

## POTENTIAL PLUS UK: SAFER RECRUITMENT PRACTICE

This document forms part of the application pack.

### Advertising the role

1. The job description and person specification highlight the role's safeguarding responsibilities and our commitment to keeping children safe.
2. The advert makes it clear whether the role requires a criminal records check.
3. All vacancies, paid or unpaid, will be advertised to attract a wide selection of applicants.
4. The application pack provides information about Potential Plus UK, the advertised vacancy, the recruitment process and necessary safeguarding checks so that potential applicants understand our safer recruitment practices.

### Application and shortlisting processes

1. Applications will only be accepted on the standard application form to ensure all information is collected for all roles, whether paid or unpaid. CVs are not accepted.
2. Applicants should inform the charity of any access arrangements or adaptations to equipment needed during the selection process.
3. All gaps in employment must be explained in the application form.
4. Application forms ask for two professional references.
5. A minimum of 2 people will shortlist based on the selection criteria.

### Interviews

1. Where possible, interviews will be face to face.
2. At least 2 people, including the Chair for CEO and Deputy CEO roles, will be on the interview panel.
3. Interviews will consist of a range of selection activities and/or questions designed to assess the applicant's ability to meet the selection criteria.
4. If a criminal records check is required applicants must bring photo ID and the completed Self-Disclosure Form in a sealed envelope to the interview or make suitable alternative arrangements. This will be opened if the applicant is offered the role and will form one step in the vetting process. Sealed Self-Disclosure Forms for all other applicants will be destroyed securely without being opened.
5. Where practical and relevant, service users will be involved in the interview process.
6. All candidates will be asked the same questions.
7. The interview panel will make notes during the interview processes to provide evidence on the candidate's suitability for the post.
8. References will be requested prior to appointment and confirmation of appointment is dependent on two satisfactory references.

### The successful candidate

1. All employment and volunteering offers are subject to satisfactory vetting checks and two completed references.
2. Original certificates of all qualifications used in the recruitment process will be verified.
3. A 6-month induction/probationary period will provide support and confirm suitability for the post.