
g. Signature of policy compliance		

APPENDIX TWELVE (CONT)

INDUCTION CHECKLISTS FOR NON-CLINICAL STAFF (CONT)

9. Other policies

	<i>Done</i>	<i>Date</i>
a. Statement of Purpose for adopted children and adults		
b. Quality assurance		
c. Signatures of policy compliance		

PART TWO: Service Manager Induction

10. Database training

	<i>Done</i>	<i>Date</i>
a. General introduction		
b. How to create a new referral and a re-referral		
c. How to update contact details		
d. How to upload consent forms		
e. Case closure process		

11. SharePoint training

	<i>Done</i>	<i>Date</i>
a. The purpose of Client Files		
b. How to upload to the database		
c. The place and purpose of treatment plans		

12. Outlook calendar training

	<i>Done</i>	<i>Date</i>
a. How to access everyone's diaries		
b. How to book a room		
c. Responsibilities related to room bookings		

13. Health and Safety & building etiquette

	<i>Done</i>	<i>Date</i>
a. Where to find the Health & Safety policy and handbook		
b. What to do if there is a Health & Safety concern		
c. How to report an accident or near miss		
d. What to do if a first aider is needed		
e. What to do in a fire		
f. Opening up and locking down process		
g. How to maintain the shared spaces		
h. Keys		

Line Manager's Name:	
Line Manager's Signature:	
Date:	
Staff member's Name:	
Staff member's Signature:	
Date:	

APPENDIX THIRTEEN

RECRUITMENT CHECKLIST

Recruitment Checklist

Name of member of staff:	
Title of role:	
Employment status for this role:	
Clinical or non-clinical:	
Name of responsible Service Manager:	

Document/Check	Date requested	Date completed	Satisfactory?
Application form			
Photo ID			
Right to work check			
Self-disclosure form			
Overseas check			
Reference 1			
Reference 1 telephone validation			
Reference 2			
Reference 2 telephone validation			
DBS Clearance	Basic		
	Enhanced		
	Enhanced with barred list check		
Professional registration evidence (clinical roles only)			
Professional indemnity insurance (clinical roles only)			
Qualification certificate/s			

APPENDIX THIRTEEN (CONT)

RECRUITMENT CHECKLIST (CONT)

Supervisor form (clinical roles only)			
Personal details form			
Website profile (clinical roles only)			
Website photo			