# Annex B Safe Recruitment and Selection

Edge Hill University will take all appropriate steps to ensure that individuals, who are unsuitable for working with children, are prevented from doing so. Where risk assessments have identified that staff or student employees or volunteers are likely to have regular contact or encounters with children, young people or the vulnerable, rigorous checks into their eligibility will be undertaken.

## Safe Recruitment and Selection of Staff

The safe recruitment and selection of staff is the responsibility of the Recruiting Manager and they will be supported by the Staff Recruitment Team. The University Recruitment and Selection Policy (available on the [HR wiki](https://wiki.edgehill.ac.uk/pages/viewpage.action?spaceKey=humanresources&title=Forms%2C+Policies+and+Documents)) explains that the offer of a contract of employment is a formal process governed by law; the initial offer of

employment is conditional on the successful completion of pre-employment checks which the Staff Recruitment Team will carry out and include:

* Verification of qualifications relevant to the role
* Professional membership standards
* Minimum of 2 satisfactory references to cover employment for the past 3 year period
* Relevant DBS or Safeguarding checks
* Occupational Health check including absence trigger levels
* Verification of salary
* Verification of eligibility/right to work in the UK

The University is registered with the Disclosure & Barring Service and will ensure that any colleague whose role or activity meets the requirements stipulated by the DBS, will be checked for relevant criminal convictions to an enhanced standard. Further information can be found on the [Staff Resourcing and Payment Services (SRPS) wiki pages](https://wiki.edgehill.ac.uk/display/srps/Disclosure%2Band%2BBarring%2BChecks). The page includes a downloadable Enhanced Check Risk Assessment Form which can be used to help determine if a check is required. Further guidance with respect as to whether an individual employed in any capacity by the University should be subject to a DBS check can be obtained from recruitment@edgehill.ac.uk.

The University’s approach to the recruitment of staff and volunteers with criminal convictions is detailed within the Recruitment of Ex-Offenders Policy (available on the [HR wiki](https://wiki.edgehill.ac.uk/pages/viewpage.action?spaceKey=humanresources&title=Forms%2C+Policies+and+Documents)). The University complies with the Rehabilitation of Offenders Act 1974 and the DBS Code of Practice, and undertakes to treat all applicants for positions fairly, whilst meetings its obligations to safeguard the community including children and adults at risk.

## Recruitment and Selection of Under 18s

Regarding the employment or work placements of young people under the age of 18, line managers must ensure an individual risk assessment is put in place which details any risks associated with the role and outlines any controls put in place to mitigate such risks. All staff should refer to the Work Experience Guidelines for Supervisors ***before*** agreeing to a placement (available on the [HR wiki](https://wiki.edgehill.ac.uk/pages/viewpage.action?spaceKey=humanresources&title=Forms%2C+Policies+and+Documents)). Additional guidance will be provided by Human Resources as appropriate.

## Safe Recruitment and Selection of Students

The [University Admissions Policy](https://www.edgehill.ac.uk/document/admissions-policy/) covers the principles and processes used to recruit, select and admit Home and International students to full-time and part-time undergraduate and postgraduate taught programmes of study (including CPD) at Edge Hill University. In line with its duties, the University will take all appropriate steps to ensure that students who apply for and study on professional courses, where they are likely to have regular contact or encounters with children or adults at risk, go through a rigorous recruitment and selection process. Checks will be undertaken into their eligibility to enter and remain on the course. Such processes will include:

* A complete profile of evidence in relation to identity and qualifications.
* Selection and fitness for practice procedures designed to assess initial and continued suitability for the role.
* Enhanced DBS and /or other appropriate background checks.
* Checks to ensure individuals meet all relevant health and capacity requirements for their role.

The University will ensure that any student who will have substantial one-to-one contact with children or adults at risk will be DBS checked for relevant criminal convictions to an enhanced standard. Students on professional courses will also have to comply with on-course declaration requirements. The [groups of students](https://www.edgehill.ac.uk/departments/support/admissions/dbs/) who are required to undertake an enhanced disclosure are listed on the website.

To safeguard the community and children and adults at risk, students will not be able to fully enrol or be allowed to start a placement until they have the necessary clearance. If a conviction or caution appears on the DBS certificate, applicants will be required to attend a Panel meeting. Further information about what happens in a Panel meeting, what information is received following a Panel and how to appeal against a Panel decision can be found on the [Admissions webpages](https://www.edgehill.ac.uk/departments/support/admissions/dbs/). The Panel may conclude that an applicant does not satisfy the requirements for entry to the programme and will, in such cases, withdraw the offer of a place on the programme.

## Safeguarding checks for education programmes

The Department for Education (DfE) have determined that further safeguarding checks must be carried out on applicants due to embark on a course that involves working with children in schools. The Faculty of Education [consider student/trainee suitability](https://www.edgehill.ac.uk/departments/academic/education/safeguarding/) to work with children in a number of ways during the application process. The Safeguarding checks that will be carried out during the application process include:

* Enhanced Disclosure and Barring Service (DBS) checks
* Prohibition checks
* Overseas police checks
* Disqualification from childcare declaration – if working with children age 8 or under.

## Admission of Under 18s

Regarding the admission of young students under the age of 18, Deans of Faculty and the Director of Student Services must ensure an individual risk assessment is put in place which details any risks associated with the admission and outlines any controls put in place to mitigate such risks. Additional guidance will be provided by Student Services as appropriate.